

# Brewer Middle School Student Handbook Addendum



2018-2019

**Brewer Middle School**

1000 S Cherry Ln.  
White Settlement, TX 76108  
817-367-1267

### **Brewer Middle Administrative Team**

Principal - Mrs. Sherri Kottwitz

Assistant Principal - Mr. Brandon Love: 8<sup>th</sup> Grade

Assistant Principal - Ms. Stevi Motheral: 7<sup>th</sup> Grade

Assistant Principal & Testing Coordinator - Gloria Espinoza

### **Brewer Middle Counseling Team**

Ms. Mallory Neel- 8<sup>th</sup> Grade Counselor

Mrs. Sara Reeves - 7<sup>th</sup> Grade Counselor

### **Contact Information:**

Mrs. Sherri Kottwitz - [skottwitz@wsisd.net](mailto:skottwitz@wsisd.net)

Mr. Brandon Love - [bllove@wsisd.net](mailto:bllove@wsisd.net)

Ms. Stevi Motheral - [smotheral@wsisd.net](mailto:smotheral@wsisd.net)

Ms. Gloria Espinoza - [gespinoza@wsisd.net](mailto:gespinoza@wsisd.net)

Mrs. Sara Reeves - [sreeves@wsisd.net](mailto:sreeves@wsisd.net)

Ms. Mallory Neel - [mneel@wsisd.net](mailto:mneel@wsisd.net)

***The BMS student handbook will be posted on the Brewer Middle School website or a paper copy can be requested through the BMS front office. Students and parents will be given an opportunity to review the handbook and digitally sign acknowledging that they are responsible for knowing the information contained within the handbook. If a student or parent does not sign the acknowledgement, they will not be exempt from the expectations listed within this handbook.***

## **STUDENT ARRIVAL/DEPARTURE**

### **School Hours:**

**Start:** 8:00 am

**Ends:** 3:30 pm

**Doors open:** 7:30 am

**Breakfast:** 7:35 am

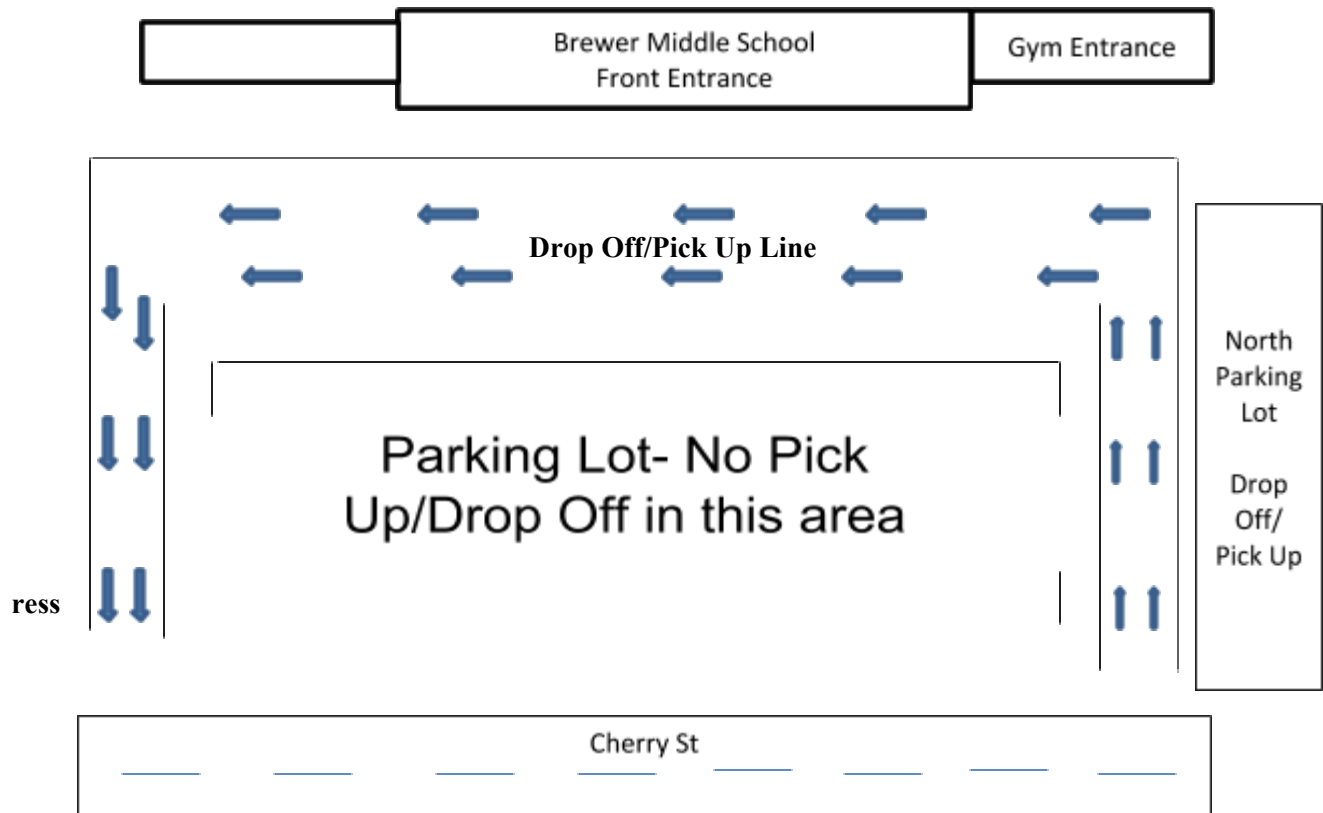
**Brewer Middle Office hours are from 7:45 AM to 4:00 PM.**

