

“Creating **Character** that **Achieves** an attitude of **Respect** for **Education** and yourself,
resulting in **Success** for all!”

Student Handbook

2009-2010

Bryan Station Traditional Middle School

1865 Wickland Drive

Lexington, KY 40505

Main Office: 1-859-381-3288

Cafeteria: 1-859-381-3295

Fax: 1-859-381-3292

Web Page: www.bsms.fcps.net/

Name: _____

Team Name: _____

Homework Hotline: 1-859-381-3288 ext. _____

Jim Thomas, Principal

Max Doak, Associate Principal

Tony Davis, Dean of Students

Beverly Hollinshed, Guidance Counselor

Lynette Mitchell, Guidance Counselor

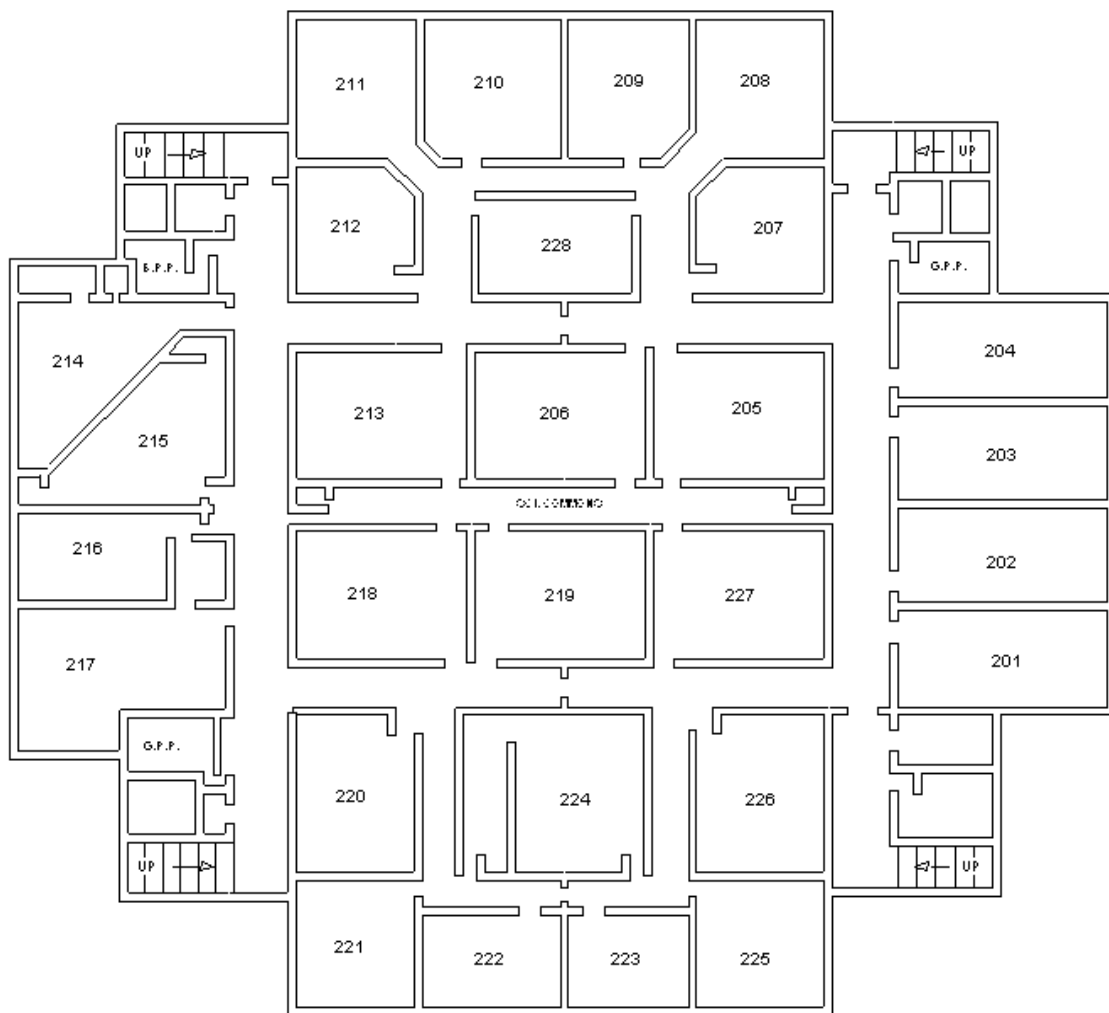
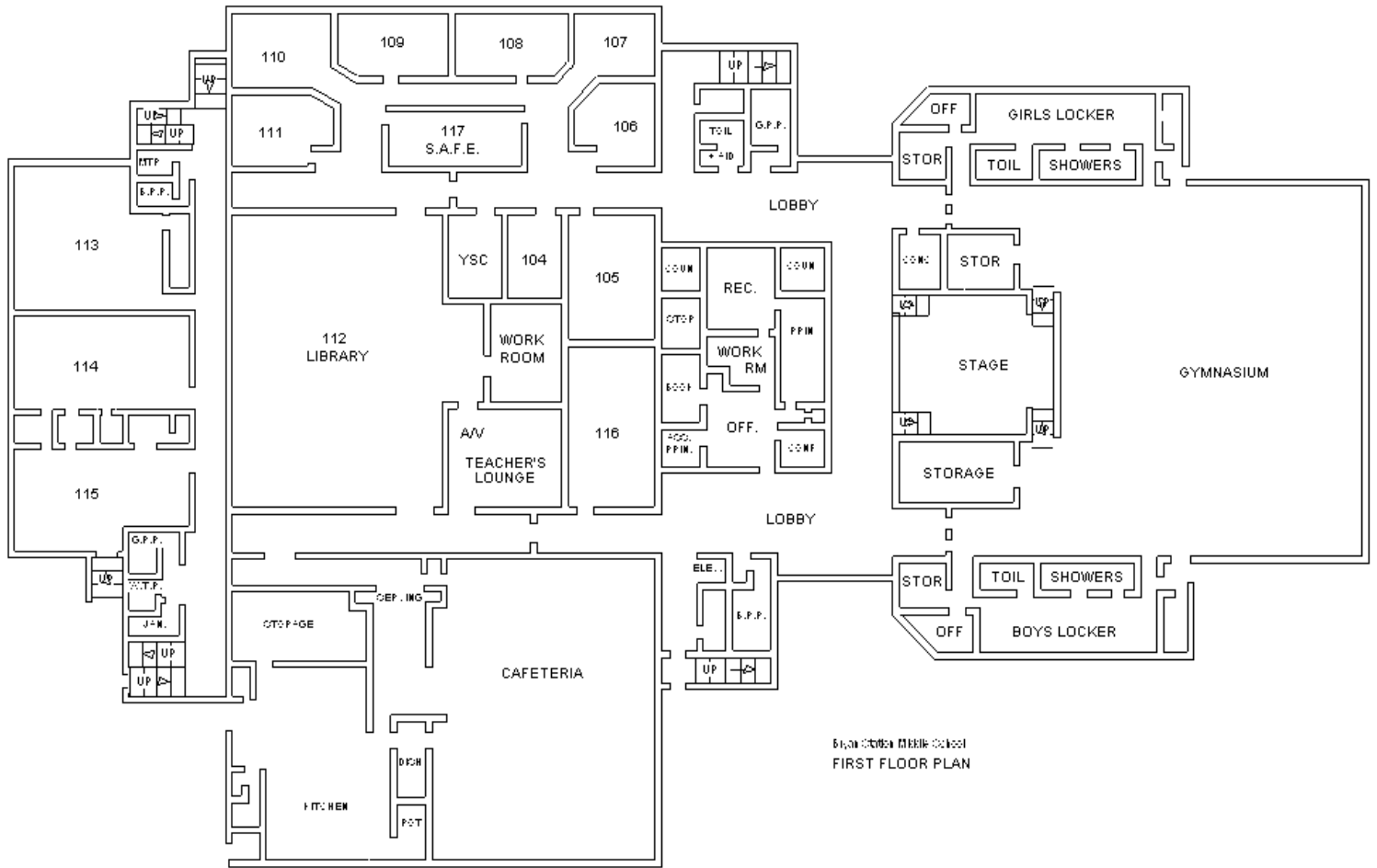
Guidance Office: 1-859-381-3296

