



Browning Springs Middle School

Student Handbook 2019-2020

Jason Clark
Principal

Wendy Gamblin
Assistant Principal

Kacey Evans
Guidance Counselor

Michael Griffin
Athletic Director

Traci Lutz
Curriculum Specialist

Patti Snodgrass
Youth Service Center Coordinator

**357 West Arch Street
Madisonville, Kentucky 42431
Telephone: 270-825-6006
Fax: 270-825-6009**

Mission

To inspire, explore, and promote lifelong learning through a positive educational and community environment.

Motto

One Team Striving for Excellence

Acceptance/Tolerance Policy

Everyone is valued at Browning Springs. To mistreat a person whose background, appearance, personality, race, religion, and/or interests are different is unacceptable. Individual diversity is recognized, appreciated, and celebrated. All people have the right to be themselves and the responsibility to treat others the way they would like to be treated. We will speak out when we know we should, because silence allows people to suffer.

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



PLEASE NOTE: The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

Printed on recyclable paper



BROWNING ● SPRINGS ● MIDDLE ● SCHOOL

Faculty/Staff/Support Personnel

Administration

Principal.....Mr. Jason Clark
 Assistant Principal.....Mrs. Wendy Gamblin
 Guidance Counselor.....Mrs. Kacey Evans
 Athletic Director.....Mr. Michael Griffin
 Building Coach.....Mrs. Marjorie McGregor
 Curriculum Specialist.....Mrs. Traci Lutz

Media Center

Librarian.....Mrs. Leigh Ann Young

Secretarial/Clerical

Financial Secretary.....Mrs. Leah Watts
 Attendance Secretary.....Mrs. Amy Lynch

Food Service/Custodial Staff

Cafeteria Manager.....Mrs. Jama Cook
 Head Custodian.....Mr. Dana Johnson

Health Clinic

Nurse.....Mrs. Lori Watson
 Clerk.....Mrs. Norma Tapp

Youth Service Center

Coordinator.....Mrs. Patti Snodgrass

School Resource Officer

Tyrone Gregory

Morning

7:00: Building open for students; First bus arrives
 7:00 - 7:30: Café for breakfast or grade level for holding
Breakfast is served from 7:00 - 7:30. After 7:30, only late bus students will be served breakfast.
 7:45: First hour begins

Morning Tones

7:30: Dismissal from holding; Café closed
 7:42: Three Minute Warning
 7:45: Tardy to school bell; First period begins

Attendance Information

Checking in after 7:45 = Tardy to School. Students will report to the front office to get an admittance slip from the attendance secretary before going to class.

Students checked out of school prior to the 2:35 dismissal bell will receive a Tardy Event in their attendance records.

Daily Schedules

6th Grade

7:45-8:30 1st
 8:30-9:15 2nd
 9:15-10:00 3rd
 10:00-10:45 4th
 10:45-11:35 Lunch (10:45-11:10)
 Leadership (11:10-11:35)
 11:35-12:20 5th
 12:20-1:05 6th
 1:05-1:50 7th
 1:50-2:35 8th

7th Grade

7:45-8:30 1st
 8:30-9:15 2nd
 9:15-10:00 3rd
 10:00-10:45 4th
 10:45-11:35 Leadership (10:45-11:10)
 Lunch (11:10-11:35)
 11:35-12:20 5th
 12:20-1:05 6th
 1:05-1:50 7th
 1:50-2:35 8th

8th Grade

7:45-8:30 1st
 8:30-9:15 2nd
 9:15-10:00 3rd
 10:00-10:45 4th
 10:45-11:30 5th
 11:30-12:20 Leadership (11:30-11:55)
 Lunch (11:55-12:20)
 12:20-1:05 6th
 1:05-1:50 7th
 1:50-2:35 8th

One Hour Delay Schedule

8:45-9:15 1st
 9:15-9:45 2nd
 9:45-10:15 3rd
 10:15-10:45 4th, Then Regular Schedule

Two Hour Delay Schedule

9:45-10:05 1st
 10:05-10:25 2nd
 10:25-10:45 3rd
 10:45-12:20 4th/Lunch/Leadership
 12:20-12:55 5th
 12:55-1:30 6th
 1:30-2:05 7th
 2:05-2:35 8th

General Information

Absences

Excused Absences: It is the student's responsibility to arrange for and complete the work missed within a time frame equal to the number of missed days (not less than one) and subject to review for special circumstances. A grade will not be issued for that grading period until the makeup work is completed or until the time limit has expired.

