



BRENTWOOD MIDDLE SCHOOL

PRINCIPAL: DR. JULIE SPERRY

Excellence in all we do and say, that's the Brentwood Middle way!

Journey to Excellence

Welcome to Brentwood Middle School!



Brentwood Middle School

2011-2012

Words of Character

BMS Core Values

- KINDNESS
- INTEGRITY
- PERSEVERANCE
- RESPECT

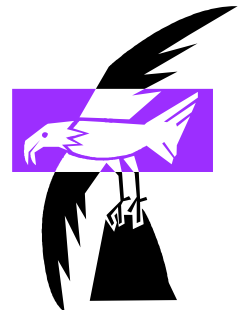
We are glad you are here! This *student handbook* helps students and families understand what happens during the day at Brentwood Middle School. Please read over the handbook and use it for information or to answer a question about school.

At BMS, we believe that success comes in the form of teamwork. We hold high expectations for our team of students, staff, and parents. School staff provide information and the tools needed for learning. Parents provide

structure and support at home and keep the lines of communication open with the school. Students are expected to give their personal best effort to show **kindness, integrity, perseverance, and respect** for their education.

Upon *arrival at school*, students should go to the cafeteria and sit and talk quietly at the tables with your friends. When the bell rings at 7:45 a.m., students go to their grade level hallways and get ready for the start of the school day in homeroom. Do not

go to any other areas of the campus without a pass from a staff member. Students may not leave campus during the school day unless they have the permission of the principal.



Brentwood Middle School Star Citizenship

This program has been developed to help encourage personal responsibility as a student and a citizen at Brentwood Middle School. We believe that the values stressed in this program are characteristics that will help now and in the future at school, home, and the community. The 4 expectations listed are the building blocks from which our Brentwood Star Citizens develop. The students receive a score for each class. 1-is outstanding, 2-is satisfactory, 3-is needs improvement, and 4-is unsatisfactory.

Star Citizen Expectations:

1. I will be ready and come to school on time and be prepared for class.
2. I will treat personal and school property with respect.
3. I will treat everyone with courtesy and respect.
4. I will act responsibly and accept the consequences for my actions.



Journey to excellence through CHARACTER

The BMS Family

The BMS family consists of a combination of 6th, 7th, and 8th grade students. This all stemmed from an activity called Mix It Up Day. This group meets for about 15 minutes a day. During this time they build close relationships with students from other grades, build cross grade unity, and the students have personal teacher contact. During BMS family, students learn about tolerance, respect,

patience, cooperation and focus on our 4 core values of Integrity, Kindness, Perseverance, and Respect.



Community Connection

Brentwood does so many great activities during family time. Each year we do many fund raisers and drives to support the local Brentwood community as well as our city zone community. This year we have expanded and focused our attention to one location; the Covenant House. This facility is an at risk-youth run away center. We have visited the facility on different occasions and have learned about all the great things they do for kids and how they are making them better citizens. Some of the activities we do in family that support this charity, are canned food drives, winter carnival, and drives for hats, gloves, and scarves. All of these activities have benefited the youth at the Covenant House that are trying to make it on their own!

Adopt a Support Staff



Our families “adopt” a BMS support staff member. This is an opportunity for each family to get to know another adult that works in our school.

Activities include: parties, celebrations, Q&A sessions, and more. The goal is that the students and the support staff member get to be a part of a family and get to know each other on a more personal level. This has been a great addition to BMS.

PIT Crew (The Parent Involvement Team)

Many of the things we do in families would not be possible without parent involvement. The PIT crew is the new and improved version of the formerly known “parent network.” The crew has been divided into 5 committees: (1) Family Room Parent, (2) Coffee Talk member, (3) Volunteer Special Activities member, (4) Teacher Recognition, and (5) Social Vision. This is an opportunity for parents to be involved in as little or as much as they like in the area they want to help out. Our PIT crew helps the MS on 1/2 days, coffee talk days, lunch duty, field trips, and other times as needed. We have 17 families which all need “homeroom” parents to help plan and organize family events. Parents complete the picture of what makes BMS such a wonderful place to learn and grow. The Crew helps define how they fit in at BMS. The PIT crew has been a great way to solidify the parent-school partnership.

kindness
integrity
respect
perseverance

CORE VALUES

This is an opportunity for all students, staff, and parents to share in the values we want to focus on the most. Over the past few years we have come up with many changing and evolving words.

The core value words that the BMS community agreed upon are:

KINDNESS, INTEGRITY, PERSEVERANCE, AND RESPECT. These words get intertwined in the language used in the classroom, the discipline, the expectations, and the every day activities.

Our motto is: “Excellence in all we do and say, that’s the Brentwood Middle way!” The

students and teachers incorporate the core value words and the motto into our everyday routines. This establishes high standards for BMS setting us apart from other schools.



