



Brunswick
Middle
Student
Handbook
2019-2020

MISSION

"Quality Learning and Positive Personal Development for All" is BRUNSWICK MIDDLE SCHOOL'S mission. Envisioning a high-achieving, low-stress school, we work to ensure academic excellence and to maintain a healthy, inviting school environment. Believing communication is vital, we consult with and survey teachers, parents, students, staff and community members in determining where to place our efforts in school improvement and student achievement.

MOTTO

"Quality Learning and Positive Personal Development for All"

FCPS CALENDAR HANDBOOK

The Frederick County Public Schools (FCPS) Calendar Handbook is the official information document for the Frederick County Public Schools System. Please use the FCPS Calendar for discipline policy definitions, and consequences. The FCPS Calendar Handbook defines such behaviors as: unlawful weapons, drug possession/distribution, threats, alcohol, harassment, attendance requirements and other important issues. The FCPS Calendar Handbook also gives a range of consequences for behaviors.

HOMEWORK

1. Grades 6-8, at all academic levels, should have homework daily. Homework may be assigned for practice, preparation, extension, or integration.
2. Students should generally receive no more than a maximum of 6th -60 minutes 7th & 8th grade 75 minutes of homework for all combined subjects per night.
3. Incomplete homework assignments could result in a drop of no more than one letter grade for a marking period.
4. Students should record daily homework assignments.
5. Students should establish a regular routine to work on homework assignments.
6. Students should be prepared to submit homework on the date it is due.
7. If students are absent from school or class, they are still responsible for the homework assignment.

PROMOTION POLICY

The FCPS policy for student promotion is based on student achievement and academic performance. In grades 6-8 FCPS promotes a student who passes all subjects or fails only one of the four core (major) subjects for the year. An eighth grade student who fails two core subjects must satisfactorily complete one of the failed courses during summer school in order to be promoted. Failure of three core subjects requires successful completion of two of the courses in summer school. A student who fails all four major subjects for the year will not be promoted. Promotion recommendations for students who receive passing grades only in the major subjects will be based on careful review of student records.

Failing or In Danger of Failing Interim Reports

Interim Reports will be available to parents on HAC at the midpoint of every term or whenever the following conditions exist:

- A student is failing a course.
- A student's performance is less than satisfactory and is in danger of failing.
- There is a 2 letter grade drop in a student's performance.

Progress reports may be sent home at any time during the marking period; however, specified times have been established during the four terms. These dates are published in the FCPS Calendar Handbook.

GRADING POLICY

1. The computation of final grades of one (1) credit course with no final examination is calculated by multiplying the term grades by 25% and adding the product of each. A student must pass two (2) of the four (4) terms in order to successfully complete the course.
2. In courses without an exam, the final grade average will be based upon two grades: one for each of the marking periods. Semester courses without an exam having a "D" and "F" for term grades will default to a D unless the teacher overrides the grade. To receive credit for the course, a student must receive at least one passing grade (out of two grades possible) on the report card.
3. The grade of I (Incomplete) may be given, in any course, to students who have not completed the prescribed work by the end of the grading period. All incomplete grades must be approved by the principal. Normally, the grade of I will remain on the report card for no longer than two weeks. The teacher will change the I to another grade, at the end of the two weeks, and notify the student and parent. Extenuating circumstances, such as prolonged illness, may cause a teacher to grant an extension for the two week period. Such an extension shall also be approved by the principal.
4. Students who have an excess of five (5) unexcused absences in any term shall be assigned a failing grade in that class.
5. Grading scale:
A - 90 – 100% B - 80 – 89% C - 70 – 79% D - 60 – 69% F – 59- below I – Incomplete
6. The complete grading policy is identified in Regulation 500-5.
7. Honor roll recognizes students who have demonstrated outstanding academic achievements in credited courses. To be included on the school's academic honor roll, the student must:
 - Have at least a B average
 - Not have earned an Incomplete or below a C
 - Have earned no more than one C
 - Balance any C with an A, course for course

The honor roll has two categories:

- First Honors - Grade Point Average of 4.0
- Second Honors - Grade Point Average of 3.0-3.9

ADDRESS CHANGES

When a student's residence changes, we are now required by the Maryland State Department of Education (MSDE) to obtain one of the following updated proofs of residency:

1. Utility bill (Gas, Water, or Electric ONLY)
2. Tax bill
3. Lease

Please provide one of the items on the above list to the Guidance Office. If the student's residence changes to somewhere outside of our school boundaries, please contact the Guidance Office immediately so that we can ensure proper transfer procedures are followed.

AFTER SCHOOL HOURS

All students are expected to leave the campus by 3:15 pm unless under the direct supervision of a staff person.

