

# Blackman Middle School

## Student Handbook

### School Wide Expectations:

- **Be Safe**
- **Be Responsible**
- **Be Kind and Considerate**

### ARRIVING TO CAMPUS

The doors will be unlocked at 7:15 a.m.

- Bus students must enter the front door and report to their designated area and remain there until dismissal at 7:50 a.m.
- Walkers and car riders arriving before 7:50 a.m. must report to their designated area. Those arriving after 8:00 a.m. must report to the main/annex office for late check in.
- Breakfast will stop being served at 7:50 a.m. unless notified of a late bus arrival. Any student who chooses to eat school breakfast, must remain in the cafeteria until the 7:50 bell for dismissal to class.

### AFTERNOON DISMISSAL

- Bus students will be dismissed to load at the front of the school. All bus riders must exit through the front door and load onto their correct bus.
- Walkers must leave campus through the nearest door immediately after dismissal.
- All 6<sup>th</sup> and 7<sup>th</sup> grade car riders are to leave the building through the doors nearest the main cafeteria. 8<sup>th</sup> grade car riders will be picked up in the back of the annex, UNLESS they have a younger sibling, in which case they will report to the main building pick up location.
- EVERY EFFORT SHOULD BE MADE FOR STUDENTS TO BE PICKED UP BY 3:15 P.M.

### CHANGES IN TRANSPORTATION/EARLY DISMISSAL

Any time a student goes home in a manner different from his or her regularly assigned way, the student or parent must submit a written or emailed request, signed by the parents/legal guardian and approved by an administrator. All notes should be submitted to the student's homeroom teacher, who will submit changes to the front office for verification. Students will receive transportation changes back to them before the end of the day and must present them to gain access to a different bus. The school will not permit students to be checked out or make transportation changes after 2:45 p.m. School buses will not make special trips, changes in routes, or additional stops for students. Parents or guardians who are checking out students early MUST present a valid photo ID and the person picking up the student must be on the student's registration card approved pick up list.

## **ILLNESS**

If you become ill at school, ask your teacher for a pass to see the nurse. Students are not to leave campus due to illness without being released by the nurse. Students are not allowed to use personal devices to make arrangements to leave school for any reasons. Students who violate that rule will be subject to discipline per the BMS cell phone policy.

## **LOCKERS**

Lockers are issued at the beginning of the school year. Locks may be rented for \$5. Only school issued locks will be allowed for use. Lockers are to be kept clean and organized. A \$5 charge will be made for any lock not returned at the end of the year. Sharing lockers is not permitted and any damage to the locker will be the responsibility of the student who was issued the locker.

## **SCHOOL RESOURCE OFFICER (SRO)**

Blackman Middle School participates in the School Resource Officer program. A deputy sheriff with the Rutherford County Sheriff's Department is assigned full-time to the school. This officer has three primary duties:

1. Law Enforcement
2. Teaching
3. Advising/Consulting

## **STUDENT RECOGNITION**

Student will be recognized at Blackman Middle School in a variety of ways. These include, but are not limited to:

- Principals List: To be eligible a student must have no grade below an A at the end of a grading period.
- Honor Roll: To be eligible a student must have no grade below a B at the end of a grading period.
- Perfect Attendance: To be eligible a student must have no excused or unexcused absences

## STUDENT DRESS CODE

- Student dress will not promote activities, acts or other attributes associated with gang activities.
- Any dress considered too revealing will not be allowed (no undergarments should be visible). See through outfits, bare midriffs, open backs, low-cut tops, tube tops, halter tops, spaghetti straps, Nike running, or mesh shirts are not permitted. NO SKIN should be visible between shirts and pants while sitting or extending arms overhead.
- Shorts and skirts MUST be as long as or longer than the tip of the longest finger when the students' arms are by the side of the body, including holes in jeans. Biking shorts, spandex or boxer shorts (when worn as regular shorts), and/or pajama pants are not permitted. Leggings are only allowed if covered by another garment that meets dress code standard.
- Clothing, accessories, or any item that advertises substances which are illegal for teenagers (drugs, alcohol, tobacco products, etc.) or which otherwise inappropriate (profanity, sex, obscenities, violence, gang related, etc.) are not to be worn or brought to school. Hats, scarves, hair picks, stocking caps, hair curlers, and other head coverings may not be worn at school.
- Clothing must be size appropriate. Sagging is not allowed. All belts, buttons, and fasteners must be fastened at all times.
- Hoodies may be worn but the hood may not be worn on the head inside the building.