Students will report to the Cafeteria until dismissed to 1st period by an administrator. **Once a student arrives on campus, they are to remain on campus until dismissal time, or a parent signs them out in the front office.** For both student safety and building security, all students should be off campus by 3:45 PM, unless staying for tutorials or a planned practice that is supervised by school personnel. Students may not wait on campus following dismissal in order to attend an evening school event.

### **Bell Schedule**

|                               |                       |
|-------------------------------|-----------------------|
| <b>1<sup>st</sup> Period:</b> | 8:00 - 8:45           |
| <b>2<sup>nd</sup> Period:</b> | 8:49 - 9:34           |
| <b>3<sup>rd</sup> Period:</b> | 9:38 - 10:23          |
| <b>4<sup>th</sup> Period:</b> | 10:27 - 11:12         |
| <b>5<sup>th</sup> Period:</b> | 11:16 - 12:31         |
| <b>Plus + Period:</b>         | 12:35 - 1:03 (28 min) |
| <b>6<sup>th</sup> Period:</b> | 1:07 - 1:52           |
| <b>7<sup>th</sup> Period:</b> | 1:56 - 2:41           |
| <b>8<sup>th</sup> Period:</b> | 2:45 - 3:30*          |

## Car Drop Off/Pick Up:



### **Drop off**

- Students must be dropped off in the mornings at the designated locations which are in the front of the school building or in the north parking lot.
- Once students are dropped off, they must report directly to the cafeteria. **Doors open at 7:30 a.m.** Students who are dropped off before 7:30 a.m. will not be supervised.

### **Pick-Up**

- Pick-up: Students will be picked up in the front of the building or in the north parking lot.
- Students that walk must vacate the campus by 3:45 p.m. Students will be unsupervised after this time.
- Arrangements should be made for students to be picked up immediately after school or immediately following school sanctioned events within 15 minutes.
- 8<sup>th</sup> Grade Boys Athletics will be picked up at the field house at the end of the school day. No athletes are allowed to reenter the building unless they ride a bus or attend tutorials.