ATTENDANCE

In accordance with the county attendance policy, students who accumulate more than five unexcused absences in any one term will receive a failing grade in the classes from which they have been absent. Furthermore, should a student accumulate ten or more unexcused absences in a single semester, he/she could lose credit for all courses taken that semester. Parent notes that excuse student absences for illness will be accepted for a maximum of ten days throughout the ten-month school year. Additional days missed from school must be verified through a physician's note in order to be coded as excused. Parent notes should include the student's first and last name. To ensure that all absences are coded correctly and accurately, students are requested to do the following:

1. Within two days of returning from an absence, a written note signed by a parent or physician must be submitted to the Attendance Office between 8:02 a.m. and 8:06 am. (A STUDENT'S FAILURE TO PRESENT A NOTE COULD RESULT IN THAT ABSENCE BEING CODED AS UNEXCUSED.)
2. Students who wish to leave school before 3:00 pm must submit a signed, written note from their parent or physician to the Attendance Office before 8:00 am.
3. Students who become ill during the school day and need to go home should first obtain a pass from their teacher before reporting to the Health Room.
4. Students leaving school must sign out through the Front Office.
5. Students who take trips with parents will be excused for a total of five (5) days. Other trips will be coded as unexcused absences. Students should present a note to the front Office three or more days before leaving for the trip.

Note the following:

- Five (5) days of unexcused absences in a term will result in a failure in all classes where the absences occurred.
- Ten (10) days of unexcused absences will result in a loss of credit for the semester.
- Eight (8) days of unexcused absences per semester will result in a referral to the Pupil Personnel Worker.
- Student absences will be excused up to ten (10) days with a note from a parent. Any days after that will require official documentation (note from a doctor, dentist, lawyer, counselor, etc.) to be counted as a legal absence. Any exception to this procedure must be approved by the student's Assistant Principal.

MAKE-UP WORK FOR ABSENCES

Part of life is meeting reasonable deadlines, whether it is getting to work or school on time or completing assigned tasks such as school assignments. Students may make-up work following excused absences. Students who were absent from school have the responsibility to request make-up work when they return to school; this includes students who were away on vacation. Students will have one day for each day that they were absent to make up the work. Make-up work will receive full credit. Students must request make-up work within two (2) days of their return to school. Students must make necessary arrangements with the teacher for submission of work. Students who are absent for three days or more may call the Guidance Office to request make-up work. Teachers need 24-hours notice to prepare the work.

DISMISSAL FROM SCHOOL

All bus students are dismissed from class at 3:00 pm. Students must go to their locker and directly to their bus. Buses depart at 3:06 pm. Walkers and car riders should immediately leave the building after retrieving items from their locker. Walkers and car riders will be dismissed after the buses leave. If students are in the building after 3:15 pm, they must be under the supervision of a staff member for a legitimate reason. Students may not return after school hours unless arrangements have been made in advance.

EARLY DISMISSAL FROM SCHOOL

- Students may not leave campus during the day without consent from a parent and the Attendance Office.
- Students leaving school for medical appointments must present a written excuse (including a phone number where the note can be verified) from the parent to the 1st period teacher by 8:00 am.
- Upon returning to school, the student must report immediately to the Front Office to be readmitted to school.

BULLYING, INTIMIDATION OR HARASSMENT

Bullying is an incident or a pattern of behavior, including verbal, written, physical conduct, or electronic communication which results in a person feeling intimidated or harassed by another. Also prohibited are reprisals or retaliation against individuals who report acts of bullying, intimidation, or harassment or who are targets, witnesses, bystanders or others with information about an act of bullying, intimidation, or harassment.

The following conditions are usually present when bullying occurs:

- Repeated and consistent negative actions toward another. The targeted person often feels more humiliation each time.
- An imbalance of power between the one who bullies and the targeted person.
- Contrasting feelings between the one who bullies and the targeted person as a result of the bullying episode.

The person who bullies usually displays feelings of excitement, power, and amusement, while the targeted person expresses feelings of hurt, anger, and humiliation.

Cyber-bullying is the use of electronic mechanisms to bully others and such behavior impacts the health/safety of students and/or is disruptive to the educational environment.

Olweus Bullying Prevention Program is a bullying prevention program. BMS is taking proactive steps to stop and prevent bullying by adopting the Olweus Bullying Prevention Program, a researched-based school-wide "system-change" program used in schools with positive results. This program is not a curriculum that students participate in for only a few weeks. Rather it is a coordinated effort by all the adults in the school to supervise and intervene when any bullying happens. As part of the program, students participate in class meetings to learn about the effects of bullying, what they can do about it and how they can work with adults at school to put a stop to it even as bystanders. This program is about prevention and responsiveness. There are resources that parents can access on our website that reinforce the lessons students are learning in the class meetings and which can help parents talk to their children about bullying. Olweus is another focus of PBIS. All students will follow these four anti-bullying rules:

1. We will not bully others.
2. We will help students who are bullied.
3. We will include students who are left out.
4. If we know that somebody is being bullied, we will tell an adult at school and an adult at home.