Michael Allen, Youth Service Center Coordinator

Rebecca Jackson, Social Worker

Youth Service Center: 1-859-381-3297

***Mission Statement:** We will assist all students in achieving their highest potential academically, artistically, physically, and socially in a safe and nurturing environment.*





BSTMS Quarter Schedule

1st Quarter

First Report Period Ends: September 12, 2008

1st Quarter Ends: **October 17, 2008**

2nd Quarter

First Report Period Ends: November 17, 2008

2nd Quarter Ends: **December 19, 2008**

3rd Quarter

First Report Period Ends: February 6, 2009

3rd Quarter Ends: **March 16, 2009**

4th Quarter

First Report Period Ends: April 23, 2009

4th Quarter Ends: **May 28, 2009**

Fayette County Make-up Work Policy

It is my (or my parent's) responsibility to contact the teacher(s) concerning make-up work during planning periods or before or after school hours. Upon returning to school from one or more excused absences, I will receive the same number of days, plus one, to complete and turn in make-up work. Announced tests, major projects or term papers for which I had an adequate time to study or prepare shall be made up on the day of return.

In the case of absences from school due to suspension, I am allowed to make up for credit (1) major tests (e.g., finals or unit tests) and (2) major projects or term papers. Homework may be checked for accuracy without credit.

If I am absent for one day, I shall secure make-up assignments upon returning to school. When I am absent for two or more days, my parent may request make-up work before I return to school. My parent may call the Principal or counseling office within one (1) hour of the beginning of the school day on the day the assignments are to be picked up. My assignments will be prepared by the school staff for pick up at the end of the school day. If there is a special need, a message for a teacher to call my parent may be left with the Principal's office or the counseling office.

BSTMS Grading Scale

A = 100-92

B = 91-83

C = 82-74

D = 73-65

BSTMS Voice Levels

Level 0 = No Talking.

Level 1 = Whispering Permitted.

Level 2 = Conversational Voice.

Level 3 = Outdoor Voice

BSTMS Pass/Fail Policy

1. Students must pass all but one core area class for the year.
2. Students must pass all but one exploratory class for the year.
3. Students may not fail math or language arts two consecutive years.
4. When determining whether a student passes or fails, teachers will use the year-long average. If a student's average is less than 65%, teachers will re-average the grade using the four-point scale (requiring 3 points to pass a year-long class).
5. 7th grade students must complete a writing portfolio.