### **Bus:**

To insure maximum bus safety at all times, students are to follow all rules issued by the WSISD Transportation Department when riding buses. Failure to observe these rules could result in the loss of bus riding privileges and/ or other disciplinary action. All questions must be directed to the Transportation Department. Phone number: 817-367-1298

### **Bicycles**

Students who would like to ride bicycles to school are welcome to do so.

- **Skateboards, skates or ripstiks are not allowed on school grounds during school hours or any events.**
- Bicycles are to be parked and locked in the designated areas. The school cannot provide security against theft or vandalism. A secured bicycle rack is located on the west side of the building near the cafeteria.

### **Sign Out Procedures:**

- **A parent/guardian must show a valid I.D.** If the person signing the student out is not the parent/guardian, they must be listed on the emergency contact list in Skyward and also show valid I.D.
- When it is necessary for a student to leave during the school day, he or she must be signed out through the front office by an adult valid to pick the student up.

### **Visitors:**

At Brewer Middle School, student safety is always one of our top priorities.

- All visitors are required to check in at the office and to conduct themselves according to the rules for students.
- An administrator may request identification from any person on school property and may ask any person not having legitimate business to leave campus.
- All visitors will sign in and be issued a visitor badge, which should be clearly displayed throughout their time on campus. In order to sign in, visitors must produce a driver's license,

military ID, passport, or resident alien card which will be held in the front office until the visitor signs out.

- Students from other schools, including siblings, cannot visit during the school day.
- Parents must check in through the front office before contacting or visiting a student or teacher.
- Parents may not monitor classroom activities without prior approval of the principal.
- Students or others may not tape or video record a class without the prior approval of the teacher and principal.

### **Lunch Visits:**

- If the person visiting a student during lunch is not a parent/guardian, the identity of that person must be established, and he or she must be identified as an emergency contact in our system.
- Visitors will eat at the established visitor table near the front office. Visitors must depart this area immediately following lunch and are not permitted to go anywhere else in the building.
- Visitors are only able to eat with their student, friends of their student will not be permitted to eat at the visitor table unless the visitor is also on their emergency contact list.
- Again, we want to keep our students safe, and we appreciate your assistance in helping us do so.

**Students or parents should only bring enough food for themselves. No large quantities to feed other students are allowed. The Texas Nutrition Policy does not allow sharing food. Students should only bring enough food for snacks for themselves.**

### **Cafeteria Procedures:**

- Breakfast will be served from 7:35 a.m. to 7:55 a.m.
- Students who are properly wearing their I.D.'s will be served first.
- Students are to only use their own personal lunch I.D. number as these numbers are attached to money on students' accounts.
- An alternative meal will be provided to students that have reached the maximum charge limit as an emergency meal.

### **Textbooks:**

- Each teacher has a class set of textbooks. If a student wishes to checkout a textbook they must check with Brandon Love, Assistant Principal.
- Students who lose/damage a book while it is checked out to them will be expected to pay for it.

### **Medications**

All medication must be administered by the school nurse and be accompanied by a doctor's order. WSISD medication order forms can be found online or picked up from the school nurse. Epipens and inhalers are the only 2 medications that can be kept with the students as long as the doctor indicated they may do so on the medication form. Over the counter medicines must have a doctor's order as well and must be kept locked up in the nurse's office.

### **Athletics**

Please see BMS athletic handbook. All athletic concerns should first be addressed with the coach and/or campus athletic coordinator.

- Boys athletics: Randal Carraway
- Girls athletics: Nikki Laster

### **Lost and Found:**

Students should not bring valuable items to school. Lost items that are turned in are placed in the lost and found area in the front office or in the lost and found room located in the cafeteria. Items not claimed by the end of every semester are donated to charity. **Please be sure and label all items with your first and last name, especially jackets and other articles of clothing.**

### **Food and Drinks During the School Day:**

- Students are not allowed to have any type of food or drink, with the exception of **water** (preferably a reusable water bottle), in the classroom at any time.
- Water bottles should not be at computer stations or on a desk by a laptop.
- Water should be held in a closable container, no cups allowed.