Unexcused or Suspended Absences: Student assignments and/or tests missed during any unexcused or suspended absence will not be administered and the student shall receive a zero (0) for course work missed with the following exception: Any project or homework assigned before a suspension occurs and due during the suspension, will be accepted for credit providing the work is turned in to the teacher on the day the student returns to school. Long-term projects assigned during the suspension, but not due until a date after the suspension ends will be accepted. Makeup of mid-term exams and final exams, since they are comprehensive in nature, will also be allowed on the day of return.

Academics

Academics at BSMS include the following: Language Arts, Reading, Math, Science, Social Studies, Exploratory Classes, Resource Classrooms, Gifted and Talented Program, Title I, Extended School

Services, Academic Team, Spelling Bees, Essay Contests.

Academic Incentives

Incentives for outstanding performance in each twelve weeks grading period include Honor Roll names in the local newspaper. Other benefits may include free admission to home athletic events, not including tournaments.

Arrival

Students who ride with a parent must be picked up and dropped off at the main entrance in front of BSMS. Students may not be picked up or dropped off at the north side of the building or lower gravel parking lot after school. Although other locations may be more convenient for the driver, we feel the front of BSMS is the safest place. Cafeteria for Breakfast: Students will report to the café upon arrival for breakfast. Breakfast begins at 7:00. Only students riding late buses will be served breakfast after 7:30. No loitering on the campus lawn, sidewalks, streets or any of the commercial or residential areas adjacent to the campus. The tardy bell will sound at 7:45.

Athletics

The athletic programs available at Browning Springs Middle School are Archery, Boys and Girls Basketball, Football, Cheerleading, and Dance Team. Questions or concerns should be directed to the coaches and/or the Athletic Director. Parents are encouraged to participate in the Booster Clubs for each of these sports.

Attendance

Daily attendance is expected. Students should be at school every day because they miss valuable instruction and exciting learning experiences when they are absent. Students should arrive by 7:45 and stay until 2:35. Proper authorization must be obtained from the school office in order to leave campus. Such authorization will be made for illness or school functions. Students may be checked out by those individuals listed on the emergency cards, and proper identification must be provided for the school receptionist. Doctor or dentist appointments should be arranged after school hours.

Students who achieve perfect attendance each trimester will receive 2 points on their final course averages. The following are the only allowable exceptions*:

- School-Sanctioned Field Trip
- Athletic Tournament (two per year)
- Funeral
- State Fair (active participation required)
- Approved 4-H trips

*Perfect attendance points will not be awarded to students who have excused or unexcused absences or tardies outside of those outlined above.

NOTE: Attendance points begin accruing at the beginning of each trimester. Therefore, a student who is not awarded attendance points during one trimester could potentially receive attendance points if the

requirements are maintained during the following trimester.

On the tenth (10th) unexcused event (absences and/or tardies), students may be prohibited from activities including, but not limited to:

- School Dances
- Field/Reward trips
- Students may also lose other privileges as designated by the principal.

Beta Club

The Junior Beta Club at BSMS, along with the support of members, sponsors, parents, and faculty, seeks to have credible students whose efforts and achievements should be encouraged and rewarded. The club strives to serve the school and community by implementing projects and programs that adhere to the idea of helping others.

Character Education

Character education at Browning Springs Middle School means intentionally teaching, instilling, and reinforcing specific character traits within the curriculum and school community in order to build a life-long cooperative, orderly, and safe environment. Students are taught the following BEARS expectations: Be Prepared, Earn Respect, Act Responsibly, Reflect a Positive Attitude, and Show Cooperation.

Discipline

“Positive Behavioral Intervention and Support” is a positive, proactive approach to behavior that establishes expectations, so students know what is acceptable in all areas of the school. Teachers model, demonstrate, and teach these expectations during the first few days of school. Students earn “Bear Bucks” for appropriate behavior, and they may redeem their Bear Bucks for prizes.