Student Council

The BMS student council is a group of elected students that has an opportunity to voice student concerns, create opportunities for fun activities, and be a student leadership team. This group helps plan back to school activities, end of year celebrations, and many other student activities during the year. This is a leadership group that is growing and shaping the future of the BMS.

Class Meetings

A class meeting is a time when the “family” group can discuss issues, bring up concerns, plan activities, and work cooperatively. During this time, it is a great opportunity for students to have voice and share their ideas or work through frustrations. This information can also be used during class and for content review. This can be a fun opportunity and a great way for students to talk and interact with each other in a positive way.

Assemblies

At BMS we find it fun and exciting to have assemblies. We have several fun assemblies where we compete for the spirit stick, which is passed from one winning family to the next. We also have assemblies and concerts for band, choir, plays, guest speakers and other interesting activities. The students find the assemblies exciting and the more you participate, the more you will enjoy these assemblies.

Making Choices

Middle School is a time when the choices we make affect ourselves, our classmates, our school, and our future. Middle School is the time to provide students an opportunity to make good choices. This could be as simple as using their planner daily, walking down the halls respecting others, keeping our hall and PE locker clean, listening and participating in class, or completing homework.

One announcement you will hear on a regular basis is, “You have the power to choose, so choose wisely.” (taken from Project Wisdom) This is a great phrase to help students think about choices they make on a daily basis. Middle school doesn’t have to be a time filled with drama and frustration; rather a time where you meet your best friend, learn about something great in a science lab, read an interesting story, or get excited about buying your hot lunch. Whatever it is that becomes part of your day to day routine; remember you do have the power to choose. Uphold the core values that make BMS a great place.

NJHS

The National Junior Honor Society chapter of Brentwood Middle School is a duly chartered and affiliated chapter of this prestigious national organization. Members of NJHS participate in various service projects and fundraisers that support our school, our community, and our world. Since its beginning at BMS, NJHS has raised money to donate to Schools4Schools in Uganda and Sacre Coeur Hospital in Haiti, collected school supplies to donate to needy St. Louis-area students, organized a recycling drive, hosted Tech Clubs for Brentwood Senior Citizens, picked up trash in Brentwood parks, walked for Race for the Cure, and many other things.

To become a member of NJHS, students must be in the second semester of sixth, seventh and eighth grade. Membership is open to those students who meet the required standards in five areas of evaluation: scholarship, leadership, service, citizenship, and character. For the scholarship criterion, a student must have a cumulative semester GPA of 3.75 or better on a 4.0 scale. Those students who meet this criterion are then invited to complete a Student Activity Information Form which details the candidate’s history of leadership and service experience and participation in his/her school or community.

A formal induction ceremony is then held at the school to recognize all the newly selected members. Once inducted, new members are required to maintain the same level of performance (or better) in all five criteria that led to their selection. This obligation includes regular attendance at chapter meetings held during the school year and participation in chapter service projects. Each year, we look forward to new members and new service projects.



“You have the power to choose, so choose wisely!”

*Excellence in all we do and say,
that’s the
Brentwood Middle way!*



Did you know...

Brentwood Middle School is on a journey to EXCELLENCE through character education. Here are just a few things we've started and are planning to continue this school year:

- O Gold Star School
- O Families comprised of 6th, 7th, and 8th grade students
- O Adopt a Support Staff Member
- O Family Parents (a.k.a. PIT Crew Member)
- O Class meetings
- O Core Ethical Values: Kindness, Integrity, Perseverance, and Respect
- O Parent Coffee Talks
- O Character Cadre for our teacher leadership team.
- O Student Council
- O 7th Family Fare Fair
- O Student Activities: National Junior Honor Society (NJHS), Student Council, Memory Book, Newspaper, 8th Grade Leadership, Future Teachers of America Club (FTA), Intramural sports
- O 8th grade Camp
- O Mentoring Program with Fontbonne
- O Across Grade Level Buddies
- O Good News Post Cards
- O Parent Resource Library
- O Assemblies and Activities
- O Community charity drives

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that's the Brentwood Middle way*

Schedules

The Modified Block Schedule will be a combination of 86, 64, and 43 minute classes. We have some classes that will meet every day and some classes that will meet every other day. All students will have a unique schedule that they will learn how to follow very quickly.

- 86 minutes of Social Studies and Science every other day (A day/B day)
- 64 minutes of Math every day
- 64 minutes of Communication arts every day
- PE every day
- Other classes are dependent upon the grade and class selected.

If a snow day occurs, the schedule will remain the same. For example, if a snow day happens on an A day, the following day would be a B day. The A day would be skipped. Please contact the office or visit the website to see the adjusted calendar.