- All other food and drinks that are brought in will be disposed of before they go to class.
- Abuse of the above policy will result in loss of privilege.

**Food/Gum on campus/in classroom:**

Food, drinks (other than water in a sealable bottle), edible seeds (sunflower, pumpkin, etc.) and gum are not allowed in the classroom. This is a no-smoking, no tobacco and no-gum campus. It is time consuming and costly to have gum removed from carpets, tables, chairs, concrete, and cafeteria walls! Consequences will apply to students who violate this policy.

**Dress Code:**

Students are expected to follow the WSISD guidelines on dress code.

**Dress Code Violation Consequences (including no IDs):**

1st/2nd: Violation Warning

Student will be required to correct violation.

Student will be sent home (OSS) or to ISS if unable or unwilling to correct.

3rd - 7th Violation: Lunch Detention

Student will be required to correct violation.

Student will be sent home (OSS) or to ISS if unable or unwilling to correct.

8th & 9th Violation: After School Detention

Student will be required to correct violation.

Student may be sent home (OSS) if unable or unwilling to correct.

10<sup>th</sup> Violation: Possibility of 1 Day of ISS

Student will be required to correct violation.

Student will be sent home (OSS) or to ISS if unable or unwilling to correct.

**Identification Cards (I.D.s)**

Students are required to wear I.D.s for safety purposes, check out library materials, scan for tardies, and purchase cafeteria food.

- Students are issued (free of charge) at the beginning of the year an identification card, lanyard, and a protective sleeve.
- Students are expected to wear the identification card at all times during the school day, visible and



around their neck or attached by lanyard and visible.

- Students cannot deface or alter their school I.D. or they will purchase a new one for a fee.
- Lanyards must be school appropriate.
- Students who find their I.D. or purchase a new I.D. prior to or during lunch may turn their temporary I.D. in and avoid an I.D. violation. Once lunches are over all violations are final.
- Additional lanyards may be purchased for \$1 and identification cards for \$3. Clear plastic sleeves are free of charge.

### **Attending Extracurricular Activities and After School Events:**

Students and parents are encouraged to attend and support the many different extracurricular activities offered at Brewer Middle School. It is important to maintain pride and tradition of our school.

Therefore, it is expected that all students (participants and fans) and parents should respect our own students and staff, as well as any visiting teams or officials at these events. **To ensure appropriate supervision, students will not be allowed to wait on campus after school to attend athletic events or any other after school events. Also, students in attendance at athletic games must remain seated in the stands or in an adult supervised area at all times. Students who choose to leave the event before it ends, will not be allowed to re-enter.** Attending extracurricular events is a privilege and students who do not follow these guidelines will no longer be permitted to attend. A signed Spectator Permission Form must be on file for a student to be allowed to attend. Students who have to be asked to leave an event due to behavior will be banned from future extracurricular events.

\*\* Please see the Spectator Permission Form on page 16

## **ACADEMICS**

### **Progress Reports and Report Cards:**

Students will receive their report card on the Friday following the close of each nine weeks grading period. In addition to the report card, students will receive a progress report during the 4th week and 7th week of each marking period.

### **Grading Policies:**

The Texas Education Code requires student grades to reflect student mastery of assignments and prohibits minimum grades. Grades earned on assignments are used in determining nine weeks and semester grades. Please see the WSISD District Grading Guidelines for more information [www.wsisd.com](http://www.wsisd.com) Click on “For Parents” > “WSISD Grading Guidelines” to access.

### **Student Scheduling Guidelines:**

**Schedule change requests will need to be submitted to the counselors during the first week of classes.** Schedule change forms are available in the counselor’s office. Submitting for a schedule change does not guarantee that it will be approved.

### **Tutorials:**

Tutorials are offered every Tuesday, Wednesday, and Thursday after school in the Library through Homework Club which is ran by certified teachers to assist students. Homework Club is from 3:30 - 4:15 and there is a tutoring bus available for those students who normally ride the bus.