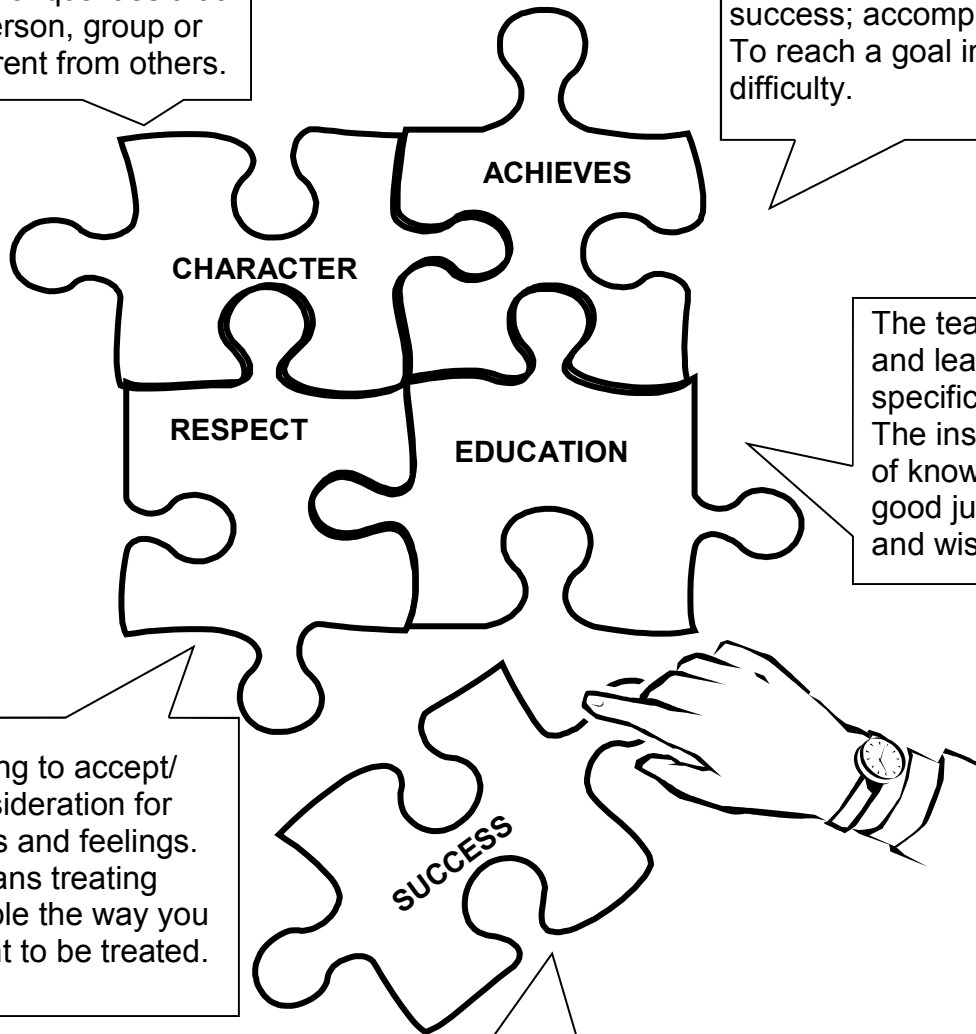
After two consecutive years of retention in the Spanish Immersion Program, students will no longer be eligible.

Guidelines for Success

“Creating **Character** that **Achieves** an attitude of **Respect** for **Education** and yourself, resulting in **Success** for all!”

The group of qualities that make a person, group or thing different from others.

To perform or carry out with success; accomplishment. To reach a goal in spite of difficulty.



The teaching and learning of specific skills. The instruction of knowledge, good judgment and wisdom.

Being willing to accept/show consideration for differences and feelings. It also means treating other people the way you would want to be treated.

An event that accomplishes its intended purpose. The attainment of a favorable or desired outcome.



BSTMS Student Dress Code Policy

ALL STUDENTS: School designed shirt or any **solid, striped or plaid** short, capped or long sleeved shirt with a collar. Pants must be solid tan, black, brown, olive green or navy. V-neck, crew neck, or cardigan sweaters, sweatshirts, or sweater vests may be worn over a regulation shirt. The outer layer of clothing must be with in dress code. **Logos or designs must be no larger than a drivers license on articles of clothing (including jeans on administratively approved “jean days”), unless they are a BSTMS design.** Capri pants are not permitted.

In addition, **FEMALES** may wear: Knee-length dresses, jumpers, or skirts in solid tan, navy, brown, olive green or black.

School-designed shirts shall include: t-shirt, long sleeved t-shirt, sweatshirt, and solid red, black, or white shirts with collar .

Additional Requirements:

ALL STUDENTS:

- Shirts must be tucked in and buttoned at all times in such a manner that a belt is visible, and the shirt must be long enough to remain tucked while sitting or raising your arms above your head.
- Belts must be worn with pants if the pants have belt loops and pants must be worn on the waist.
- Jackets, coats, fleece outerwear, may be worn as needed when traveling between buildings. However, when entering the building/portable, outerwear is to be removed and stored in the designated manner determined by the classroom teacher. The storage of back packs and book bags will be determined by the availability of lockers. *
- Shoes and socks must be worn at all times. Full-length tights and knee-high socks/ tights are acceptable for girls. No open toed shoes or sandals will be permitted. Shoes with wheels and “house” shoes are not permitted
- Overalls are not permitted.
- No article of clothing may have cuts, slits, holes, slashes, or expose the skin in any manner.
- All articles of clothing should have **no** writings, designs, symbols, pictures or words on them larger than a drivers license.
- No undergarments may be visible.
- Hats, caps, bandannas, scarves, and sunglasses are not permitted.
- Hair accessories serving a functional purpose are acceptable for male & female students (hair barrettes, ponytail holders and rubber bands). However, hair rollers, combs, and picks in the hair are not permitted.
- Clothing or any item bearing any type of offensive or obscene language, slogans, or pictures (including those that advocate the use of alcohol, tobacco, or drugs) is not permitted.
- Clothing or accessories, which make reference to or identifies with gangs and/or related activity is not permitted.

