

Brewer Middle School Supplemental Student Handbook



2016-2017

Brewer Middle School

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

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Front Office Contact Information

Brewer Middle Administrative Team

Principal – *Mrs. Sherri Kottwitz*

Assistant Principal – *Mr. Brandon Love: 8th Grade*

Assistant Principal – *Ms. Emily Estes: 7th Grade*

Assistant Principal & Testing Coordinator – *Mrs. Stevi Motheral: 7th & 8th Grade*

Brewer Middle Counseling Team

8th Grade Counselor – *Jena Pickett*

7th Grade Counselor – *Rachel Johnston*

Front Office Staff

Principal Secretary – *Holly Kephart*

Assistant Principal & SPED Secretary – *Audrey Belcher*

Registrar - *Kim Porter*

Attendance Clerk - *Jana Shaw*

Front Office Receptionist – *Priscilla Sanchez*

Athletic Coordinators

Boys Athletic Coordinator – *Michael Pickett*

Girls Athletic Coordinator – *Sean Kenny*

Contact Information

Mrs. Sherri Kottwitz – skottwitz@wsisd.net

Mr. Brandon Love – bllove@wsisd.net

Ms. Emily Estes – eeestes@wsisd.net

Mrs. Stevi Motheral – smotheral@wsisd.net

Mrs. Jena Pickett – jpickett@wsisd.net

Mrs. Rachel Johnston – rjohnston@wsisd.net

Mrs. Holly Kephart – hkephart@wsisd.net

Mrs. Audrey Belcher – abelcher@wsisd.net

Mrs. Kim Porter – kporter@wsisd.net

Mrs. Jana Shaw - jlshaw@wsisd.net

Mrs. Priscilla Sanchez – psanchez@wsisd.net

Mr. Michael Pickett – mpickett@wsisd.net

Mr. Sean Kenny – skenny@wsisd.net

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 teacher supervision** in the ISS room. 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.

Athletics

[Please see WSISD Athletic Handbook.]

Attendance

[Please refer to the Brewer Middle School Attendance Requirements Addendum for more information regarding state law]

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, **in advance**, stating that the vacation or trip cannot be taken at another time. Please contact the front office to request this form.

These absences will be considered unexcused.

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.

Bell Schedule

[Please see Bell Schedule Addendum.]

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.

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.

- **Bullying:** For bullying to exist, there must be an **imbalance of power** (either physically, or in lack of social skills to defend oneself, or in regard to perceived status), and it **must occur “repeatedly and over time”**.
- **Harassment** is bullying by threats of or actual physical violence; The creation by whatever means of a climate of hostility or intimidation; or the use of language, conduct, or symbols in such a manner as to be commonly understood to convey hatred, contempt, or prejudice or have the effect of insulting or stigmatizing an individual. Harassment includes, but is not limited to, bullying on the basis of race, color, national origin, religion, or disability or any other basis prohibited by law (such as dating violence and sexual harassment). All matters involving harassment issues will be reviewed for possible referral to law enforcement officials.
- **Hazing** means any intentional, knowing, or reckless act, occurring on or off campus of an educational institution, by one person alone, or acting with others, directed against a student that endangers, or has the potential to endanger, the mental or physical health or safety of a student

for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining a membership of a group, a team, or organization. All matters involving hazing issues will be reported to law enforcement officials.