When student attire is out of dress code, the principal, assistant principal, or administrative designee will issue school appropriate attire. Students will not be allowed to call home to arrange for a change of clothes. The administration has the right to determine if attire is inappropriate for school.

## CELL PHONE/BYOD POLICY

All students and staff are expected to complete the RCS Acceptable Use Policy (AUP) prior to participating in any online activities with either their own device or with school-purchased technology.

### ***Important Information for Students and Parents***

Students are not required to bring their own devices to school. However, they are still required to complete an AUP agreement to use school technology.

**Personal devices will not be permitted in any classroom. Students are expected to put all devices away at the 7:50 bell and may not access them again until the bell rings at 3:00pm.**

As stated in board policy 6.312: "Unauthorized use or improper storage of a device will result in confiscation of the device and appropriate disciplinary action." Possession of a personal device under the RCS policy is a privilege which may be forfeited by a student who fails to abide by all policies and procedures. Refer to the BYOD User Guidelines (Student Code of Behavior Handbook).

The device may not be used to record, transmit, or post photographic images or video of a person, or persons on campus during school activities including district provided transportation unless assigned by the teacher and allowed by the RCS Acceptable Use, Media Release, and Internet Safety Procedures.

### **CAFETERIA POLICY**

- BMS is on the Federal Hot Lunch program and provides nutritious breakfasts and lunches.
- All tables and floor areas are to be kept clean of food particles, napkins, cups, etc. Cafeteria cleanliness is everyone's responsibility, so we will ask everyone to help clean tables and pick up trash.
- Students are not permitted to use another student's name or number to purchase meals or a la carte items.
- Outside food and beverages from restaurants are not allowed to be eaten in the cafeteria. Any outside food brought in will have to be eaten in the front office holding areas. Parents who wish to eat lunch with their child, will eat in the front office holding area.

### **DAMAGE TO SCHOOL PROPERTY/TEXTBOOKS**

Parents are held responsible for any damage or loss of school property caused by their child. Parents are responsible to pay for damaged or lost textbooks. Students and parents are financially responsible for damages to any laptop or computer while under that students use.

### **WEATHER/CRISIS DRILLS**

Throughout the year, Blackman Middle will practice weather and crisis related drills. Any student caught setting off a false alarm will be subject to disciplinary action from administration.

Students are expected to take drills seriously, stay silent and listen to adults for directions.

Students will not be allowed to check out until the drill is complete.

### **VISITORS TO CAMPUS**

- All visitors must enter the building through the front doors by the main office. All other doors will remain locked.
- Visitors must sign in and remain in the office until front office staff or administration receive the appropriate information to release the visitor to another location in the building. Visitors badge must be visible at all times.
- Friends, relatives, former students, etc. may not visit classes during the school day.

### **PARENT CONFERENCES**

According to the Rutherford Education Association contract, parent requested conferences must be scheduled 48 hours in advance via written note or email.

Regularly scheduled parent/teacher conferences will be held on the 1<sup>st</sup> and 3<sup>rd</sup> Wednesdays of each month from 3:15-4:15. Please notify teacher(s) to schedule a conference.

Rutherford County schedules evening conferences each semester.