Teachers may opt to begin tutorials at 7:30 AM. They will communicate those dates to the students. Students may also be pulled out of an elective class for additional acceleration.

### **Field Trip Policy:**

There will be behavior (including serving all outstanding detentions), academic, attendance (including tardies), as well as settling all fees and outstanding fines in order to qualify to attend campus sponsored field trips. Administrator discretion can be used to determine if a student can attend. The qualifications to attend will be communicated to parents six weeks prior to the field trip.

### **Attendance: (for immediate attendance concerns contact Jana Shaw in the front office)**

Brewer Middle School will follow district/state policy for monitoring student attendance. If students become out of compliance with attendance due to excessive unexcused absences or if they exceed the number of absences under compulsory attendance law, the BMS attendance committee will contact the parent/guardian to discuss interventions to improve attendance.

**District Policy FEA (local) States:** Regular and punctual attendance is the greatest single factor in school success; therefore, a student’s first concern should be to attend class regularly. Being absent unnecessarily from school impairs a student’s opportunity to succeed in studies and also indirectly

encourages the development of poor attitudes toward schoolwork and other obligations. That being said, we do understand that there are extenuating circumstances that cause a family to choose for their student to be absent. Some of those are unplanned such as a death in the family. Others are planned, such as a trip or a vacation. We strongly discourage students being absent for the purpose of vacations. A significant part of the learning process occurs in direct instruction from the teacher and the interaction between students and teachers within the classroom; worksheets and other assignments cannot take the place of these essential interactions in the classroom.

If a vacation is taken, the parent shall complete the Special Absence Request Form (available in the front office), **in advance**, stating that the vacation or trip cannot be taken at another time. Please contact the front office to request this form and work from teachers in advance. **These absences will be considered unexcused.**

#### **Make-up Work Policy:**

All make-up work will follow the WSISD grading guidelines.

#### **Missed Assignments Due to Unforeseen Absence:**

It is the responsibility of the student and/or parent to collect missed assignments due to an absence.

[Please consult the WSISD grading policy.]

#### **Tardies:**

In the event a student arrives to school and is not in 1st period on time (after 8:00 AM), the student must receive their tardy through the front office. Students who have additional tardies throughout the day (between classes – 1st through 8th periods) will be issued the following consequences:

**Tardies #1-2: written warning with parent contact via Student Conductor automated system**

**Tardies #3-8: lunch detention**

**Tardies #9-10: after school detention**

**Tardies over 10: Assistant Principal Discretion**

**\*\* Tardy count starts over every 9 weeks\*\***

#### **Hall Passes:**

All students leaving classes during the period **must** have a written pass and/or be wearing the orange safety vest. Pass abusers could lose their pass privileges. Student's should not be leaving class during instructional time for any non-emergency visits to the counselor office, assistant principals office, or to another teacher's classroom. Every student gets two hall passes each 9 weeks from each of their 8 classes. If your student has

a documented medical condition that might require more frequent breaks out of the classroom please contact the campus nurse or administrator/counselor to get this arranged.

**\*\*No student should be allowed to leave class the first or last 10 minutes of class unless called by the front office or an emergency.**

### **Student laptop expectations:**

Brewer Middle School will adhere to the White Settlement ISD Technology Use Handbook that can be located at the district website under the Technology department. Misuse of technology will result in disciplinary action at administrator discretion.