Fads, trends, innovative fashions, including hair fashions, which the principal deems to be potentially disruptive or inappropriate, will not be permitted. Pierced jewelry may be worn in ears only.

***Renovation, along with the movement to and from portables, may create a need for administrative adjustments in dress guidelines, especially in winter months.**



BSTMS Student Interaction Policy

Goal: It is the objective of the administration of Bryan Station Traditional Middle School to create and maintain a safe, learning environment. Appropriate discipline, including the assistance of the Fayette County Schools Division of Law Enforcement, will be enforced to see that every student can learn in a safe, caring environment.

The administration and staff of BSTMS expect all students to act in an appropriate, authorized, and disciplined manner. This expectation applies to student interactions with fellow students, staff, and faculty. Therefore, inappropriate, unauthorized, and undisciplined actions are subject to disciplinary actions. Such actions may be handled by the individual teacher, teaching teams, or the administration.

The staff and administration will use, but are not limited to, the following questions when dealing with incidents of student interaction:

- Are the student's actions or words distracting to the learning process?
- Are the student's actions or words disrupting the learning process?
- Is what the student is doing or saying intended to provoke a negative reaction, or a reaction that may distract or disrupt the learning process, whether or not that reaction actually occurs?
- Are the student's actions intended to create an intimidating effect on a person or an intimidating atmosphere overall?
- Do the words or actions of the student mock, harass, ridicule, or belittle another for any reason or are they intended to do so?

Saturday School

- Saturday School may be used as a disciplinary consequence by administration and teachers. Parents are to be notified if a Saturday School assignment has been made.
- If a student is assigned to Saturday School, he or she must ask his or her teachers for assignments to be completed in Saturday School.

Failure to attend Saturday School results in an automatic one-day suspension.

Referral from a Substitute Teacher

- If a student receives a referral due to behavior with a substitute teacher, **DISCIPLINARY CONSEQUENCES WILL BE ASSIGNED.**
- Disciplinary consequences may include after-school detention, Saturday School, or SAFE. Disciplinary consequences will be determined by administration and based upon the nature of the offense of the student.



Fayette County Attendance Policy

Within three days of students' return to school, they shall present notes signed by their parents/guardians or medical professional to designated school personnel. **If notes are not received within three days, the absence shall be deemed unexcused.**

Excused Absence: an absence or tardiness is one for which work may be made up, such as:

- Death or severe illness in the pupil's immediate family;
- Illness of the pupil; After a total of ten (10) cumulative full-day absences due to illness, students are required to present a written statement from a medical professional (doctor, dentist, psychologist, etc.) for each additional absence for the school year in order to be excused. After a total of ten (10) cumulative tardies due to illness, students are required to present a written statement from a medical professional (doctor, dentist, psychologist, etc.) for each additional tardy for the school year in order to be excused:
- Religious holidays and practices approved in advance with the Principal;
- Medical and dental appointments (times and dates shall be verified by the physician's signed statement); Students will be excused only for the length of time of a scheduled doctor's appointment and a reasonable amount of travel time. Doctor's excuses shall state the date(s) and/or number of days for which the student will be excused:
- Family emergencies requiring immediate attention are limited to three cumulative absent events per school year. Additional absent events must have the approval of the Principal to be excused. (An absent event is defined as tardy, half-day, or full-day absence:
- One (1) day for attendance at the Kentucky State Fair per Kentucky State Law;
- Three (3) visits to colleges or universities approved in advance by the Principal and restricted to seniors. Documentation from the college visited will be required;
- Court appearance requiring the student's attendance. Students will be excused only for the length of time of the scheduled court appearance; or
- Other valid reasons as determined by the Principal.