- October 22, 2019 3:15-6:00pm
- March 17, 2020 3:15-6:00pm

## **STUDENT BEHAVIOR**

1. Fighting will not be tolerated. Students involved in a fight on campus will receive a minimum of 3 days OSS for the first offense, 5 days OSS for the second offense and/or reamendment to alternative school. Depending on severity and details from parties involved, administration will have final say on disposition.
2. Use of tobacco products, smokeless tobacco, and e-cigs/vape pens are strictly prohibited on campus. Students violating this policy will receive a minimum of 1 day of OSS on the first offense, minimum 3 days OSS on subsequent offenses.
3. Horseplay, hitting, kicking, and slapping (necking) will not be tolerated on campus. Students are expected to keep their hands and feet to themselves. Violations of these rules will result in ISS or OSS, depending on severity of the case.
4. Harassment of students will not be tolerated on school property. Administration will conduct an investigation and determine appropriate discipline actions to take, but not limited to multiple days of ISS or OSS.
5. Theft of property- 1<sup>st</sup> offense will result in a minimum of 1 day of OSS/Restitution, 2<sup>nd</sup> offense- 3 days OSS
6. Misrepresentation of information to school officials (including forgeries) will result in suspension.
7. Cheating- BMS code of Integrity-
  - 1<sup>st</sup> offense- a zero will be assigned, parent will be notified and the student will be given the opportunity to redo the assignment for a maximum grade of 80%
  - 2<sup>nd</sup> offense- a zero will be assigned, administrator will contact parent and the student will be assigned Friday school.
  - 3<sup>rd</sup>- a zero will be assigned, administrator will contact a parent and the student will be given ISS for 1 day with a required parent meeting.

Please familiarize yourself with the RCS Student Handbook and Code of Behavior and Discipline to see various types of infractions and dispositions that can occur during a school year.

### **Cell Phone policy**

- Any offense will immediately result in confiscation of device. Devices will be collected by the student from the front office at the end of the day. The following additional actions will be taken:
  - 1<sup>st</sup> offense: Confiscation and a warning
  - 2<sup>nd</sup> offense: Confiscation and detention
  - 3<sup>rd</sup> offense: Confiscation and Friday School
  - 4<sup>th</sup> offense: Confiscation and 1 day of ISS
- Any student who uses an electronic device for audio or video recording during the school day without permission will be suspended a minimum of 5 days Out of School Suspension. Students may be remanded to SWAS based on the nature of the video.
- Repeated inappropriate use of electronic devices may result in student cell phone privileges being revoked.

### **Personal Responsibility**

As with any personal item you bring from home, there are risks involved when you bring your own device to school. RCS is not responsible for theft or damage done to the device while at school. A school administrator should be contacted in the event theft occurs, so they are aware of the situation. Students are required to follow the guidelines of the AUP on their personal devices just as they do on school-owned devices. Any disciplinary infractions that occur from using technology tools should be referred to a campus administrator.

## **ATTENDANCE POLICY**

Students are encouraged to establish good attendance habits. Regular attendance is an important factor in achieving success at school. Parents or guardians will be called when students are absent. Documentation is required for each absence.

Excused absences are:

- Student doctor/dentist appointments
- Death in the immediate family (father, mother, brother, sister, aunts, uncles, or grandparents)
- Personal illness
- Required court appearance
- Religious observances

Procedure after an absence:

1. Note from home should be given to the first period teacher. Only 8 parent notes will be accepted for the entire school year.
2. The note should contain the following:
  - a. Student name
  - b. Date of absence
  - c. Reason for absence
  - d. Parent signature
3. Notes will be collected by the attendance secretary who will excuse or not excuse the notes submitted.

If the procedure is not completed within 5 days, the absence will automatically be unexcused.

The student is responsible for making up all missed assignments within 5 days of returning to school.

## **TRUANCY INTERVENTION PLAN**

Once a student has accumulated 5 unexcused absences, Blackman Middle School will immediately mail a letter to the parent/guardian or legal custodian. Notification will be considered sufficient 2 school days from the postmark of the notification letter, and any further unexcused absences after this 2-school day period will subject the student to the Progressive Truancy Intervention Plan below:

### **Tier 1:** Students with 5 or more unexcused absences

- 5-day unexcused letter will be sent home
- Conference with student and parent/guardian.
- Attendance contract discussed/created signed by student, parent/guardian and principal/designee. Contract will have a suggested end date.
- Regularly scheduled follow-up meetings will be held to discuss the student's progress. The meetings may occur in person or by phone and MUST be documented.
- Violation of contract or failure to comply with Tier 1 intervention will result in student being placed in Tier II.
- Student and parent/guardian informed of future consequences that may occur in Tier II and III.