The classroom teacher will handle minor classroom rules violations up to the 4th infraction using the following consequences:

Classroom Management System	
Infraction Number	Consequence
First	Warning
Second	Lunch Detention
Third	After School Detention
Fourth	2 After School Detentions
Fifth and beyond	Office Referral

Students who violate school rules will receive consequences outlined by the Hopkins County Schools Student Code of Conduct. These consequences include lunch detention, after school detention, Saturday School, Isolated Classroom Environment (ICE), out of school suspension, or placement at the Hopkins County Day Treatment.

- **Detention will be after school each day from 2:45 – 3:30.**
- **Saturday School is on Saturdays from 8:00 a.m. – 11:00 a.m. Failure to serve**

Saturday School will result in 3 days in ICE the following Monday.

- ***Students who receive ICE for behavior referrals are ineligible to attend any dances scheduled during the same month they served ICE.***

Dismissal from Activities

Students who stay after school or arrive back at school for extra-curricular activities must arrange for pick-up promptly after the activity ends. These arrangements should be made in advance.

Emergency Exits and Drills

Emergency exits are announced and posted.

Emergency drills are periodically held for fire, severe weather, lockdown, and earthquake. Students must familiarize themselves with the emergency procedures for each room they are in during the day. They should move orderly, quickly, and quietly during emergency exits and drills.

Extended School Services

Extended School Services are offered at Browning Springs in all three grade levels. ESS is held in the afternoon 2 days each week from 2:45-3:45. All students that need extra help may attend.

Fees

Each child is assessed a \$25.00 fee one time at the beginning of the year to pay for instructional supplies, student transportation costs, and consumable products for science activities, etc. for our students. Other extracurricular or athletic activities may charge additional fees.

Field Trips

Each team will provide the opportunity for one or more educational trips for the students. Students will pay for the admission and transportation. If the student does not go on the field trip, the money may be reimbursed if the fees have not been paid in advance to the agency for reservations. All students are encouraged to go on the trips. Students not going will complete an assignment about the topic of the trip.

Gifted and Talented Program

The gifted and talented program is designed to provide students who perform at an exceptionally high level in the areas of general intellectual aptitude, specific academic aptitude, creativity, leadership, and/or visual and performing arts. Placement in the program is determined by state criteria, grades, standardized test scores, and teacher recommendation.

Grade Cards/Progress Reports

Each grading period will last for a twelve week session. **Parent/Teacher Conferences are usually held at the end of the first and second twelve-week grading period.** Students will bring home

report cards at the end of each twelve-week grading period. Progress Reports will be sent home at mid-term of each grading period. **Parents may be asked to sign report cards and progress reports and return these to the Homeroom Teacher.** The final grade card must be picked up by the parents or student in June.

90 – 100 = A

80 – 89 = B

70 – 79 = C

60 – 69 = D

59 or below = F (Failing)

Guidance and Counseling

The Guidance Office is open to all students to discuss both school and personal matters. Students may see the counselor merely by making an appointment at the Guidance Office or being referred by a teacher. Students should sign their name on the appointment sheet. The student will be called by the counselor on that day, time permitting. Should the student have an **URGENT SITUATION**, please notify the counselor immediately and the student will be called in as soon as possible. The Guidance Office is open from 7:30 am until 3:00 pm daily.

Hall Passes

All students need a pass to be out of class for any purpose unless accompanied by a teacher. Teachers will carefully screen requests. Students should report to each class promptly and expect to stay in class unless an emergency arises. Teachers will maintain a log of students who leave class to include time left, destination, and time returned.

Homework

The type and amount of homework is at the discretion of each teacher, as governed by the SBDM Council policy and in cooperation with the team of teachers. Homework is an important component of the educational process.

Illness

A student who becomes ill or injured during the school day will use a pass from the teacher and report to the Health Clinic. The illness or injury will be verified and parents will be called, if necessary. Students must have a pass to go to the clinic. Students who must leave the school for illness or injury will wait in the office until they are picked up by an approved person.