Truancy

Any pupil who has been absent from school without valid excuse for **three days** or more, or tardy without valid excuse on **three days** or more, is a truant. A pupil who has been reported as a truant two or more times is considered a habitual truant. *Habitual truancy is defined as having six unexcused absences.* Absence for less than a half day shall be considered tardiness.

BSTMS Personal Technology and Telecommunication Device Policy

The Code of Conduct states "personal telecommunication devices **shall not be used, turned on, nor activated** by students as follows: (1) during the school instructional day; (2) while being transported at any time on a Fayette County school bus; or (3) while attending school-sponsored or school-related activities that are held during the instructional day.* The following are consequences for students who violate this policy:

1st Violation: Confiscation of device and return to student's parent.

2nd Violation: Confiscation of device and return to student's parent at the end of five school days.

3rd Violation: Appropriate consequence determined by Principal.

Students should not bring valuables to school. Students should not leave money or valuables in lockers. Personal technology devices including, but not limited to radios, CD players, tape players, any digital music device, and music or other electronic systems or devices should never be brought to school. The administration, faculty, and staff will **NOT** investigate the theft or disappearance of these items or of personal telecommunication devices (cell phones, pagers, etc.). Personal technology items in violation of the above policy will be confiscated by a staff member and returned according to the schedule listed above.

*The instructional day begins when a student enters the school building and continues until 5:00 P.M.

Failure to turn device over when requested shall be considered "defiance".



Arrival to School

Goal: Students will move quickly to their designated areas to prepare themselves for a day of learning.

Arrival Before 8:10:

- ⇒ Doors are unlocked at 8:10 a.m.
- ⇒ Remain on the front porch until doors are unlocked.
- ⇒ Go directly to the cafeteria upon entering the building. Work on school work, read, or talk quietly with the people on either side of you until dismissal to gym at 8:25 a.m.

Arrival Between 8:10 and 8:25:

Go directly to the cafeteria upon entering the building. Work on school work, read, or talk quietly with the people on either side of you until dismissal to gym at 8:25 a.m.

Arrival After 8:25:

- ⇒ If you are not eating breakfast, go directly to the gym. Bus riders are to enter through the doors closest to the bus loading area. Walkers/car riders are to enter the gym through the doors closest to the front porch. Be seated in the bleachers and work on school work, read, or talk quietly with the people on either side of you until dismissal at 8:50.
- ⇒ If you are eating breakfast, go to the cafeteria. Enter through the first set of doors.
- ⇒ Proceed to the breakfast line, be seated, eat breakfast, return tray/garbage, and then move to the gym until dismissal at 8:50.
- ⇒ A staff member will dismiss students to their 1st period teacher from the gym at 8:50. You are to remain seated until your bleacher section is dismissed.

Other:

- ⇒ Purchases made from the bookstore should be done before entering the gym or cafeteria.
- ⇒ Absentee notes should be taken to the main office immediately upon arrival to school (after 8:25 a.m.).
- ⇒ Library passes must be obtained the day before in order to go to the library before school hours. See librarian the day before for a pass.
- ⇒ A pass must be obtained the day before in order to go to a teacher's classroom before school hours. See individual teachers the day before for a pass.
- ⇒ Students may not go to their lockers until 8:50 a.m.

Cafeteria Policy

Goal: The lunch line and cafeteria will be a safe and clean environment where people interact with courtesy and respect.

Coming to Lunch:

- You will be escorted to lunch by a teacher.
- Walk to the cafeteria in an orderly manner and with a maximum voice level 1.
- Sit in the designated area upon arrival to the cafeteria.

Lunch Area Procedures:

- Enter the lunch line when instructed by the principal or staff member.
- You should purchase food and extras while in the lunch line.
- Stay in your seat and raise your hand to get help.
- Eat quietly and use good manners.
- Keep hands, feet, and objects to yourself.
- Walk in the cafeteria.
- You may get up to return your trays upon completion of your lunch.