The Bullying, Harassment, or Intimidation reporting Form is available in the main office and the counselor's office. It is also available at www.fcps.org under About FCPS/Policies and Regulations 400-48. This form may be completed by a student victim, parent/guardian of a student victim, close adult relative of a student victim or school staff member. A student may request assistance from a staff member to complete the form if the student wishes. The form should be returned to any Administrator or counselor.

Consequences and remedial actions for persons committing acts of bullying, harassment, or intimidation and for peers engaged in reprisal or retaliation and for persons found to have made false accusations will be imposed in accordance with Regulation 400-8 on student discipline.

BUILDING and GROUNDS

Brunswick Middle is equipped, decorated and landscaped for your use. The care you take of the equipment/grounds will help maintain them. It is a matter of personal and school pride that every student makes a commitment to do everything possible so that the appearance of our school and grounds expresses a positive message to everyone. Any vandalism to the school building, property or cubicles will be investigated comprehensively. Guilty parties will be subject to the most serious disciplinary action, including contact with legal authorities. The cost of the repair or replacement of damaged items will be charged to the vandals.

BUS RIDER RULES

Students may only ride the school bus to which they are assigned. Parents are responsible for the safety and conduct of their children from the time the children leave home until they board the school bus or enter school property, and after they leave the bus or exit school property at the end of the day. Students may be disciplined for misconduct at the bus stop if such conduct jeopardizes the safety of students or causes disruption to school operations (Policy 441). Bus transportation is an extension of the school day. Students should not prevent drivers from doing their job or preventing other students from having safe transportation. Please note that school buses have video cameras that record images and sound.

CAFETERIA EXPECTATIONS

The cafeteria staff reserves the right to limit the number of students per table and to assign students to a specific table. Students are expected to act responsibly by following the cafeteria rules. If you need assistance, a staff member is always on duty.

C.A.S.S.

CASS is a comprehensive community based program designed to provide coordinated, family focused services to families and children in the Brunswick area. F.C.P.S. public and private agencies and local communities have collaborated to provide ongoing support services for children and families. Staff may refer or families may self-refer for CASS services.

CELLULAR PHONES/ COMMUNICATION DEVICES (Reg. No. 400-18)

Student possession and use of electronic devices on school property and at school-sponsored events on and off campus is a privilege, not a right. At Brunswick Middle School, students are required to keep all electronic devices completely powered off and away during each class period.

Electronic devices are not to be used during school-sponsored activities as well as aboard a school bus. The exception to this rule are devices that are being used for instructional purposes.

Students may use their electronic devices during lunch to listen to music using earbuds, to read, to play games or to complete an academic assignment.

If the device is being used inappropriately, the student will be reminded of the rules. If it is the second offense, a parent contact will be made. On the third offense, the student will be asked to take the cell phone to the office to pick up at the end of the day. Continued violation of the cell phone/communication policy will result in Administration action. Please see the FCPS calendar handbook for definition of "sexting" and disciplinary consequences.

FCPS Regulation: 400-18

Subject: Electronic Devices-Student Use

Amended: 1/8/14

A. Definition

Portable electronic communication devices (hereafter referred to as electronic devices) are devices that emit an audible signal, vibrates, displays a message or visual, or otherwise summons or delivers a communication on behalf of the possessor.

B. Student Possession/Use

1. Student possession and use of electronic devices on school property and at school sponsored events on and off campus is a privilege, not a right.
2. Middle school and high school students may use devices to participate in teacher approved activities and for educational reasons in support of Frederick County Public Schools (FCPS) curriculum for instructional purposes, such as keeping track of classroom assignments, research and other related class activities.
3. Middle school and high school student possession or use of electronic devices during the school day may be permitted if the student and parent/legal guardian accept the terms outlined on the "Device Permission Form" provided by the school and attached as Exhibit A. School system staff reserves the right to revoke privileges associated with this use under any of the following conditions:
 - a. Disrupts the learning environment or approved school activity.
 - b. Poses a threat to academic integrity.
 - c. Violates confidentiality or privacy rights of others during the school day as well as during after-school activities or the safe transportation of students.
 - d. Electronic devices with camera and recording functions may not be used to take or transfer any image or recording at any time on school premises without teacher permission.
 - e. Creates safety concerns.
 - f. Violates criminal laws.
 - g. Classroom use without teacher permission.
4. At the elementary level, use of electronic devices may be permitted with the approval of the principal. If approved, all provisions of this regulation will apply.