The Cafeteria

It is important for students to respect property, people, and be responsible. Arriving on time, having appropriate line behavior, demonstrating good table manners, and cleaning up are just a few of our expectations.

All food and drinks should be consumed in the cafeteria. These items are not allowed in classrooms, hallways or on school grounds during the school day. Food and drinks consumed outside the cafeteria may be confiscated or placed in the student's locker. Exceptions may be made by staff members for special class activities.

Eighth grade students have the privilege of sitting in the Cave section of the cafeteria. The eighth graders are expected to keep the cave clean or it will be closed.

Students should make deposits into their lunch accounts in the Middle School Office on a regular basis. There are no monetary exchanges that take place in the cafeteria. Instead, all BMS students will be issued a pin number that identifies the students electronically. Students will be reminded when accounts are running low. Parents can see lunch choices and obtain account balance information on the Parent Portal.

Regular Lunch prices are: ____

Breakfast is also served daily. Students may arrive to school at 7:30 and head to the cafeteria to enjoy a healthy breakfast and a good start to their day!

Regular Breakfast prices are: ____

Free and Reduced Lunches

Applications for reduced or free lunches will be distributed to families in registration packets before school starts. Applications are also available throughout the school year in the Middle School Office.

School Closing

Every reasonable effort will be made to keep the Brentwood schools open during severe weather. If hazardous weather conditions make it necessary to close school for the day, the announcement of school closing will be broadcast over several radio and television stations as well as through our Alert Now telephone system. A list of the radio and television stations will be available in the fall. Also, check out the district website for closings.

Emergency Drills

Although we do not expect emergencies in our school, we are prepared to keep everyone safe. Students will be instructed throughout the school year on our building's procedures for handling fire, tornado, earthquake, and intruders in the building.

Drills are taken seriously. Students should follow the procedures outlined by teachers, staff, and administration. Everyone is expected to cooperate fully in these situations. For everyone's safety, students are expected to stay with the assigned teacher during all emergency drill times.



Attendance

On the rare occasion when a student must miss school due to an illness or emergency, the family is expected to notify the school before 9:30 a.m. Prior to 7:30 a.m., the family can call 962-8238 and leave a message with the attendance registrar. If a call has not been received from a parent or guardian by 9:30 a.m., the family will be contacted.

If a student is absent 2 or more consecutive days or for any planned absences, families may request homework and assignments in advance from the student's teachers on the day(s) of absence(s). Please contact the teacher directly or the BMS attendance registrar to coordinate.

If families wish to collect homework for student absences, please notify the middle school before noon so that homework can be picked up in the Middle School Office at the end of the school day. We also encourage the use of the Homework Hotline, which is available after 4:30 each day at 962-8238.

Attendance is important. After missing 5 days for any reason during a semester, please provide the registrar with a doctor's note.

Per board policy, letters will be mailed home explaining the consequences of excessive absences. The consequences are as follows:

- After the 7th absence, the administration will call a meeting with the parents.
- After the 10th absence, the truancy officer will be notified.

Tardy to School and Class

Students are expected to respect and take full advantage of instructional time. Students are expected to be in their assigned classrooms prior to the tardy bell ringing.

We ask that parents help us make sure students arrive at school on time each day! If students do not arrive at school on time, learning can be negatively impacted. Please make sure your student arrives at school between 7:45 and 8:00 a.m. Thank you for your continued efforts to help our students arrive to school on time.



Students who arrive late to school must sign in at the office prior to going to class.

Each semester a student is allowed two tardies without consequences. Three to five tardies to school will result in a lunch detention. Between 6-9 tardies to school in one semester will result in an after school detention assigned by an administrator. An attendance contract may be formed at this time. More than 9 tardies results in ISS (In-School Suspension), parent meeting, or other means to help ensure the student arrives to school on time.

Tardies that occur during the day will be handled by the grade level teams. See each team for their policies.

Truancy

A student is truant when absent from school without the knowledge of his/her parent or guardian. Any student absent from a class, or part of a class, without permission from the teacher of that class is considered truant whether he/she remains on campus or leaves the campus. Truancy will be punished by detention or in school detention. Excessive truancy will result in out of school suspension and/or the notification of legal authorities.

Dismissal and Early Departure

Students have 10 minutes from the last bell at the end of the school day to go to their lockers and depart the building before school dismisses.

Students who ride the bus should go to Circle Drive and board the bus by 3:00 p.m.

All students must leave the building by 3:00 unless they are involved in a supervised after-school activity. All after-school arrangements must be made

In the event that a student must leave school early, a written note from a parent or legal guardian must be given to the office. For safety reasons, parents must come to the office to sign students out for any early departure.

Please note that anyone other than the custodial parent may not pick up a student without the permission of said parent.



Visitors

All visitors to BMS must first report to the office. Parents are welcome anytime—just stop by the office and sign in on the computer. A label with your name will print out for your convenience.