Dismissal:

- Line up by the doors when an administrator or supervising staff member signals dismissal.
- You are responsible for cleaning up your area before being dismissed.
- You will return to your classroom in an orderly manner, escorted by a teacher.



Guidelines for Success Applied to Hallways/Movement

Goal: The campus of Bryan Station Middle School will be a safe and orderly environment where people interact with courtesy and respect.

Movement during Travel Time

- ◆ Walk only on the right.
- ◆ Walk at the designated pace.
- ◆ Keep hands, feet, objects, comments to yourself.
- ◆ Talk quietly only to the person beside you.
- ◆ No profanity.
- ◆ Stop and talk with a staff member if that adult requests that you do so.
- ◆ Do what the staff member asks you to do when that adult requests that you correct a behavior.

Arrival to School

- ◆ Enter the building in an orderly fashion.
- ◆ If arriving before 8:25 A.M. move directly to the cafeteria.
- ◆ If arriving between 8:10 and 8:50 A.M., move directly to the gym and sit in your designated area by grade unless you are eating breakfast.
- ◆ If eating breakfast, move directly to the cafeteria. When finished with breakfast, move directly to the gym and sit in your designated area.
- ◆ If going to another classroom or the library, obtain a hall pass the day before, and show it to the teachers and staff supervising arrival.
- ◆ If arriving after 8:50 A.M., move directly to first period.
- ◆ If arriving after 8:55 A.M., move directly to the front office.

All Travel Time Guidelines apply.

Dismissal From School

- ◆ Listen silently to afternoon announcements.
- ◆ When your last period teacher dismisses walkers and car riders.
- ◆ Walkers and car riders leave quietly, move directly to your lockers, gather your belongings, and move directly to the front doors and out of the building by 4:00 P.M.
- ◆ Bus riders and after school activity students **remain seated**.
- ◆ When your last period teacher dismisses bus riders and after school activity students:
Bus riders leave quietly, move directly to your lockers, gather your belongings, and move directly to the bus loading doors and out of the building.
After school activity students leave quietly, move directly to your lockers, gather your belongings, and move directly to the designated classroom with an adult by 4:05 P.M..

All Travel Time Guidelines apply.

During Class with a Planner or Teacher

- ◆ Move silently through the hallways.
- ◆ Pass classroom doors without disrupting any learning activity.
- ◆ Walk only on the right.
- ◆ Walk at the designated pace.
- ◆ Keep hands, feet, objects, comments to yourself.
- ◆ Stop and talk with a staff member if that adult requests that you do so.
- ◆ Do what the staff member asks you to do when that adult requests that you correct a behavior.
- ◆ **With a planner**—carry your planner signed by your teacher. Move directly to your destination and return directly to class. **No passes** will be issued **the first or last 10 minutes of a class**.
- ◆ **With a teacher**—move in a single file line with your teacher visible to you at all times. Follow all procedures



BSTMS Acceptable Use Policy

Goal: Students will both learn to use various technology resources as well as use technology resources to learn in an acceptable and responsible manner.

- This document outlines the proper use of not only computers but also all electronic equipment including, but not limited to VCR's, televisions, telephones, digital cameras, and scanners.
- We are pleased to offer students and staff at BSTMS use of the school's network to offer access to on-line software, email (future use), and the Internet and it's wealth of educational material. Each classroom, library, lab, and office has at least one, but possibly more computers with access to the network.
- Another benefit of working on a network is that student storage folders can be created. Network administrators may view the files in these folders to maintain system integrity and to ensure the students are using the system responsibly.
- The Internet is a wonderful source of information, but also contains sites that are not appropriate in an educational setting. Fayette County Public Schools employs software (Cyberpatrol), which blocks a great majority of these sites, but, even with daily upgrades, cannot block all sites as hundreds of these inappropriate sites are created daily.

Access to the network resources is a privilege, not a right, and the user will be held accountable for his/her actions. Just as respectable behavior is expected in the classrooms and hallways of BSTMS, the same is expected when the user is utilizing network resources.