C. Theft/Damage Disclaimer

FCPS is not responsible for theft or damage to the electronic device. Students are encouraged to record a device's serial number to have available in case of theft, which is a helpful tool when reporting the information to law enforcement.

D. Students found to be in violation of this regulation are subject to disciplinary action in accordance with FCPS Regulation 400-8 and acceptable use of digital networks and online resources in accordance with FCPS Regulation 400-73.

E. A school administrator reserves the right to take temporary possession of an electronic device during a student discipline investigation to ensure the integrity of the fact-finding process.

DISCIPLINE PROCEDURES and GUIDELINES

The school administration and teachers are charged with the responsibility of enforcing state law with reference to the school's operation. In addition, the administration is responsible for ensuring the proper school-learning climate in which (1) each student maintains the "right to learn," (2) each teacher maintains the "right to teach," and (3) the social and physical well-being of all individuals are maintained. No matter how effective a disciplinary program may be, violations of the student conduct code occur. The school administrator has responsibility for taking action based upon the facts of the incident and may be required to notify the proper authorities. The school is required to file all suspension letters and the related referral in the student's permanent record file. This information can be released to colleges or employers upon their specific written request for such information. The complete discipline policy for Brunswick Middle can be found in the Frederick County Public Schools Calendar Handbook.

DRESS, APPEARANCE AND PERSONAL PROPERTY

The BOE is committed to providing a safe, productive and positive educational environment that reinforces the mission of the school system while respecting students' First Amendment rights. Students have the responsibility to dress and groom themselves in a manner that is safe, healthy, and nondisruptive to classroom and school. The Board provides standards for dress, recognizing that school administrators may impose additional standards specific to the needs of their individual schools, provided such standards balance the students' First Amendment rights with the school's need to maintain a safe and orderly school environment, and consideration is given to input from the school community. Standards are to be consistently and fairly applied to all students regardless of gender and are outlined in Policy 439.

1. Students may not wear or display jewelry, buttons, armbands, decals, and other badges of symbolic expression that disrupts the orderliness of the school or are libelous or obscene.
2. Students may not wear clothing that Communicates inappropriate messages:
 - a. Advertises drugs, alcohol, tobacco, violence, weapons, or gangs;
 - b. Obscene, profane and offensive or abusive language;
 - c. Language considered offensive to any person's gender, culture, religion, ethnicity, sexual orientation;
 - d. Sexual innuendo.
3. Students may not wear unduly revealing clothing disruptive to the learning environment:
 - a. Undergarments should not be visible when sitting or standing.
 - b. Backless clothing is not allowed.
 - c. See through clothing is not allowed.
 - d. Clothing that exposes the midriff
 - e. Strapless clothing
4. Students may not wear headgear (e.g., hats, hoods, bandannas, stocking caps, kerchiefs, and sweatbands worn on foreheads) anywhere in the building, including classrooms, gymnasium, cafeteria, and hallways. Headgear should be stowed in lockers.
5. Students may not wear sunglasses in the building.
6. Earbuds and Headphones should not be worn or visible unless directed by a teacher for instruction.
7. Students must wear shoes.
8. Students may not wear backpacks during the school day or bring suitcases or bookbags on wheels. All backpacks are to be stowed in assigned lockers.
9. Students are permitted to carry a drawstring bag ONLY for their PE clothes and only to and from PE class. No other items may be in the drawstring bag.
10. Excessive public display of affection is unacceptable..
11. Skateboards on school property are prohibited and may be confiscated by administration.
12. If students arrive to school inappropriately dressed, a staff member will address the concern privately with the student. Students will be asked to change into proper clothing, and parents may be contacted.

DISCIPLINE FOR OFF-CAMPUS ACTIVITIES

Be advised that students can be disciplined for off campus activities where there is a reasonable belief that the health and/or safety of others in school could be in danger or that school operations or activities may be disrupted.

DRUG SUPPRESSION AND DISCOVERY PROGRAM

The Board of Education and local law enforcement authorities have joined in a program to curtail the use of drugs in the county secondary schools. We will cooperate in this program. At unannounced and randomly selected times, law enforcement authorities will bring to the school a dog that has been trained to detect all types of drugs. The police, the dog, and some members of the school administration will inspect lockers and certain areas of the school building. Students should keep their lockers locked at all times. If, as a result of these investigations, a student is found to be in possession of drugs, his/her parents or guardians will be notified immediately. At that time, the school system's procedures for the handling of drug offenses will be initiated. In addition, local law enforcement authorities may take further action. This program is designed to eliminate the use, possession, and distribution of drugs on school property.