Students from other schools must have permission from the principal prior to visiting. This is only allowed for students who wish to tour our school with the purpose of enrolling.

No visitors will be allowed the 2 days prior to a holiday break from school or the last week of the semester.

Parent Portal

The Brentwood School District is strengthening its partnership with parents through the Parent Portal. This is a web-based program that allows parents to access their child’s classroom grades, attendance, discipline report, lunch account balance and food choices 24 hours a day, 7 days a week.

To sign up for the Parent Portal, contact the Middle School Office at 962-8238 and the registrar will assist you.

Special School District

Brentwood School District, in conjunction with the Special School District of St. Louis County (SSD), provides services to students who have special needs.

The Brentwood School District and/or a student’s parent/guardian may request that a student be evaluated for SSD services. Inquiries should be made to the middle school principal or counselor.

Hallway Behavior

At BMS, you are to demonstrate respect to all students and adults encountered in the hall.

While in the hallway between classes, students should use their time well. During this passing time they should go to lockers, the restroom, and take care of social needs. It is each student’s responsibility to get to class on time.

Lockers

Each student is assigned a locker for books, backpack, coat, and other belongings. Backpacks, large purses, and coats are not allowed in classrooms. Students are expected to keep their lockers neat and organized. Throughout the year there will be locker clean outs to help maintain them.

While we encourage and appreciate self-expression when decorating lockers, please

use only magnets to hang paper and pictures. Tape, stickers, markers, and other writing utensils should not be used to decorate lockers.

Broken locks and/or lockers should be reported to the Middle School Office.

Please remember that lockers are the property of the school district and may be inspected at any time by the staff.



ID Badges and Key Cards

All students and staff are required to wear their ID cards in order to promote safety. Everyone will be provided one ID and lanyard. If it gets lost, a replacement will need to be purchased.

Consequences will be issued for not wearing ID cards: three-five times will be lunch detentions, six-nine will be after school detentions, and more than 9 will constitute ISS, parent meetings, or administrative decision.

Each student is issued a key card which grants the students access to the campus. Don’t forget that the key cards must be turned in at the end of each school year, so be sure to take good care of it.



Homework

Homework is an important part of the educational process. Throughout the school year, learning in the classroom will be enhanced by reading and practicing outside of school hours. On the average, students should plan to spend one hour per night on homework activities. Homework may include written assignments, reading, reviewing notes, or studying for tests. All homework assignments, should be recorded in the assignment notebook, with their due dates.

The Homework Hotline can be reached by calling 962-8238 after 4:30 p.m. Follow the prompts to find your grade level’s homework for the day. Some teachers post their homework on Moodle. Ask your student for more information.

If students are absent from school, it is their responsibility to get their homework.

If a student is out two or more days, his/her parents may request assignments for pickup after 3 p.m.

Care of Building and Equipment

The proper respect for our building and its equipment is expected from staff and students.

Trash should be disposed of in the appropriate containers.

Furniture and school equipment should be treated in a respectful manner. Any broken or damaged items should be reported to a teacher or to the office.

Walls, lockers, and furniture should not be defaced.

The school district provides our

students and staff with a building that is comfortable and inviting.

It is a serious matter when a student carelessly or maliciously destroys or defaces school property and will be dealt with as a serious discipline case.



Library



The middle school shares the library with the high school. The library is available for student use between the hours of 7:45 a.m. and 4:00 p.m. on all school days.



Dress code

Students should dress in a manner that does not distract or interfere with the educational process. Any student who, by appearance or manner of dress, presents health or safety problems or is a distracting influence in the classroom will be asked to dress appropriately.

Dress code guidelines include the following:

- Clothing which advertises



alcohol, cigarettes, or drugs may not be worn.

- Shoes must be worn at all times
- Students are not permitted to wear hats, sweatbands, bandanas, or hoods in the school building on school days.
- Sunglasses are not to be worn in the school building.
- Exceptions may be made by the administration for special circumstances.

- Any clothing that allows undergarments to be seen will not be allowed at school.
- Pajamas are not allowed.
- Clothing should be appropriate for school and properly cover body parts. Spaghetti straps, open-backed tops, bare midriffs, and sagging pants are not acceptable choices for school wear.

When in doubt, don't wear it!

Textbooks

Textbooks are assigned by teachers. Textbooks are expensive to replace, so please take proper care of them. A normal amount of wear is expected on a book during the school year, but fines will be assigned for excessive damage. Students are expected to pay for lost or damaged books. Students are also expected to pay for damaging another student's books. Please do not lend books to other students as each book is assigned to a specific student.

Lost & Found

Students should report the loss of any personal article to the Middle School Office. If an item is found, students should bring it to the office. While the school is not responsible for lost items, there is a Lost and Found table located outside the office. Be sure to stop there if you are missing something. Do not bring expensive items to school.