Acceptable Uses:

- Emailing among students
- Accessing local and remote sources of information for school purposes
- Sending and receiving electronic files for school purposes
- Creating web pages which provide information about activities or provide links to other educational sites
- Announcement of school events
- As a member of the STLP, work on supervised projects including maintenance or repairs on computers

Unacceptable Uses:

- Displaying or sending offensive messages or pictures
- Chat rooms (unless specifically directed by a teacher for educational purposes)
- Harassing, insulting, or attacking others
- Using obscene language
- Damaging or vandalizing electronic equipment, computer systems, or networks
- Violating copyright laws
- Trespassing in another's folder, work, or files
- Using or revealing another's password
- Intentionally wasting limited computer resources (e.g. non-educational games, printing of non-educational material, sending chain letters or other large graphic files)
- Accessing or trying to access inappropriate sites on the Internet
- Employing the network for commercial purposes
- Illegal activities and any other unethical use of the school's technology

**Bryan Station Traditional Middle School
Acceptable Use Policy Permission Form**

**ALL SECTIONS OF THIS PAGE MUST BE COMPLETED FOR ACCESS TO BE
GRANTED.**

As a user of the electronic resources at BSTMS:

I have read and understand the acceptable and unacceptable uses of educational resources.

I agree to comply with all of the rules outlined in the Acceptable Use Policy and will act responsibly when using them.

I understand I will lose privileges and may receive other consequences for any misdeeds in the use of these resources.

Student Signature _____ Date: _____

As the parent or legal guardian of the student signing above:

I grant permission for my son or daughter to access the network resources including the Internet and electronic mail.

I understand that individuals and families may be held liable for violations.

I accept responsibility for the guidelines of the use of electronic resources and Internet use by conveying standards for my son or daughter to follow when selecting, sharing, or exploring information and media.

I understand that this privilege will remain in effect for as long as my child is a student at BSTMS, or I request that access be denied to my child, or the school finds reason to revoke access due to violations.

Parent Signature: _____ Date: _____

**PARENT PERMISSION FOR USE OF STUDENT'S PHOTOGRAPH, LIKENESS, AND/OR,
VOICE FOR SCHOOL YEAR 2008-2009**

This form is used to establish formal parental permission for student participation in areas where pictures are taken, voices are recorded, and /or videotapes are made. Please call the school if you have any questions. (381-3288)

I, _____ (parent name), parent/legal guardian of, _____
Hereby grant permission to Fayette County Public Schools to use my child's photograph, likeness, and/or voice in a way that would reasonably portray programs of the Fayette County Public Schools. This includes pictures in the yearbook, pictures taken in the classroom or on field trips, Science Fair projects, school programs, etc. I further release the Board of Education of Fayette County, Kentucky, and any of its employees or agents, from any damages in using my child's photograph, likeness, and/or voice. I do further certify that I am of full legal capacity to execute the above authorization and release.

Parent/Legal Guardian: _____ Date: _____

Witness: _____ Date: _____

Bryan Station Middle School
1865 Wickland Drive
Lexington, Kentucky 40505
859-381-3288

I _____, acknowledge that I have read pages 3-11 of the student planner. By signing this document, I am also acknowledging that the behavioral and academic expectations have been clearly defined for me. If at any time I have a question or concern regarding these expectations, I have the right to discuss these concerns with the appropriate staff member. In order to insure that I will achieve my fullest academic potential, I will take an active role in my educational career by coming to school prepared and always doing my best.

Student Signature: _____ Date: _____

I _____, parent of _____, acknowledge that I have read pages 3-11 of the student planner. By signing this document, I am also acknowledging that the behavioral and academic expectations have been clearly defined for my student. If at any time I have a question or concern regarding these expectations, I have the right to discuss these concerns with the appropriate staff member. In order to insure that my student will achieve their fullest academic potential, I will take an active role in their educational career by expecting my child to come to school prepared and to always do their best.

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Name (Please Print): _____

Address: _____

Home Phone Number: _____ Day Time Phone Number : _____

Parent Cell Number: _____

Parent E-Mail Address (if Applicable): _____

Student Name (Please Print): _____

PLEASE RETURN TO FIRST PERIOD TEACHER