Students are expected to:

- Bring school-issued Laptop charged and ready to use every day
- Do not write on, put stickers on, or deface the laptop in anyway
- Do not use laptop around food, drinks, and other potentially damaging substances
- Carry laptop carefully back and forth to school and during the day
- Only allowed to use the laptop when teacher has given permission
- If laptop is damaged, lost, or stolen - report it right away
- If laptop is broken or not working fill out a Help Desk Ticket

### **Communication**

Staff at Brewer Middle understand the importance of good communication, and encourage parents to contact teachers, counselors, or administrators by phone at (817) 367-1267 anytime you have a question, concern, or praise. If we are unable to answer your call, leave a message with voice mail and we will return your call within one school day. Parents are also welcome to contact teachers or administrators directly through email or on the phone during their conference period. Parents are encouraged to conference with teachers and coaches directly if needed. If you would like a conference with counselors and or an administrator, please make a request in advance by phone or email. We will also use our automated calling and email system, Skylert and Remind for updates and reminders. Additionally, important information may be provided to your child through news flyers and letters. Please check our website, Facebook page, or Instagram on a regular basis for the most up-to-date information.

### **Parent/Student Messages:**

We realize that there are times when a parent needs to get information to a student regarding a change in transportation, lunch needs, etc. If you need to send a message to your student during the school day,

please communicate the information to the front office staff, and we will be sure the student receives the message in a timely manner. **We strongly discourage parent requests to pull a student from class during the school day for a simple delivery or phone message, as this is a disruption to the learning environment for the student and their classmates.**

### **Student Phone Calls:**

If a student needs to contact their parent during the school day, they must obtain a pass from a teacher allowing them to use the student phone in the front office. Students who use their cell phone during the school day to contact parents or any other person are in violation of the campus cell phone policy.

Again, our goal is student safety in all communication made from school. [see BMS cellphone addendum]

### **Teacher Canvas Pages:**

A great resource to use to access teachers' lesson plans, assignments, class calendars, grades, etc. Please access the Canvas parent portal link on the WSISD website to login and see your student's information.

### **After School and Lunch Detentions:**

Students may be assigned a lunch detention or after school detention for infractions of the Student Code of Conduct. A detention may be assigned by the teacher or the administrator and parent contact will be made through our automated Student Conductor system. Teachers are also encouraged to notify parents by phone and or email. A lunch detention consists of students eating their lunch in a separate lunch room during their 30 minute lunch. After school detentions will be served Tuesday, Wednesday or Thursday after school from 3:30 - 4:15 **under direct adult supervision**. Students will receive reminders of their assigned consequences, and failure to serve their assigned detention will result in the consequence being escalated. In order to reschedule a detention, a parent/guardian must contact an administrator.

### **ISS: In-School Suspension**

ISS is a short term removal from the classroom environment. ISS encourages students to change their behavior, assists students in understanding the results of negative choices, teaches self discipline, and provides students an opportunity to get caught up on school work. While in ISS, students will be required to complete a character based assignment, plus any and all assignments sent by their teachers. Students are required to bring all books and school supplies to ISS. While in ISS, students may not

participate in or attend any after school or extracurricular activities. Students who do not comply with ISS rules and procedures could be sent home and may be required to make up additional ISS time.

**OSS: Out of School Suspension**

OSS is student removal from the campus for up to three consecutive days at home in an unsupervised educational setting. Schoolwork must be accepted from students assigned to OSS, and students will turn in their assignments upon their return to the school. The number of days of a student's suspension will be determined by the principal or other appropriate administrator, but will not exceed three school days.

**LAB: Learning Appropriate Behaviors**

LAB is similar to ISS in that a student will be removed from the classroom setting. Students placed in LAB can be there for longer periods of time to help them manage classroom behavior. Their teacher of record will visit them daily to help with instruction and the ISS instructor will supervise the student. Criteria can be met to return to class in a timely manner.

**Cell Phones/Electronic Devices:**

[Please see the BMS Cell Phone Policy addendum]

**Cheating:**

Cheating by copying the work of another student on homework or exams is a serious offense and a violation of the Student Code of Conduct. Teachers will make every effort to monitor exams closely. Please refer to the individual teacher syllabus to reference their specific cheating policy in their class.