### **Tier 2:** If a student accumulates additional unexcused absences after completion of the Tier I contract.

- Student is referred to a Guidance Counselor who will conduct an initialized assessment of the student and reasons the student has been absent.
- Guidance Counselor will establish strategies and intervention to assist the student with attendance. This may include: phone calls, meeting, home visits, paired with Advisory teacher to mentor, additional documentation.
- Guidance Counselor/Administration may refer the student to counseling, community-based services, or other individuals who may assist with student's attendance.
- Advisory teacher will continue to follow up with a parent/guardian and document this contract.

### **Tier 3:** If a student accumulates additional unexcused absences following Tier II interventions

- Guidance Counselor will evaluate the student's attendance progress, contact parent/guardian, contact Administration, and determine which action listed below is most appropriate in each case.
  - Conduct an attendance hearing with the school's internal truancy board to review Tier I and Tier II strategies and implementation.
  - Continue with appropriate interventions and implement recommended changes
  - Small group intervention class through the Counseling Department.
- If Tier III interventions are unsuccessful, it may result in referring the student to the Rutherford County Juvenile Court for truancy.

## **WITHDRAWAL FROM SCHOOL**

When a student withdraws from school, he or she must do so through the guidance department. This should be done on the student's last full day of attendance at BMS. All records must be cleared, textbooks returned, and all debts cleared before transcripts and records will be released to the next school of record.

## **REPORT CARDS/PROGRESS REPORTS/GRADES**

Blackman Middle School follows a school wide grading policy. This policy can be found on the BMS website.

The use of Skyward is highly encouraged for parents to track their child's grades, attendance, and discipline updates.

### ***RCS Grading Scale***

|            |   |
|------------|---|
| 93-100 -   | A |
| 85-92 -    | B |
| 75-84 -    | C |
| 70-74 -    | D |
| 70-below - | F |

## **SKYWARD**

All students and parents have access to their grades, attendance record, and discipline record through Skyward. All students receive a copy of their log in information. Copies and password resets are handled through the guidance office.

## **MEDICATION**

Students are not allowed to bring prescription medications to school or carry them on their person. All prescription medication must be signed in with the school nurse. Students who use asthma inhalers or students who take diabetic medications will be allowed to carry their medication during the school day. If a student is required to take the medication at school, the parent or guardian must obtain and complete a Self-Administration of Medication form from the nurses' office. The parent or guardian must bring the medication to the nurses' office in the original bottle or packaging from the pharmacy. Medications will be kept secure in the nurses' office and administration of the medications should take place at the appropriate times, under the direction of the school nurse or trained personnel.

## **COMPUTER USE POLICY**

All students and parents are required to sign the Rutherford County Technology Permission Form before receiving student log in information. Students are responsible for physical damages incurred to laptops while the student is personally using them. Students should not share his/her login information with any other student. Students are responsible for content searched while under their login name.

## **TEXTBOOKS**

Parents and students are required to sign the Rutherford County Textbook Agreement Form. It is the responsibility of each student to take care of their textbooks. Replacement costs of damaged or lost textbooks will be the responsibility of the student and parents or guardians.

## **BMS CLUB INFORMATION**

Archery Club  
Art Club  
BETA Club  
Builders Club  
Campus Life  
Chess/Gaming  
Choir/Select Choir  
Drama Club  
Kindness Club  
FCA  
Science Olympiad  
Student Council  
Yearbook  
Robotics

Principal – Dr. Amy Connifey-Marlin  
8<sup>th</sup> Grade Assistant Principal – Justin Usery  
7<sup>th</sup> Grade Assistant Principal – Jessica Jackson  
6<sup>th</sup> Grade Assistant Principal – Seth Burt

## **PUBLIC INFORMATION**

“The Rutherford County Board of Education does not discriminate in any program, activity, or employment on the basis of handicap, sex, race, or national origin as required by Title VI of the Civil Rights Act of 1964, Section 504, or the Rehabilitation Act of 1973.”

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