



# Browning Springs Middle School

## Student Handbook 2023-2024

**Wendy Gamblin**  
*Principal*

**Michael Griffin**  
*Assistant Principal*

**Jill Dame**  
*Guidance Counselor*

**Katie Vaught**  
*Instructional Leader*

**Tyrone Gregory**  
*School Resource Officer*

**Zach Evans**  
*Youth Service Center Coordinator*

**357 West Arch Street  
Madisonville, Kentucky 42431  
Telephone: 270-825-6006  
Fax: 270-957-8514**

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### Mission

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

### Motto

One Team Striving for Excellence

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### 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.

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### BEARS Expectations

**B**e prepared – Have all materials for class and follow directions quickly

**E**arn respect – Raise your hand for permission to speak

**A**ct responsibly – Raise your hand for permission to leave your seat

**R**eflect a positive attitude – Make smart choices

**S**how cooperation – Keep your teacher happy

# BROWNING ● SPRINGS ● MIDDLE ● SCHOOL

## Faculty/Staff/Support Personnel

### Administration

Principal.....Mrs. Wendy Gamblin  
 Assistant Principal.....Mr. Michael Griffin  
 Guidance Counselor.....Mrs. Carrie Durban  
 Athletic Director.....Mrs. Julie Hancock  
 Building Coach.....Mrs. Kelsey Cotton  
 Building Coach.....Mr. Brandon Minton  
 Instructional Leader.....Mrs. Katie Vaught

### Media Center

Librarian.....Mrs. Cassandra Crowley

### Secretarial/Clerical

Financial Secretary.....Ms. Whitney Oakley  
 Attendance Secretary.....Ms. Jackie Ostrander

### Food Service/Custodial Staff

Cafeteria Manager.....Mrs. Jama Cook  
 Head Custodian.....Mr. Carlos White

### Health Clinic

Nurse.....Mrs. Lori Watson  
 Clerk.....

### Youth Service Center

Coordinator.....Mr. Zach Evans

### School Resource Officer

Tyrone Gregory

### Morning

7:00: Building open for students; First bus arrives  
 7:00 - 7:30: Breakfast is served in the cafeteria. When  
 Student's finish breakfast they will exit to holding.

***Breakfast is served from 7:00 - 7:30. After 7:30, only  
 late bus students will be served breakfast.***

7:40: First hour begins

### Morning Tones

7:30: Dismissal from holding; Café closed  
 7:40: Tardy to school bell; First period begins

### Attendance Information

Checking in after 7:40 = 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

7:40-8:22  
 8:25-9:07  
 9:10-9:52  
 9:55-10:37  
 10:40-11:05  
 11:05-11:25  
 11:28-12:18  
 12:21-1:02  
 1:05-1:47  
 1:50-2:37

1<sup>st</sup>  
 2<sup>nd</sup>  
 3<sup>rd</sup>  
 4<sup>th</sup>  
 Lunch  
 Advisory  
 5<sup>th</sup>  
 6<sup>th</sup>  
 7<sup>th</sup>  
 8<sup>th</sup>

#### 7th Grade

7:40-8:22  
 8:25-9:07  
 9:10-9:52  
 9:55-10:37  
 10:40-11:08  
 11:08-11:33  
 11:33-12:18  
 12:21-1:02  
 1:05-1:47  
 1:50-2:37

1<sup>st</sup>  
 2<sup>nd</sup>  
 3<sup>rd</sup>  
 4<sup>th</sup>  
 Advisory  
 Lunch  
 5<sup>th</sup>  
 6<sup>th</sup>  
 7<sup>th</sup>  
 8<sup>th</sup>

#### 8th Grade

7:40-8:22  
 8:25-9:07  
 9:10-9:52  
 9:55-10:37  
 10:40-11:22  
 11:25-11:50  
 11:50-12:15  
 12:20-1:02  
 1:05-1:47  
 1:50-2:35

1<sup>st</sup>  
 2<sup>nd</sup>  
 3<sup>rd</sup>  
 4<sup>th</sup>  
 5<sup>th</sup>  
 Advisory  
 Lunch  
 6<sup>th</sup>  
 7<sup>th</sup>  
 8<sup>th</sup>

### One Hour Delay Schedule

8:40-9:12  
 9:15-9:42  
 9:45-10:12  
 10:15-10:37

1<sup>st</sup>  
 2<sup>nd</sup>  
 3<sup>rd</sup>  
 4<sup>th</sup> then regular schedule

### Two Hour Delay Schedule

9:40-10:02  
 10:05-10:22  
 10:25-10:43  
 10:40-12:21  
 12:21-12:52  
 12:55-1:27  
 1:30-2:02  
 2:05-2:37

1<sup>st</sup>  
 2<sup>nd</sup>  
 3<sup>rd</sup>  
 4<sup>th</sup> Period/Lunch/Advisory  
 5<sup>th</sup>  
 6<sup>th</sup>  
 7<sup>th</sup>  
 8<sup>th</sup>

## **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 side entrance under the awning. 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. 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 7:40.