**Bullying/Harassment/Hazing:**

Brewer Middle School takes reports of bullying/harassment/hazing very seriously. Please contact a campus administrator or counselor if you have a concern or suspect bullying and go online to fill out a bullying report located in the parent or student page of [wsisd.com](http://wsisd.com) or a statement sheet in the AP office.

**Substitute Teachers:**

Substitute teachers on our campus are considered guests and should be treated with respect. Students who are sent to the office due to misbehavior with a sub will face disciplinary consequences from an administrator. Substitute teachers are encouraged to leave meaningful feedback to the classroom teacher about the students; therefore, students may face disciplinary consequences from their classroom teacher.

Please refer to the teacher syllabus for their classroom policies related to substitute teachers.

## BMS CELL PHONE POLICY 2018-2019

### PURPOSE

Cell phones can be a distraction to students during the school day and perpetuate ongoing behavior issues. It is important that you understand the rules to avoid fines and the confiscation of a cell phone for periods of time.

Together, we can help make the learning day disturbance-free by turning off these devices and following the BMS campus policy.

### OVERVIEW

During the school day, cell phones should not be visible. Cell phones **should be turned OFF, put away prior to students entering Brewer Middle School, and should not be used in any capacity during the school day.** Additionally, headphones, handheld video game devices, iPods, etc. will also not be permitted in the classroom, hallways, restrooms, or the cafeteria. The owner of the cell phone that is taken up will receive the cell phone violation. Students who refuse to comply (hand the phone in upon request) will have automatic disciplinary actions and could result in escalation of cell phone offense.

In the event that communication with your child is necessary all calls should go through the front office and a message will be sent to the student. 817-367-1267

### Cell phones and electronic devices used in violation of this policy will have the following consequences:

First Offense: Phone will be confiscated, parent/guardian will be notified, and the phone will be returned to the student at the end of one school day.

Second Offense: Phone will be confiscated, parent/guardian will be notified, and the phone will **only** be returned to the **parent/guardian at the end of the school day or when the parent is available.**

Third Offense: Phone will be confiscated, parent/guardian will be notified for pickup, the **phone will be held for 5 days or a charge of \$15 may be paid to avoid the 5 day wait period.**

Fourth Offense: Phone will be confiscated, parent/guardian will be notified for pickup, the **phone will be held for 10 days or a charge of \$15 may be paid to avoid the 10 day wait period.**

Fifth Offense: Phone will be confiscated and will not be returned to the student until the end of the school year. Administrator has discretion to shorten this time period. A cell phone violation can be escalated through administrative discretion.

*Texas Education Code 37.082(b)(2) authorizes school districts to "charge the owner of the device or the student's parents an administrative fee not to exceed \$15 before it is released."*



# BREWER MIDDLE SCHOOL

## SPECTATOR PERMISSION FORM

Student Name (please print): \_\_\_\_\_

My student has my permission to attend any BMS after school extra curricular event for the 2018 - 2019 school year including but not limited to: Athletic Games/Events, Band/Choir/Theater Performances, Approved Club Meetings, etc.

I have spoken to my child and reinforced that he/she is expected to follow school rules and should be on their best behavior during this event. In addition, I understand that my student is expected to remain in the designated spectator area(s) throughout the course of the competition. I understand that if my student leaves the game/event for any reason, they are unable to re-enter the game/event and must leave campus.

BMS Athletic Events do not start until 5:00 pm and I understand that my student is NOT allowed to wait on campus after school for the game to start. Students who do this will not be allowed to attend.

I understand that it is my responsibility to arrange for transportation after this event and that my child may not remain on school property unsupervised after the event has concluded. Students who remain on campus longer than 30 minutes past the conclusion of the game will lose the opportunity to attend future events.

If you have any questions, please contact the Assistant Principal's Office at 817-367-1267. We appreciate your assistance and support in ensuring a safe environment at BMS.

\_\_\_\_\_  
Parent Name

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Alternate/Emergency Phone

*Note: This signed Spectator Permission form MUST be on file in order for your student to attend the event*