Lockers

A locker is assigned to each student, which must be used at all times. Students may be asked to share with one other student from the same homeroom. Heavy coats and book bags must be kept in lockers.

Lost and Found

Articles found in the classroom will be kept there to be returned to students. Articles that are found in other areas will be turned in at the office.

Meals

Teachers will escort their lunch period class to the cafeteria. All students eat their lunch in our Springs Café. Each class has a 20-minute lunch period with 3 minutes for travel time. All Hopkins County Schools will have free breakfast and lunch for students during the 19-20 school year, although there will be charges for additional items. Parents are welcome to eat lunch with their children. The price for an adult's breakfast is \$2.35 and lunch is \$3.75 (Holiday meals are \$4.00). Parents may bring food to school for their child only. Competitive foods are not allowed in the cafeteria (i.e. McDonald's, Hardee's, Wendy's).

Media Center

Teachers may send two students at a time to the Media Center without the teacher's supervision. The librarian has the authority to restrict the use of the Media Center to any student who cannot comply with the Media Center rules. Students may check out one book at a time for a two week period. There will be NO FINES charged on late books, but students must pay for lost books. Magazines and some reference materials may be checked out on a one to five day basis by students. Periodically, we will send out overdue lists to the homeroom teacher. Report cards

will be held if a student has overdue books or lost books until payment is made.

Parent/Guardian Volunteers

All parents/guardians are encouraged to play a vital role in the educational process of their child. Beyond supporting and helping your own child, you can extend your service in the following ways:

PTSA - Officers, committees, dance chaperones, fundraisers, service projects, special activities.

SBDM Committees - Attend monthly meeting to discuss important issues and make decisions to impact successful student performance.

Room Parents - Provide incentives, refreshments, support services, field trip assistance.

Booster Clubs – Parent support for cheerleading, football, basketball, and dance teams are provided by booster organizations. All parents of the participants are encouraged to join.

Parent/Teacher Conference

Please call at least 24 hours in advance to schedule a meeting with the teachers. Email is the best method to contact teachers, but a message will be delivered to teachers to call you during their planning period if you call while they are teaching a class.

Phone Usage

The only phone to be used for emergency/illness calls is in the secretary's office. Students should make all other kinds of arrangements before leaving for school in the morning. To use the telephone (including between classes), students must have permission

from a teacher and a hall pass for the office. They must present this pass to the secretary and ask permission to use the phone. The secretary will verify the request and give permission. Students must sign the phone log located on the desk by the phone.

School Based Decision Making

BSMS is a School-Based Decision Making Council school. The areas the council makes decisions on include the following: budget, curriculum, extracurricular activities, discipline, and school space. Other committees that may be added by the principal include: consolidated plan, school-community relations, staff development, and school climate.

2019-2020 SBDM Council Members

Jason Clark	Chairperson
Jeremy Gobin	Teacher
Michael Griffin	Teacher
Cory Mullins	Teacher
Jeremy Roach	Parent
Patrice Powell	Parent

School Mascot and School Colors

The Bear is our mascot. School colors are navy blue and orange. School spirit days are every ballgame day, and everyone is encouraged to wear our school colors.

Substitute (Guest) Teachers

Every student will periodically be taught by a guest teacher. The most common reason for using guest teachers occurs when the regular teacher is ill. Guest teachers are also used when regular teachers are on leave for personal business, professional training, or family emergency. Students are expected to be

respectful to all guest teachers. Any misconduct in the classroom will be dealt with immediately.

Visitors

All visitors must enter through the front doors by ringing the doorbell for entry to the building. A photo ID must be left in the front office in order to receive a visitor's pass to any other area of the building.

Parents/Guardians must schedule a time to meet with a teacher and wait in the office for the teacher to arrive for the conference.

Youth Service Center

The YSC was developed to promote the flow of resources and to support families and youth in ways that strengthen their functioning, break down barriers to learning, and enhance their growth and development. The center responds to the total needs of children, adolescents, and their families. Daily hours of operation are Monday through Friday from 8:00 until 3:00, and after hours by appointment.