FIRE DRILLS/EVACUATION DRILLS/LOCK DOWN

As required by state law, drills are held throughout the school year to prepare students for emergency situations. It is essential when the first signal is given everyone obeys orders promptly and leaves the building. Students should not talk during the drill and are to remain at least 500 feet away from the building until the principal or authorized representative gives the signal to return. Students are to remain with their class during a drill. Attendance will be taken.

FIREARM POSSESSION

A firearm is any weapon from which a shot is discharged by gunpowder. Possession of a firearm (loaded or unloaded) can carry a disciplinary action of permanent removal from all Frederick County Public Schools. Any pellet gun capable of producing the same or similar muzzle velocity of any firearm will be considered a firearm under this regulation (see FCPS Calendar Handbook).

FUNDRAISING DRIVES

Solicitation for fundraising drives by outside organizations will not be permitted. All school-affiliated groups must have all projects and fundraising drives approved by the administration.

GUIDANCE and COUNSELING SERVICES

- The school provides guidance and counseling services for all students. Assistance may be offered for academic, social, personal, career, or other issues of concern. Counselors frequently provide classroom lessons and small group sessions for common adolescent issues. Also within the counseling office, a Behavioral Support Specialist is available to assist with students, social, academic, or personal concerns.
- Each student is assigned a counselor who will meet with the student to discuss curriculum choices, occupational planning, and personal concerns.
- Counselors work with administrators, teachers and parents in an effort to better understand each student's needs and to provide an appropriate middle school program.

- The members of the counseling staff are in a position to call upon other agencies in the community when additional services are necessary.
- Any student wishing to meet with a counselor is asked to schedule an appointment through the guidance secretary by completing a "Request for an Appointment" slip found in the guidance office and in each teacher's classroom. This can be done before and after school and during lunch time.

CONFLICT RESOLUTION/PEER MEDIATION/HARASSMENT

Mediation is a form of conflict resolution and is used to resolve disputes between two or more persons. The goal is to reach some level of agreement. While our school has zero tolerance for harassment of any kind, we cannot resolve conflicts or address issues that are not reported. The FCPS Harassment Report Form is located in the front office and guidance office in school and online. Students are encouraged to share what they know (regarding harassment or dangerous activities) with an adult. If you or someone you know is being harassed, please tell a staff person.

SCHEDULE ADJUSTMENTS

Schedule selections must be made with the utmost care. Decisions regarding staffing and course offerings are based upon student selection. Therefore, schedule adjustments will be allowed if the student has failed a course, the school has made an error, or an unresolved conflict. The Principal must approve any exceptions.

HALL PASSES

A student leaving a classroom for any reason must first obtain the written permission of the classroom teacher. Students must have a hall pass from the teacher in order to leave the classroom for any reason.

HEALTH SERVICES

The Health Room staff consists of a Registered Nurse and Health Room Technician. The Health Room Technician works under the supervision of a Registered Nurse. Students who become ill during the school day should request a pass from their teacher to the Health Room. Students will not be permitted to stay out of class for an extended period because of illness. A student needs to either go home or return to class.

Immunization records and health concerns will be kept in a health file located in the health room. Specific health related concerns should be addressed to that office. An emergency card will be required to be completed so the school staff can contact families for emergency situations. It is important that you notify the school of any change throughout the year. Every student must have this card on file.

Prescription and nonprescription medication must be registered with the health room staff. Medication cannot be administered without a completed "Physician's Medication Authorization for Prescription and Non-prescription Medication" form. All medication must be in a labeled container which contains directions for dosage and administration.

LATENESS TO CLASS

All students are expected to be in their assigned classroom when the late bell rings. Appropriate action will be taken for those who are chronically late.

LIBRARY/MEDIA CENTER

Students are encouraged to use the Media Center frequently to do research, complete homework assignments, and look for good books to read. The Media Center has many valuable resources available that will make students' school work easier. Students will find a wide variety of books and magazines, subscriptions to online research databases, computers that access the Internet, and a media specialist who is anxious to help them with their reading and information needs. Students may sign out up to 3 books at a time. You will be billed for the replacement cost of lost and destroyed books. You may go to the media center at any time during the school day to exchange your books as long as you have a pass. Lunch recess passes are available most days. Our collection of research databases can be accessed through the media center folder at school and through our media center webpage at fcps.org from your home computer. We have a collection of hundreds of ebooks and audiobooks available to download to your electronic device. All that is required is the free Axis360 app. Once installed on your device, select Frederick County MS in Maryland as the location, and login with your student ID number. The password is the last four digits of your student ID. Books can be previewed on the media center webpage.

The Media Center is open from 7:30 am – 3:00 pm every day. All books should be returned on time so that other students can use them.

