



## Bon Lin Middle Parent/Student Handbook

2021-2022

3862 N. Germantown Road  
Bartlett, TN 38133  
Phone – 347.1520  
Fax – 347.1491

[www.bartlettschools.org](http://www.bartlettschools.org)  
<http://blms.bartlettschools.org>  
Join us on Twitter @BLMLynx

Bartlett City Schools offers educational and employment opportunities without regard to race, color, national origin, religion, sex, or disability.

### **Principal's Message**

Welcome to Bon Lin Middle School! I welcome you to the middle school experience and I know that you will enjoy your years at our school.

Bon Lin Middle exists to educate all students in our community. All decisions will be filtered through that concept to determine what is best for all students at the school.

I believe families play a significant role in the education process. I encourage all families to be involved in the PTSA and communicate with your student's teachers regularly.

Thank you in advance for your time and assistance during the 2021-2022 school year.

Cody Duncan,  
BLMS Principal

*At Bon Lin Middle School, we are dedicated to exceptional teaching and learning, where:*

### **Students will...**

- Exhibit a growth mindset by displaying perseverance, accepting challenges, and recognizing that learning takes place during productive struggles.
- Work respectfully and collaboratively with fellow students.
- Become active creators of their own learning through questioning, formulating ideas, problem solving, evaluating, analyzing, and developing solutions.
- Engage in activities that require Leadership roles within the school and the outside community.
- Arrive to class prepared, engaged and ready to fully participate in learning.

### **Teachers will...**

- Actively model positive relationships with each other and with each student.
- Encourage students to respectfully engage in meaningful conversation with each other.
- Create engaging lessons that are student-focused, with the teacher serving as the facilitator.
- Plan rigorous lessons that are high interest, invoke student curiosity & innovation, and build student skills for school and beyond with higher-order thinking, problem solving, creativity, questioning, and analyzing
- Actively engage in on-going Professional Development and collaborate with colleagues, both within and outside of the school setting, to continually improve instruction.

### **The school will...**

- Be positive, inviting, welcoming, supportive, and caring, while being open to a variety of ideas for constant improvement.
- Provide a structured and safe environment.
- Establish attainable expectations for continually encouraging positive behavior. Maintain a visually appealing environment.

### **The Community is encouraged to....**

- Get involved with the school's extra curricular activities and PTSA.
- Help their children keep a positive attitude about school.
- Monitor academic progress and communicate with teachers.

## **BELIEFS**

1. We will commit to be compassionate educators and practice kindness to our students, parents, other faculty members, and staff.
2. We will remember our primary focus is to provide a solid academic foundation for our students and to prepare them for a challenging high school environment.
3. We will work to motivate, encourage, and monitor each student on a regular basis to provide the education necessary for the student to become proficient in all areas.
4. We will emphasize the academic structure of the day.
5. We will provide a consistent level of instruction throughout each classroom to provide a guaranteed and equitable education for all students.
6. We will hold students accountable for academic growth through a system of high expectations.
7. We will hold teachers, administrators, staff members, and parents accountable for being equally involved and ultimately responsible for student academic growth.

## **STAFF INFORMATION**

Mr. Cody Duncan: Principal, 8<sup>th</sup> Grade

Ms. Cecily Shelton: Assistant Principal 7<sup>th</sup> Grade, Testing, Transportation

Mrs. Miranda Sealey: Assistant Principal 6<sup>th</sup> Grade, Scheduling, DEC & 504

Mrs. Crutchfield: Guidance

Mrs. Mogy: Guidance

Mrs. Tomorra Young: Cafeteria Manager

Mrs. Jill Morgan: Medical Clerk, front desk

Mrs. Darlene Mayes: Attendance Clerical

Ms. Ciara Perry: DEC Clerical

Mrs. Heather Wyatt: Financial Clerical

Mrs. Amy Boyd: School Nurse

School Phone: 347.1520

School Fax: 347.1491

Staff and teachers can also be contacted via email from the Bon Lin Middle School website. Parents can also leave messages for teachers in the main office. We strive to return emails and phone calls within 24 hours or by the end of the next school day.

Please note that teachers respond to phone messages and emails during their planning period and are not expected to respond while they are in class with students.

**Parents and students are also encouraged to download the official Bon Lin Middle School App from the Apple App Store, or Google Play. The school and classroom teachers send out reminders daily on school events and classroom information.**

### **General Rules:**

1. Be Respectful
2. Be Responsible
3. Be Ready

These simple rules express the heart of our Expectations for behaviour at Bon Lin Middle School. Being RESPECTFUL, RESPONSIBLE, AND READY may take on different forms, depending upon whether the student is in the gym, the classroom, the cafeteria, or the hallway. But the core message remains: *We want our students to display Respectful behaviour, to be Responsible for their actions always, and to always be Ready to learn, grow, and engage with teachers and peers in a productive manner.*

### **GENERAL INFORMATION**

#### **ABSENCES/ TRUANCY**

Please refer to BCS Attendance Policy #6047 which can be found on the [BCS website](#).