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

BYOD/Cell Phones/Electronic Devices

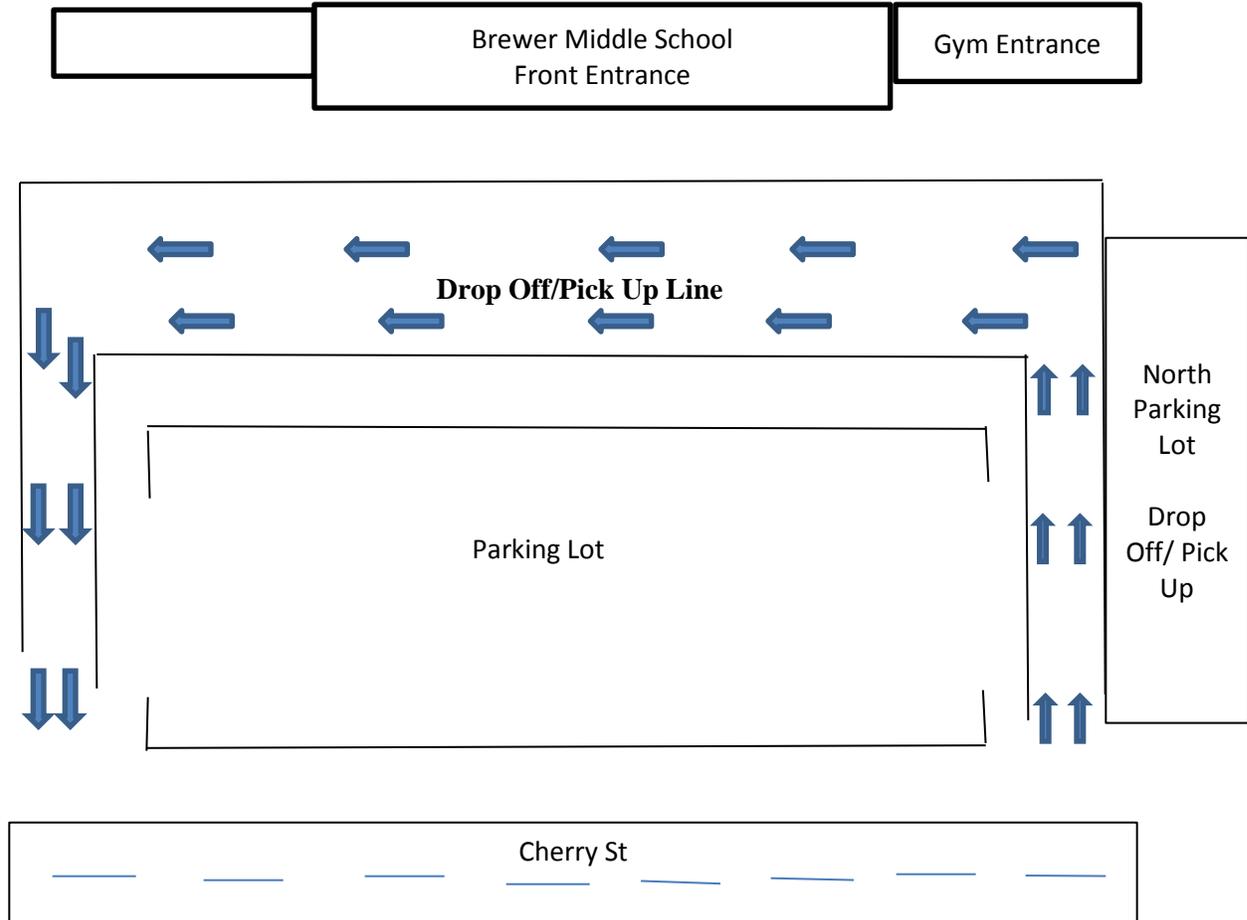
Please see the BMS Cell Phone Policy addendum.

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.
- An alternative meal will be provided to students that have reached the maximum charge limit as an emergency meal.

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.

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.
- 7th 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.

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.

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 e-mail system, Blackboard and Remind for updates and reminders. Additionally, important information may be provided to your child through news flyers and letters. Please check our website or Facebook page on a regular basis for the most up-to-date information on all of the exciting opportunities that BMS has to offer.

Dress Code

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

Field Trip Policy

There will be behavior and citizenship qualifications to be met in order 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.

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 closeable 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.

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 six weeks and

semester grades. Please see the WSISD District Grading Guidelines for more information www.wsisd.com Click on “For Parents” > “Policies” to access.

Identification Cards (IDs)

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.
- 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 can self-correct before Study Hall and will not be charged; however, they will receive a dress code violation for no ID. Students who do not self-correct before Study Hall, will be written a dress code violation and will be charged a \$1 fee.
- Additional lanyards and protective sleeves may be purchased for \$2 and identification cards for \$3.

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.

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 lunch detention room. 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.**

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 either a visitor or emergency contact.
- Visitors will eat at the established visitor table in the cafeteria. Visitors must depart the cafeteria immediately following lunch and are not permitted to go anywhere else in the building.
- Again, we want to keep our students safe, and we appreciate your assistance in helping us do so.

Make-up Work Policy

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

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. Epi pens 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.

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.

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.

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.**

Progress Reports and Report Cards

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

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.

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 4:15 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.

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.]

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.

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 substitute 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.

Tardies

In the event a student arrives to school tardy (after 8:00 AM), the student must sign in through the front office. Students who have excessive tardies throughout the day (between classes – 1st through 7th periods) will **be issued the following consequences:**

Tardies #1-3 Written Warning with Parent Contact

Tardies #4-9 Lunch Detention with Parent Contact

Tardies #10-12 After-School Detention (3:30 - 4:15) with Parent Contact

Tardy #13 Saturday Detention (9am - 12pm) with Parent Contact

**** Tardy count starts over at the Semester****

Teacher Canvas Pages

These are 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.

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 or damage a book while it is checked out to them will be expected to pay for it.

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.

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.
- 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.

Brewer Middle School Regular Bell Schedule 2016-2017

Doors Open 7:30a.m.

Breakfast 7:35 – 7:55a.m.