Bicycles & Skateboards

If a student rides his/her bicycle to school, it should be parked at the bike rack located near the White Avenue entrance of the Middle School. Bikes should be securely locked and should remain locked until the school day is over.

Skateboards should be safely stored in your lockers or you may ask the office to keep it safe for you. Do not skateboard while in the building.

It is always a good idea to be safe and wear a helmet if riding a bike or skate boarding to school.



Guidance



The middle school guidance program provides students with curriculum in Knowledge of Self and Others, Career Exploration, and Vocational Development. These topics are addressed through a variety of formats including classroom lessons, small group work, individual sessions, and large group assemblies. Individual planning activities that help students to monitor and manage their own learning occur throughout the year.

The counselor is generally available to students, staff, and families between the hours of 7:45 a.m. and 3:15 p.m. Students and parents are welcomed and encouraged to make an appointment with the counselor. It is important to schedule an appointment through the Middle School Office, so that you can be assured of a time to meet.

Pre-registration

During the 4th quarter, students will choose their elective classes for the next school year. Students should make these choices carefully when pre-registering. Once the master schedule has been established, it is difficult to make changes to a student's schedule.

Excellence!



Brentwood Middle School Grading Scale

- A+ 98-100
- A 93-97
- A- 90-92
- B+ 88-89
- B 83-87
- B- 80-82
- C+ 78-79
- C 73-77
- C- 70-72
- D+ 68-69
- D 63-67
- D- 60-62
- F 59 and below

Progress Reports and Report Cards

Progress reports will be mailed during the fifth week of each quarter.

Report cards will be mailed home at the end of each quarter.

Though progress reports do not require a parent's signature, we encourage parents to discuss with their children all of the grades—academic and citizenship—and comments included on these reports.

Testing

Each school year, students in grades 6 and 7 take the Terra Nova during the fall and the 8th grade takes the EXPLORE. All students take the Missouri Assessment Program (MAP) in the spring.

All students will participate in our reading and math benchmark assessment program known as DEA. This will be completed in Math and CA classes at various times throughout the school year.

Our annual reading assessment, Degrees of Reading Power (DRP), is given to all grades in the fall and spring of each year.

Promotion Expectations

In order to be promoted to the next grade level, a student should pass at least six classes of the following academic core subjects during the two semesters: communication arts, social studies, mathematics, and science.

In addition, 8th grade students are encouraged to complete 10 hours of community service.



Withdrawal from school



Students who transfer to a different school must secure and complete the necessary forms from the Middle School Registrar. The student is responsible for returning all books, materials, etc. to the appropriate staff person. Students must pay all fines owed to the school prior to any transcript being released.

Fall Conferences

Each fall, parent teacher conferences will be held on two nights from 3:30-7:30. Information will be forthcoming via e-mail, newsletter, and your child. Please call early for those appointments, as they do fill up fast. However, during the course of the year you may want to contact the teacher for a conference before and after school or during various times throughout the day. Please contact the teacher directly by phone or e-mail to schedule these meetings.

Spring Conferences

Student led conferences provide an opportunity for our students to prepare work samples to share with parents about their progress and academic achievement. In preparation for these conferences, students will have to take time to prepare and take responsibility for creating a portfolio of evidence. Each portfolio contains artifacts to represent their growth and also reflections about work and character.

Bullying/Cyberbullying

Bullying is not tolerated at BMS. Students are strongly encouraged to:

- Refuse to join in or watch bullying
- Speak out against bullies
- Stand up for the person being bullied
- Report any bullying to a staff member as soon as possible
- Make an effort to include students who are normally left out

Students are not encouraged to do anything that will place them in danger. Only speak out or stand out if you feel it is safe to do so.

Cyberbullying, which is bullying through e-mail, instant messaging, texting, blogging, etc., can cause problems between students and carry over into school.

In order to maintain a positive and safe learning environment, **consequences may be issued if cyberbullying is brought to the school's attention.**

Computer Use Policy

Brentwood Middle School offers excellent access to computers and computer instruction. In order to access the Brentwood network and the internet, each student must have a parent- and student-signed Network and Internet Acceptable Use Policy. The form will be sent home before the start of school and can be returned with the registration materials before school begins.

Violations of the Acceptable Use Policy may result in temporary or permanent loss of computer access privileges.

Bus Regulations

We expect all students who ride the bus to be respectful and responsible so that the bus is safe for all students.

This applies to those who ride the bus daily and to those who ride buses on school sponsored field trips. Students will do the following:

1. Recognize and obey school rules while riding the bus (the school discipline policy applies to all behaviors on the bus).
2. Be outside 10 minutes prior to pick-up.
3. Board the bus quickly and carefully.
4. Respect the driver and other students at all times.
5. Remain seated for the entire bus ride.
6. Never place body parts or objects out of the window or yell at others outside the bus.
7. Use inside voices when talking on the bus.
8. Report any problems to the bus driver.

