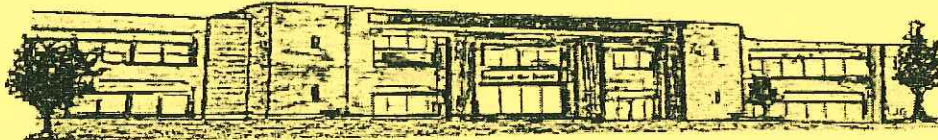


Browning Springs Middle School



357 West Arch Street • Madisonville, KY 42431
Tel (270) 825-6006 / Fax (270) 825-6009

Jason Clark, Principal
Kacey Evans, Guidance Counselor

Wendy Eaves, Assistant Principal
Traci Lutz, Curriculum Specialist

Dear BSMS Parents and Guardians,

Welcome to a brand new year at BSMS! Our faculty and staff are looking forward to working with you and your student to make this a great school year for everyone.

The following information will be helpful for you and your student.

- Please do not drop off or pick up your student anywhere except the designated areas. We realize you may be short on time but safety is our number one priority as we enter and leave the building. All walkers and car riders must use the doors at the front of the building to enter and exit the school. Due to safety precautions, it is not permissible to use the street on the south side, the street in front of the school, or the track parking lot to drop off or pick up students.
The tardy tone sounds at 7:40 AM. The dismissal tone is 2:40 PM for walkers and first bus riders, and 2:43 PM for car riders and late bus riders.
- In order to provide the agenda books and other items for our students, a \$25.00 school fee is necessary. The agenda book is an important organizational and educational tool. Please read and review with your child the importance of planning and organizing the assigned work. Students must keep the agenda book with them for every class. It will also be used as a hall pass. A lost agenda book replacement fee is \$5.00.
- All students must place book bags, heavy coats, and hats in their lockers during the instructional day.
- A head lice check will be conducted the first day of school and after every extended break. Health and safety issues are always a priority at BSMS.
- Mrs. Lori Watson, RN, is our school health nurse. In order for your child to receive services in our clinic, the school nurse form in your packet must be filled out and returned.
- **Any over the counter medication brought to the school by the parent must be in a new, sealed bottle. If it is not, we cannot accept the medication or dispense it. All medication (prescription or over the counter) must be brought in by a parent or guardian. A student cannot bring any medication to school nor can they carry it with them.**
- **Please remember that in order to check out a student, you must have a photo ID and be listed on the student's census form as a parent, guardian, or emergency contact.**

I look forward to working with you this year, and thank you for your help in these matters. You are always welcome at our school.

Sincerely,

Jason Clark
Principal