LOCKERS (HALLWAY/GYM)/LOCKS

Lockers are the property of Brunswick Middle School and are assigned to each student the first day of school. Students must use their assigned locker and may not change lockers without permission from an administrator. Students may not share lockers. Students should understand that lockers offer minimal security and items of value should not be brought to school. Periodic locker clean-outs will be conducted. Each locker will have a lock on it and if the lock is stolen, the student must pay a \$6.00 replacement fee. If students do not purchase school locks, the lock combination will need to be provided to the front office. Students are assigned a PE locker with a school supplied lock for a \$1 rental fee.

Students are ultimately responsible for all assigned textbooks and supplemental school materials that are stored in their lockers. Any locker thefts must be reported to the office immediately. As is described in the Public School Laws of Maryland Section 7-307, a Principal or Assistant Principal may make a search of the physical plant and its property including student lockers.

Students are responsible for clearing their lockers of all personal possessions prior to leaving school on their last day of attendance. Also, on the last day of school, all lockers will be cleaned out and any personal property of a student will be held in a designated location for one week and then

given to a charitable organization. In unusual circumstances when the school is notified that a student cannot be present on the last day, the school will obtain the student's possessions from the locker and hold them for the parents to pick up at an agreed upon time.

LOST AND FOUND

All articles that are found should be taken to the main office. Unclaimed items will be kept in the cafeteria for a reasonable period of time and then donated to charities. Please remember that clothing and personal items are expensive. Help another student by your honesty.

MIDDLE SCHOOL MERITORIOUS SERVICE

Middle school students can earn a Meritorious Service Award with 25 hours of service in the community. These hours are transferred to the high school to be put towards a high school Meritorious Service Award.

OTHER EMERGENCIES

The purpose of a school safety drill is to teach students how and where to go in case of a real emergency. These drills will be held at various times during the school year. These drills are for your protection and your cooperation is required. The signal for a drill is an announcement. Every person (students, teachers, secretaries, custodians, cafeteria workers, instructional aides, visitors, etc.) must vacate the building. Staff has been trained in a number of emergency responses. In the event of any emergency, follow staff directions as quickly as possible.

PBIS

Positive Behavior Interventions and Supports is our school wide approach to addressing behavior expectations. Teachers maintain program consistency so that we send a unified message of expectations for our students. At BMS, we follow the Ride the R.A.I.L. to Success. Respect. Attitude. Initiative. Learning.. This theme is consistent and is implemented school-wide through:

- Clearly defined, positively framed rules.
- Explicitly taught behavior expectations both in and outside of classroom settings
- Consistently enforced rules and consequences
- Opportunities for student reflection and redirection
- Opportunities for reward and praise

PERSONAL BELONGINGS

Brunswick Middle School is not responsible for the loss and damage property. Individuals are responsible for taking care of their belongings. No personal items may be left in the care of the office staff. Please limit the amount of money brought to school. Students are discouraged from buying expensive binders and book bags which are targets for theft. Students should lock their personal items in their hall or gym locker when not in their direct possession and should not leave their belongings unattended. Please assist the staff in retrieving lost or stolen items by marking students' names on all personal possessions, especially musical instruments, calculators, electronic devices, book bags, coats, hats and other clothing.

PTO (Parent Teacher Organization)

The PTO is an active part of the Brunswick School community. Parents, students and teachers are strongly encouraged to support this very important group.

The Brunswick Middle School PTO is open to parents and guardians of Brunswick Middle students. The major objectives include providing a support group for parents of middle school children, emphasizing the education of parents pertaining to the physical, mental, emotional and social development of their child, and providing a communication line with the home, school and community. The names of the officers, contact information and further details are available on their website: [Brunswick Middle School PTO](#) . Volunteers to help with PTO projects are always needed, appreciated and recognized.

SCHOOL CASH

FCPS has implemented a county wide, 24/7, on-line credit card payment system. Parents may use the system to purchase school items such as P.E. clothes, field trips, yearbooks, student planners and other curriculum related materials. This system eliminates the need for cash and lost checks. Directions for parents to register for this secure account are located on both the BMS and FCPS websites and at www.schoolcashionline.com

SCHOOL WEBSITE

Please visit the school's website often to find out important information. You can reach the website by going to www.fcps.org , click on "schools", then "middle" then the [BMS website](#).

SECURITY

BMS is equipped with a camera/buzzer system at the front doors operating from 7:45 AM – 4:00 PM. After pushing the buzzer, please state your full name and your purpose for entering the school. This security system is for everyone's safety. Students are reminded not to open the exterior doors for anyone.