It is the responsibility of the driver to maintain a safe and orderly bus. Bus drivers, in the interest of safety, have the right to warn students of inappropriate behaviors, conference with students, and assign specific seats. Student conduct on the bus which is considered hazardous will be referred to the principal. In serious disciplinary cases, students may be suspended from the bus for a period of time.

Activity Bus

Activity buses are available for transfer students who have participated in a school sponsored activity. The buses leave at 4 p.m. from the Circle Drive. Middle school students are not allowed to take the high school activity buses home at 6 p.m. They must take the 4 p.m. bus.

Electronic Devices

Electronic devices, such as MP3 players, iPod's, CD players, laser pointers, electronic games, etc. are disruptive to the educational process and **should not** be brought to school. These items are expensive and should be left at home. **The school is not responsible for the loss of these items.** If discovered, these electronic devices may be confiscated by staff members to be returned at a later time. Cell phones **ARE NOT ENCOURAGED** to be brought to school. If they are, electronics must be turned off while in the school building and throughout the day. They must be stored in a locker and out of sight. It **may not be used** during the school day. If need be, parents may leave messages for their child in the office. There is a phone in the office students may use during school hours.

Students who desire to bring a cell phone to school must have a Cell Phone User Agreement—complete with parent permission—on file in the Middle School Office. The User Agreement will explain consequences for violation of the Cell Phone Policy.



Excellence!

Medications, Illness, & Immunization

A full time registered nurse is available between 7:30 am and 4:00 pm in the Clinic, located on the first floor in the high school building. In addition to

providing emergency care in case of accidents or illness, the school nurse verifies immunizations, maintains medical records on all students, dispenses medications and conducts or coordinates vision, hearing, and height and weight screenings on all students. The school nurse acts as a resource for the classroom, staff, parents and students with particular health needs. Students are required to obtain a written pass from their teacher prior to visiting the Clinic. Students are not allowed to visit the Clinic between classes except in emergency situations.

Medications:

Written authorization is required to administer any medication at school. All medications are to be stored and administered in the clinic. Prescription medications must be labeled by a pharmacist and include the student's name, medication name, strength, dose and prescribing doctor's name. Over the counter medications must be in the original container and will only be administered according to the label instructions. All medications are to be delivered to the Clinic by a parent or guardian.

During the course of the year, students may occasionally require the need for pain management for headaches, orthodontic adjustments or muscle soreness. Generic acetaminophen and ibuprofen in tablet or capsule form will be available in the clinic but will only be administered with written consent from the student's parent or guardian. Dosages will be administered according to label directions. If you desire to have these over-the-counter medications available to your son or daughter, please complete and sign the permission statement available in the Clinic. Students will need a physician's authorization if requiring any over the counter medications for greater than five consecutive days.

Students are not allowed to carry or self administer any medication except in very limited circumstances and with prior physician authorization and parent/guardian permission.

Illnesses:

Students are to be kept home with a temperature of 100 degrees or higher. They must be fever-free for 24 hours, without fever reducing medication (Tylenol or Motrin) before returning to school.

Parents will be notified when the school nurse believes a student should be sent home with illness or injury. If parents cannot be reached, we will call the emergency telephone number(s) provided on the Emergency Release Form. **It is very important that you inform the school of any change to contact information so that you may be reached in case of an emergency.**

Immunizations:

In order to attend school, students must provide proof of immunizations, a signed Physician's Exempt form or Religious Exempt form upon registration to Brentwood Middle School which complies with Missouri State Law. Please submit proof of any additional immunizations received during the school year.

Effective beginning the 2010 school year the MO Department of Health and Senior Services implemented the following new requirement:

Tdap (tetanus, diphtheria and pertussis) vaccine will be required for all incoming eighth (8th) grade students if the child has completed the recommended childhood DTaP/DTP vaccination series and has not received a Td booster within the past two (2) years.

2011/2012 Immunization Requirements

Grades 6-7

4+ doses of Diphtheria, Pertussis, Tetanus (last dose after 4th birthday)
3+ doses of Polio (last dose after 4th birthday)
2 doses of Measles, Mumps, Rubella
3+ doses of Hepatitis B
No Varicella doses required, however vaccination is highly recommended

Grades 8

4 doses of Diphtheria, Pertussis, Tetanus (last dose after 4th birthday)
1 dose Tdap or Td required 10 years after last DTaP, DTP or DT
3+ doses of Polio (last dose after 4th birthday)
2 doses of Measles, 1 Mumps, 1 Rubella however 2 MMR's highly recommended
3+ doses of Hepatitis B
No Varicella doses required, however vaccination is highly recommended

Physical Examinations:

Physical examinations are highly recommended for students entering 7th grade. Parents are advised to schedule these as early in the summer as possible to avoid the before-school rush. Any questions, don't hesitate to call the office of the Nurse.