### **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 7:40 and stay until 2:37. 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. We believe that everyone can be a leader, everyone has a genius, change starts with me, educators empower students to lead their own learning, and educators develop the whole person, not just academics.

## 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 4<sup>th</sup> infraction using the following consequences:

Classroom Management System	
Infraction Number	Consequence
First	Warning
Second	After School Detention
Third	2 After School Detentions
Fourth	One In School Detention
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 take place after school from 2:50 until 3:25. Students should have a ride ready for them when it is over, unless they are walkers.**

- **Friday School is on Friday afternoons from 3 to 5. Failure to serve Friday School will result in 2 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.

## 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. Each student will receive 2 restroom passes a day. They are also allowed to use the restroom between classes.

## 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

Student will have a locker assigned to them to keep their backpacks, jackets, and other belongings during

the school day. It's the students responsibility to keep their locker closed and not to share their combination.

### **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**

Students will eat breakfast as they arrive to school. They will exit breakfast and report to holding when they finish eating. Breakfast will only be served to late busses after 7:30. Students will eat lunch in the cafeteria and will be placed in sections by the teacher that brings them to lunch. Each class has a 25-minute lunch period .. All Hopkins County Schools will have free breakfast and lunch for students during the 23-24 school year, although there will be charges for additional items. 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 or during lunch when applicable. 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.

#### **2023-2024SBDM Council Members**

Wendy Gamblin	Chairperson
Bryana Dulin	Teacher
Kim Hallum	Teacher
Mary Mills	Teacher
Derrick Sines	Parent
Kalya Do	Parent

### **School Mascot and School Colors**

Barry the Bear is our mascot. School colors are navy blue and orange. School spirit days are every ballgame day and our Best of the Bears Rally days. On these days 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:

<b>SHIRTS</b>	
<b>Acceptable</b>	<b>Unacceptable</b>
<ul style="list-style-type: none"> <li>Polos</li> <li>Short Sleeve Shirts</li> <li>Long Sleeve Shirts</li> <li>Hoodies</li> <li>¾ Sleeve Shirts</li> <li>Crewneck Sweatshirts</li> <li>¼ zip Sweatshirts - with appropriate undershirt</li> <li>Light jackets (ex. North Face)</li> </ul>	<ul style="list-style-type: none"> <li>Sleeveless</li> <li>Holes (cold shoulder or off shoulder)</li> <li>Winter coats in classrooms (must be in locker)</li> <li>Visible midriff or cleavage</li> <li>Straps of undergarments (ex. bra) should not be visible</li> </ul>
<b>PANTS</b>	
<b>Acceptable</b>	<b>Unacceptable</b>
<ul style="list-style-type: none"> <li>Jeans</li> <li>Khakis</li> <li>Joggers</li> <li>Dresses, skirts, and skorts must come to 2" above the knee</li> <li>Holes, rips, and frays must be below the knees of the pants.</li> <li>Leggings can be worn, but bottoms must be covered – no visible undergarments</li> <li>All pants must be worn at waist</li> <li>Holes, rips, and frays must be below the knees of the pants.</li> </ul>	<ul style="list-style-type: none"> <li>Biker Shorts</li> <li>Sagging</li> <li>Pajamas</li> <li>Visible undergarments.</li> </ul>
<b>SHOES</b>	
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.	
<b>Acceptable</b>	<b>Unacceptable</b>
<ul style="list-style-type: none"> <li>Boots</li> <li>Sandals</li> <li>Athletic shoes</li> </ul>	<ul style="list-style-type: none"> <li>House shoes</li> <li>Shoes with wheels</li> </ul>

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

\*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

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

Resets when we return from Winter Break.

## 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.

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## 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 the end of the day.
- **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 the end of the day.

- **5th Offense:** Telecommunication device will be confiscated and given to an administrator. Student will be suspended and telecommunication device will be returned at the end of the day. 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.