SEARCH AND SEIZURE

Every Principal, Assistant Principal, or authorized security officer of a public school may conduct a reasonable search of a student on the school premises and every appurtenance thereof including students' lockers, if he/she has a reasonable cause to do so. The search must be made in the presence of a third party. The right of the school official to search the locker must be previously announced or published within the school. This statement serves as notification to all students.

SOCIAL EVENTS/DANCES/ATHLETIC CONTESTS/ETC.

ONLY CURRENTLY ENROLLED STUDENTS OF BRUNSWICK MIDDLE SCHOOL SHALL BE ALLOWED TO ATTEND SCHOOL DANCES AND OTHER SIMILAR SOCIAL EVENTS. No student serving a school suspension for a discipline infraction will be permitted to attend a school event. Brunswick Middle reserves the right to exclude a person who has not exhibited lawful standards of conduct. The same standards for appropriate behavior during the school day apply to school sponsored events after school. Persons leaving an event will not be readmitted to that event.

Any of the following offenses shall result in immediate expulsion from a dance or social event. Additional consequences may be issued per the FCPS System's Calendar Handbook. Any of the following offenses may also result in denial of a student's privilege to attend future school dances and social events. The school administration shall decide when privileges are to be restored.

- Smoking/Vaping
- Possession, use, or being under the influence of intoxicants, narcotics, marijuana, or illegal drugs
- Vandalism
- Taking part in physical violence
- Acting in a boisterous manner
- Attempting to gain entrance without paying admission
- Any other offense which, in the judgment of the chaperones, warrants expulsion from the event

STRANGERS OBSERVED ON SCHOOL PROPERTY

Students should report the sighting of a stranger, either adult or student, on school property (especially in the building) to a staff member.

SCHOOLGY

Schoology is an online grading and content learning management platform used by FCPS. All grades and assignments are recorded here so that students and parents can access assessment information using a secure password. Additionally, classroom communication such as announcements about assignments and classroom updates can be found on Schoology. Schoology is capable of sending notifications directly to devices via email when there are changes in the course grade. We encourage parents to stay in contact with teachers about their child's progress. Login information is provided by the school.

TEXTBOOKS, MATERIALS, EQUIPMENT

Textbooks as well as other articles and materials of instruction are furnished by Brunswick Middle School and/or the Frederick County Public Schools System for free use by all enrolled students. It is expected that such items will be returned in the same condition as issued, allowing for normal usage.

Fees will be collected for lost or damaged textbooks, materials, or equipment. The teacher who has issued the book, equipment, or material will notify the student as to the amount of the fee to be charged. Students will not be issued another book, article or equipment, or material to replace lost or damaged items until the fee has been paid. If the fee has not been paid by the closing date of the semester, the final report card will not be issued until the obligation has been paid.

UNLAWFUL WEAPONS

It is unlawful for students to possess or use any weapon on school property. Students who have or use a weapon on school property will be suspended from school, and the police will be notified of the incident. A weapon is any object designed to harm another physically or an object that is used in a way that can physically harm another. Look-alike weapons are handled in the same way.

VISITORS and TRESPASSING

Students are not to bring or have visitors from outside the school during school hours. Parents are always welcome, but must make an appointment to see a teacher, an administrator, or to visit their child's classes. Trespassing either by a suspended pupil or non-pupil in school or on school grounds without legitimate reason is prohibited. Visitors must report to the administrative offices, provide identification, and get an ID badge before going anywhere in the building.

WORK PERMITS

Students fourteen to eighteen years of age, who are employed for any type of work during or after school hours, Saturday or Sunday, or during vacation, must secure a work permit. State law requires this permit. Information on permits may be secured at <https://www.dlir.state.md.us/childWorkPermit>.

WALKERS

Students who walk to school should cross the street at designated crosswalks only. Crossing elsewhere is extremely dangerous. Your safety is of the utmost importance to the school.

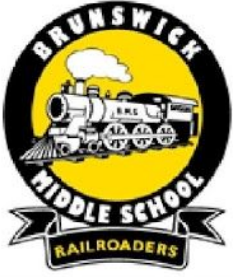
Students are asked to be good neighbors to the residents living on the streets near our campus. Be respectful to the residents you encounter traveling to and from school. Don't leave litter on the streets, and don't walk through private property.