Students must have their teacher call before being sent to the YSC.

DRESS CODE

Please refer to the Hopkins County School District Code of Conduct dress code section for any other dress code concerns. Browning Springs will emphasize, monitor, and enforce the following dress code additions:

SHIRTS	
Acceptable	Unacceptable
<ul style="list-style-type: none"> Polos Short Sleeve Shirts 	<ul style="list-style-type: none"> Sleeveless

<ul style="list-style-type: none"> Long Sleeve Shirts Hoodies ¾ Sleeve Shirts Crewneck Sweatshirts ¼ zip Sweatshirts - with appropriate undershirt Light jackets (ex. North Face) 	<ul style="list-style-type: none"> Holes (cold shoulder or off shoulder) Winter coats in classrooms (must be in locker) Visible midriff or cleavage Straps of undergarments (ex. bra) should not be visible
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PANTS

Acceptable	Unacceptable
<ul style="list-style-type: none"> Jeans Khakis Joggers Dresses, skirts, and skorts must come to 2" above the knee Shorts must be longer than the fingertips fully extended at the sides with relaxed shoulders. Shorts or leggings must be worn underneath pants with holes, rips, or frays above the knees. Leggings - paired with a top or dress that extends to the mid-thigh All pants must be worn at waist 	<ul style="list-style-type: none"> Sagging Pajamas Visible undergarments. Anything worn underneath pants are considered an undergarment.

SHOES

Shoes are required and must be safe and appropriate for indoor and outdoor activity. House-shoes and shoes with wheels are examples of inappropriate footwear for school and therefore are not allowed.

Acceptable	Unacceptable
<ul style="list-style-type: none"> Boots Sandals Athletic shoes Appropriate for indoor and outdoor activities 	<ul style="list-style-type: none"> House shoes Shoes with wheels

ACCESSORIES, JEWELRY, HAIR COLOR, ETC.

Acceptable	Unacceptable
<ul style="list-style-type: none"> Normal ear piercings (small hoops and studs) Facial piercings (no hoops, studs only) Small purses/cross-body bags 	<ul style="list-style-type: none"> Oversized hoops, gauges, spikes Blankets Backpacks in classrooms (must be kept in lockers) Book bags/purses/satchels (if it can fit a textbook, it is too large)

*On designated spirit days, alternate dress code will be acceptable for those specific days. (pajama day, hat day, Halloween, etc).

**Administration has the discretion to address any other issues that may arise concerning dress code.

Consequences for Dress Code Non-Compliance

- 1st Offense: Correct the problem, reteach expectations, and teacher documents violation
- 2nd Offense: Correct the problem, teacher notifies parent/guardian, and documents violation
- 3rd Offense: Office Referral

TARDY TO CLASS

It is important for students to be in their seats ready to learn when the tone for class sounds. Students who are not in their seats on time are considered tardy, and consequences are applied after the first tardy. Tardies accumulate through the trimester and the consequences become more severe as students acquire additional tardies. All tardies reset to zero at the beginning of each trimester.

TELECOMMUNICATION DEVICES

BSMS will implement the following SBDM approved consequences for inappropriate telecommunication use:

- **1st Offense:** Teacher will confiscate the telecommunication device, reteach expectations, and document it. Telecommunication device will be returned to the student at the end of the day. Parent notification will be made by the teacher.
- **2nd Offense:** Teacher will confiscate the telecommunication device, reteach expectations, and document it. Telecommunication device will be returned to the student at the end of the day. Parent notification will be made by the teacher.
- **3rd Offense:** Telecommunication device will be confiscated and given to an administrator. Student will serve ICE and telecommunication device will be returned ONLY to a parent/guardian.
- **4th Offense:** Telecommunication device will be confiscated and given to an administrator. Student will serve three days of ICE and telecommunication device will be returned ONLY to a parent/guardian.
- **5th Offense:** Telecommunication device will be confiscated and given to an administrator. Student will be suspended and telecommunication device will be returned ONLY to a parent/guardian. All further infractions will result in school suspensions.

*The use of a telecommunications device or any other unauthorized device to record an unauthorized event is strictly prohibited and subject to the consequences.