Safe Schools Act Information



Non-Discrimination Policy

The Brentwood School District does not discriminate on the basis of race, creed, national origin, sex, or any disability in provision of education services, admissions, or employment. If you have any complaints or inquiries concerning the application of our non-discrimination policy, you may contact Mr. David Faulkner at the Brentwood School District Central Office at 314-962-4507.

Family Education Rights and Privacy Act (FERPA)

Families have the right to review educational records of their students. The school principal is responsible for maintaining the privacy and security of student records. Families must give written consent for the release of information from school records to outside agencies.

The Safe Schools Act was enacted by the state of Missouri in 1996. This law established the crime of “assault while on school property, a person knowingly causes physical injury to another person, causes physical injury to another by means of a deadly weapon, or recklessly engages in conduct which creates a grave risk to another person it will be termed “assault while on school property” and is a class “D” felony.

The Safe Schools Act also requires school personnel to report certain acts of felony to law enforcement agencies. Students who pose a threat of harm to him/herself or others may be restricted from attendance at school. Other highlights of the Safe Schools Act:

- An outline of policy requirements focusing on promoting safe school environments.

- District administrators are required to report acts of school violence to teachers and other school employees who have direct responsibility for the child’s education or interact with the student on a professional basis.
- Current law requires a minimum of a one-year suspension for a student bringing a weapon to school.
- Districts are required to compile and maintain records of any serious violation of district policy.
- Prior to registration of a pupil, the parent or legal guardian must establish proof of residency or must have requested a waiver of the proof of residency.
- School officials enrolling

the pupil must request within 48 hours, a transfer of documents from all school districts the pupil attended within the previous 12 months. Any school district receiving that request shall respond within 5 business days of receipt of that request. The request must include the disciplinary records required under this legislation.

- Districts are authorized to immediately remove a pupil posing a threat to him/herself or others. Prior disciplinary action may not be the sole basis for such removal.

The Safe Schools Act is extensive in nature. Parents and guardians who wish to obtain a copy of summary of the Safe Schools Act should contact the Brentwood School District Central Office.

Sexual Harassment

Brentwood Middle School is committed to maintaining an environment for its students that is free from sexual harassment. Sexual harassment is prohibited and is defined as “unwelcomed or inappropriate verbal or physical conduct of sexual nature, imposed on the basis of sex, by an employee of the school or fellow student”.

If a student believes he or she is being sexually harassed, the student should bring the concern to the attention of the counselor or principal. The

principal will fully investigate the concern and will notify the student and his/her parents or legal guardians of the results of the investigation.

If the investigation substantiates that sexual harassment has occurred, the district will take appropriate disciplinary action against the offender.

Excellence in all we do and say, that's the Brentwood Middle Way!

Discipline

At BMS, we strive to provide a positive climate that encourages and recognizes excellent performance. The staff at Brentwood Middle School is trained and committed to helping students make the difficult transition between elementary and high school. The staff at Brentwood Middle School encourages students to attain social skills through modeling of appropriate actions and by treating students with respect.

In order to ensure a safe and productive environment for learning, each student must be aware of his/her rights and responsibilities as a Brentwood Middle School student. If students know what is expected of them, they will be able to uphold those expectations. A student's success depends on the ability to self monitor and reflect. Certain standards of conduct are necessary to ensure that a person seeking to express his/her own individual rights is not infringing upon the rights of others. Anything that gets in the way of learning can be deemed inappropriate and consequential.

Brentwood Middle School students are expected to be courteous and respectful to one another, to staff members, and to all visitors. Basic rules for appropriate behavior at BMS include the following:

- Walking and talking in a courteous manner in the hallway
 - Leaving the classroom with teacher permission and a pass
 - Using appropriate language and avoiding obscenity
 - Behaving respectfully during all school activities.
 - Throwing objects (including snowballs) inside or outside the building is not permitted during school hours or at school activities.
 - Being in classes when the bell rings. Excessive tardies will result in detentions.
 - Keeping food and drinks in the cafeteria. No food or drinks are allowed in the hallways, classroom or on school grounds without permission from a staff member.
 - Follow instructions given by teachers, staff, or administration in the building.
 - Not selling anything on school property without the permission from the principal.
 - Not bringing items of value and/or excessive amounts of money to school at anytime without the permission of the principal. More than \$10 does not need to be brought to school. In addition, money and items should not be lent to classmates. Lost items are not the responsibility of BMS.
 - Students who are absent from school for suspension, in school suspension, or illness **may not** attend any school-sponsored activities on the day of their absence.
- Running and horseplay in the hallways is strictly prohibited.
 - Students are not allowed to bring friends or visitors to school without prior permission from the principal.