Message to Parents

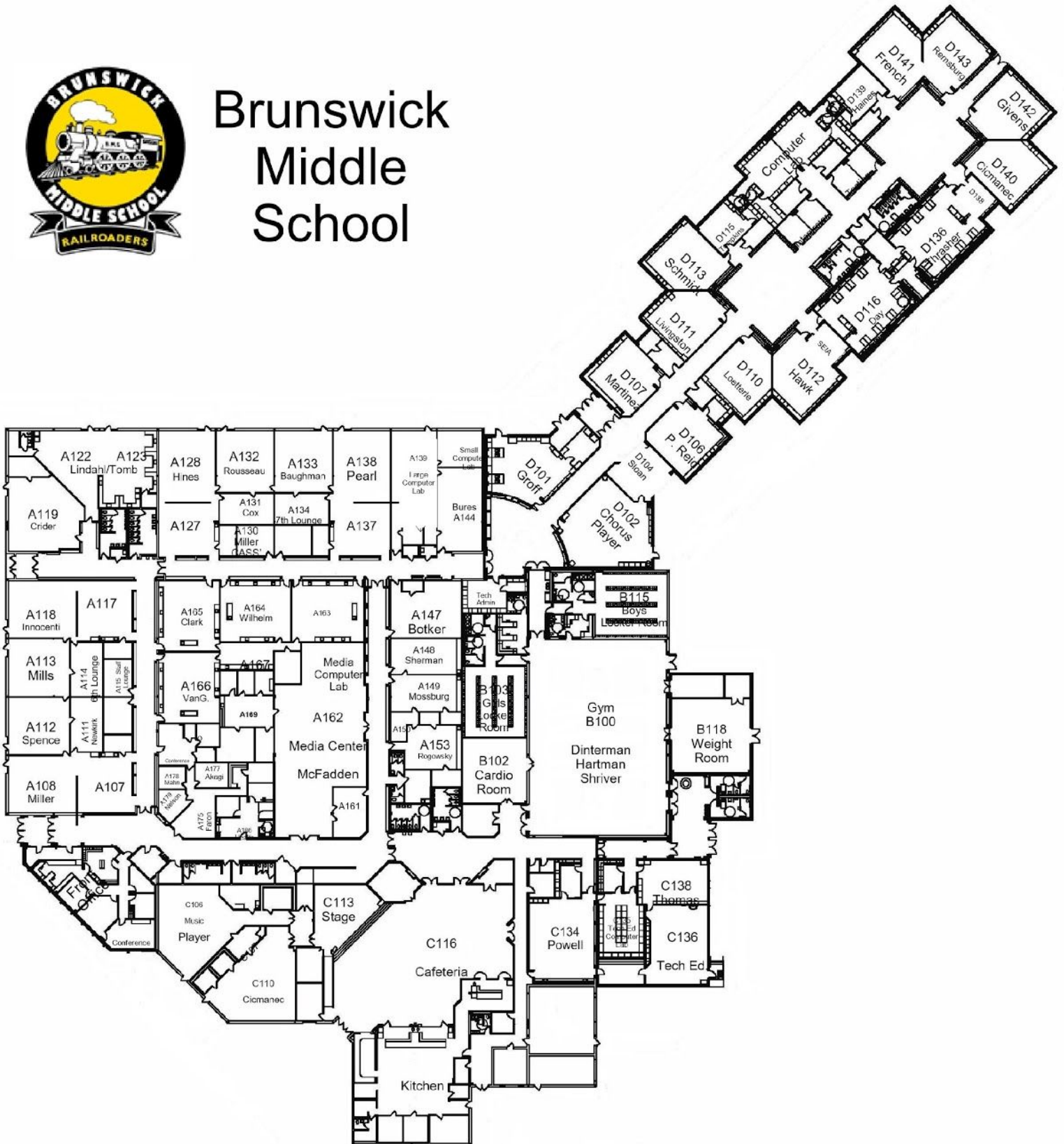
We are pleased to have your child at BMS this year. Our staff will do all we can to help your child succeed, but we need your support. You can help by encouraging your child to print out this page and list their schedule to use as a reference.

Name _____ Grade _____ Locker Number _____

GRADE 6			
Period	Time	Room #	Teacher
1	8:00 - 8:53		
2	8:57 - 9:43		
3	9:47 - 10:33		
Lunch	10:37 - 11:07		
4	11:11 - 11:57		
5	12:01 - 12:47		
ELT	12:51 - 1:21		
6	1:24 - 2:10		
7	2:14 - 3:00		
GRADE 7			
Period	Time	Room #	Teacher
1	8:00 - 8:53		
2	8:57 - 9:43		
3	9:47 - 10:33		
4	10:37 - 11:23		
Lunch	11:27 - 11:57		
5	12:01 - 12:47		
ELT	12:51 - 1:21		
6	1:24 - 2:10		
7	2:14 - 3:00		
GRADE 8			
Period	Time	Room #	Teacher
1	8:00 - 8:53		
2	8:57 - 9:43		
3	9:47 - 10:33		
4	10:37 - 11:23		
5	11:27 - 12:13		
Lunch	12:17 - 12:47		
ELT	12:51 - 1:21		
6	1:24 - 2:10		
7	2:14 - 3:00		



Brunswick Middle School



2019-2020