1st Period: 8:00 – 8:50

Study Hall/GRIT Time: 8:54 – 9:22

2nd Period: 9:26 – 10:16

3rd Period: 10:20 – 11:10

4th Period: 11:14 – 12:48

A Lunch: 11:14 – 11:44 (7th Core Classes)

B Lunch: 11:46 – 12:16 (7th/8th Elective Classes)

C Lunch: 12:18 – 12:48 (8th Core Classes)

5th Period: 12:52 – 1:42

6th Period: 1:46 – 2:36

7th Period: 2:40 – 3:30

(Passing Periods: 4 minutes)

**Brewer Middle School
ASSEMBLY Bell Schedule
2016-2017**

1st Period:	8:00 – 8:45
2nd Period:	8:49 – 9:34
3rd Period:	9:38 – 10:22
5th Period:	10:26 – 11:10
4th Period:	11:14 – 12:48

A Lunch: 11:14-11:44 (7th Core Classes)

B Lunch: 11:46-12:16 (7th/8th Elective Classes)

C Lunch: 12:18-12:48 (8th Core Classes)

6th Period:	12:52-1:36
7th Period:	1:40 -2:24
Study Hall:	2:28-2:40

Transition – 2:40-2:50

Assembly – 2:50-3:30

***We will call by hallways to release – students may bring belongings**

BMS CELL PHONE POLICY

PURPOSE

Cell phones can be used as an excellent instructional tool. However, cell phones can also be a distraction to students during the school day. It is important that you understand the rules to avoid fines or the eventual loss of a cell phone.

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 are not allowed to be out and used except for *instructional purposes only under the direct supervision of a teacher. They should be turned OFF, put away during class time, passing periods, and restroom breaks, and not be used in any capacity without direct teacher permission.* Additionally, headphones, handheld video game devices, iPods, etc. will also not be permitted in the classroom, hallways, or restrooms.

However, students will be allowed to have their phones and other electronic devices for use while in the cafeteria before and after school, and during their lunch time. Before they leave the cafeteria, they should have their phones, earbuds/headphones, and other electronic devices turned off and put away.

Cell phones 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 one school day.

Third Offense: Phone will be confiscated, parent/guardian will be notified, the phone will be held for three days, and will only be returned to the parent/guardian at the end of the three days and payment of a \$15 fine.

Fourth Offense: Phone will be confiscated, parent/guardian will be notified, the phone will be held for three days, and will only be returned to the parent/guardian at the end of the three days and a payment of a \$15 fine. Additionally, the student will no longer be permitted to have their phone on them during the school day and can only bring it to campus if they check it in and out with the campus secretary each day. If a student violates this policy again, their phone will be confiscated for the remainder of the school year.

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 Request for Special Absence



All absences other than illness and family emergencies must be planned for in advance. *A request for a student's absence must be presented to the Assistant Principal one week in advance by the parent or guardian for approval.* After approval by Assistant Principal, the absence request must be signed by all the student's teachers and returned to the Attendance Clerk. This is a special rule and should not be abused. The reason for the special absence must be included on the form below.

Student will need to present this absent request to all assigned teachers and teacher will fill in appropriate column. **Once form is fully complete, please turn into the attendance clerk.** Student will have the exact amount of days they were absent to complete any make up work that is given once he/she returns. (i.e. 2 days absent = 2 days to complete work)

Student's Name (please print)

Parent/Guardian's Signature

Principal/Asst. Principal Signature

****Note:** If the approved absence places the student over the allowable number of absences in any period, the student will be required by state law to make up that time or face the possibility of no credit for that class. **SPECIAL ABSENCE CANNOT BE GRANTED FOR STAAR TESTING DAY**

Student Name: _____

Date(s) of Absences: _____ Reason for Absences: _____

Period	Subject	Teacher Signature	Comments
1			
2			
3			
4			
5			
6			
7			

BREWER MIDDLE SCHOOL

ATTENDANCE REQUIREMENTS

State law required to be in attendance 90% (162 days) of the school year. Students not meeting this requirement may be required to attend tutorials and/or summer school to be eligible for promotion. White Settlement ISD policy further specifies that students must not accumulate more than **10 UNEXCUSED** absences in order to be eligible for promotion.

Each school in the state of Texas is required to have an ATTENDANCE REVIEW COMMITTEE to examine student's absences and determine if they are excused or unexcused. A student's absences from school will be excused only for the following reasons:

1. Personal Illness
2. Serious illness or death in the family
3. Quarantine
4. Extenuating circumstances (in the judgment of Attendance Review Committee)

State law also requires a **signed and dated note explaining the reason for the absence to be returned to the office following each absence**; otherwise, **the absence is considered unexcused. Notes returned after three days will be filed but not considered excused.** Also keep in mind that **you need to call** to inform the school office of your child's absence. The sign out sheet **SIGNED** by a parent is considered an acceptable parent note but counts toward the total allowed of **five parent notes** per semester.

The first bell rings at **7:55 am** and students are tardy at **8:00am**. Students arriving late will need to go to the office for a tardy pass.

Regular attendance is critically important to your child's success in school. We know you will cooperate with us by encouraging your child to be in attendance every school day.

PLEASE RETURN THIS SIGNED FORM TO YOUR CHILD'S TEACHER

Student's Name _____ Teacher _____

I have read and understood the Attendance Law

Parent/Guardian Signature Date