Each student is expected to demonstrate the Star Citizen Characteristics mentioned earlier. There are, however, instances when behaviors will warrant consequences. The following is a list of unacceptable behaviors:

- Disrespect to staff or others
- Fighting/assault
- Class disturbance
- Insubordination
- Vulgar language
- Defacing school property
- Possession/use of nuisance items
- Truancy
- Late arrivals to school
- Continued tardies
- Failure to attend detentions
- Theft
- Repeated disciplinary violations
- Sale, possession, or use of drugs/alcohol
- Cheating/plagiarism
- Possession/use of fire works/weapons/firearms
- Bus safety violation
- Sexual harassment
- Other inappropriate actions/choices

It is up to the staff and administration to determine the appropriate consequences based on professional judgment, witness statements, and supporting evidence. The above-mentioned behaviors may result in the following:

- After-school detention
- Lunch detention
- In-school detention, out of school suspension, or expulsion

Detention Program

As a school committed to a safe and positive learning environment, students who do not respond appropriately to school expectations may receive detentions. Detentions are assigned based on the belief that students can learn and improve in their decision making. Lunch detentions and/or after school detentions may be assigned by any staff member.

Lunch detentions occur during a student's lunch and recess period. After school detentions occur between 3:00 and 4:00 p.m. A 4:00 p.m. bus is available for students who participate in the VTS program.

In School Detention & Suspension

In-school detention (ISD) is a consequence offered in cooperation with Brentwood High School. If a student is assigned to ISD that means they are placed for no more than two periods a day. If a student is placed for more than two periods a day, then they are assigned to ISS. The student is expected to report to the middle school office as soon as they arrive at school; they then will be escorted to the ISD or ISS room. Students will complete assigned class work while spending the day isolated from the activities of a regular school day.

Students in ISD/ISS are not allowed to attend after school or evening activities on the days they are assigned to ISD/ISS.

Out of school suspension

Out of school suspension is a serious consequence.

Students will be detained in the office or ISD room until their suspension can begin.

Students suspended out of school will not be allowed on school property at any time during their time of suspension. Students under suspension are required to complete **all** assignments missed.

Certain acts of misconduct as outlined by the **Safe Schools Act** will subject the student to suspension (either in or out of school) or expulsion from school. According to the Safe Schools Act, the school district is expected to report these acts of misconduct to the local police who will make a report on behalf of the school district.

Such conduct includes, but is not limited to, the following acts:

- Fighting on campus, at school activities, or while traveling to and from school
- Damage or destruction of school or private property
- Extortion or coercion
- Disrespect and/or disobedience towards adults
- Possession or use of any tobacco products, drugs, alcohol, weapons, or incendiary devices
- Theft or possession of stolen property
- Illegal acts interfering with school purposes or the welfare of others
- Inappropriate or offensive physical contact other than fighting
- Any act which seriously endangers the welfare or safety of others

Students in possession of, or under the influence of, alcoholic beverages while on school property will be suspended from school immediately and a recommendation for expulsion may be made to the appropriate school authorities.

A student who sells, purchases, possesses, transmits or uses drugs on school property will be suspended by the middle school principal and referred to the appropriate school authorities. School authorities may schedule a hearing, within legal limitations, before the Brentwood Board of Education. This hearing could lead to expulsion for disobedience and gross misconduct.

Possession of a weapon may result in immediate suspension and recommendation for expulsion.

The above school regulations apply to any time that students are present on school property or participate in school-sponsored activities. They do not preclude any action by civil authorities for violations of state law.

Brentwood Middle School Staff

9127 White Avenue

Brentwood, MO 63144



Contact Information

Brentwood Middle School Office 962-8238 Fax Number: 968-8724

| | | |
|-------------------------------------|-----------|-----------------------------|
| Julie Sperry, Principal | Ext. 2011 | jsperry@brentwood.k12.mo.us |
| Jonathon Lee, Assistant Principal | Ext. 2030 | jlee@brentwood.k12.mo.us |
| Anne Bosche, Counselor | Ext. 2012 | abosche@brentwood.k12.mo.us |
| Dorenda Ford, Principal's Secretary | Ext. 2010 | dford@brentwood.k12.mo.us |
| Jasmine Windom, Registrar | Ext. 2028 | jwindom@brentwood.k12.mo.us |

Middle School Staff 962-8238

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B

M

Middle School Staff shared with the High School; classrooms located in the HS 962-3837

| | | |
|----------------------|-----------|--------------------------------|
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S

Middle School Staff shared with the Elementary schools; various locations

| | | |
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