Students should bring a note from their parent or doctor explaining the reason for the absence within 2 days of returning to school. All notes should be turned into the OFFICE in the morning upon returning to school. Failure to submit a note explaining the absence will result in the absence being marked UNEXCUSED, which cannot be changed later. Reasons for EXCUSED absences are outlined in BCS policy #6047. At 10 Excused absences, we will require a note from a medical professional before excusing additional absences.

**Absence notes can also be submitted to the school directly from the official BLMS app.**

**\* NO STUDENT WILL BE CHECKED OUT AFTER 2:45 P.M.**

**NOTE:** The school can only release students to their parents, legal guardians, or those listed as emergency friends on Powerschool.

***No student will be dismissed to anyone younger than 18. A valid picture ID is also required at the time of checkout.***

#### **ADDRESS/CONTACT INFORMATION CHANGES**

After the initial registration, any changes in a student's address/telephone/emergency number must be submitted to [kmayes@bartlettschools.org](mailto:kmayes@bartlettschools.org) so our student demographic information can be updated.

It is important that the school have up-to-date contact information with which to reach parents and emergency contacts. Please update any phone numbers, email addresses, or your address if they change during the school year.

## **ATHLETICS**

Bon Lin Middle School sponsors a basketball team, volleyball team, dance, and cheerleading squad. Basketball and volleyball will compete with other middle schools within Shelby County as a TMSAA member.

Middle School Football is now combined, with students from Bon Lin, Appling, and Elmore Park on the same team, competing against other school districts.

During the season, all participants are expected to maintain a C average and remain free of N's or U's on the report card. Students may be subject to game suspensions for falling below this requirement or not following team rules.

## **BACKPACKS**

Backpacks should have a padded pocket designed to hold the laptop that will be issued to students. **Students will not be allowed to carry laptops from class to class by hand without it being in a protective case/sleeve.**

**ROLLING backpacks are NOT allowed unless deemed necessary by a doctor for medical reasons.** Parents can contact school administrators if a rolling backpack is required.

**Students should not carry food or drinks in their backpacks if their laptop will be carried in the padded sleeve in the backpack. Food and drink should be kept away from laptops.**

## **BEHAVIOR AND DISCIPLINE**

### **School-wide Positive Behavior Support (PBS)**

School-Wide PBS is a research-based and validated approach to discipline. Additional information on PBS may be found on the link below:

<http://www.pbis.org/school/default.aspx>

You may also refer to Bartlett City Schools policy #6038, found on the BCS website. Students are responsible for knowing and following all BCS discipline procedures.

## **BUSES**

All students riding a bus must abide by the following rules set by Bartlett City Schools. Students who do not follow these rules may have their bus privileges suspended. **Riding the bus is not a guaranteed right; it is a privilege that can be revoked for inappropriate student behaviour.**

**NOTE: Students may only ride the bus which services their home address and may only board or get off the bus at their assigned stop.**

**Students are NOT allowed to ride a different bus to go to another student's house except as a one-time EMERGENCY exception. The parent must submit a note explaining the situation and provide contact information for an administrator to contact the parent prior to the student needing to ride a different bus.**

### **CAFETERIA:**

A variety of food and snacks are available for purchase each day. *Please note that energy drinks (AMP, Voltage, etc.) are not allowed. Glass bottles are also prohibited.*

Parents may bring lunch for their child only. For example, you may not bring three pizzas for your child and his/her friends. No homemade baked goods are accepted for birthdays, etc. Any food such as cupcakes or cookies that will be offered to the class must be store bought.

Parents and siblings are NOT allowed to stay and eat lunch with their students. Lunches will be dropped off in the office for the student to pick up during lunch.

### **CALLS - MESSAGES - DELIVERIES**

Here is a list of guidelines our office staff will be following in giving messages to students.

1. Only in extreme emergencies will messages be given- i.e. death in family, hospitalization. An administrator must be made aware of any emergency.
2. Forgotten items, i.e. lunches, band instruments, homework, etc. will not be delivered to students in class and students will not be called out of class. **Items will be placed on the stage in the cafeteria with their name and grade level and should be picked up during lunch.**

**Students cannot be called out of class to receive messages from parents. This disrupts the teacher and other students in the class. Bon Lin works to protect instructional time and minimize disruptions to the class as much as possible.**

**Delivery of commercial products (balloons, flowers, etc.) to any student is prohibited. Delivery of personal items is discouraged because it interrupts valuable instruction time. If a student has reason to believe something will be brought in, it is their responsibility to check on the stage between classes to see if it has arrived.**

### **CAR AND BUS TRAFFIC**

Remind your child not to walk between the cars in the car line during morning drop-off. This is a dangerous situation. **Please do not allow students (under any circumstances) to get out of the car until they are next to the school sidewalk and permission is granted from a staff member.**

**Sixth Grade students arriving by car are to be dropped off at the curb at the north-east end of the building, past the front circle driveway. Seventh and 8<sup>th</sup> Grade students are dropped off at the front of the school. When dropping off students in the morning, please pull up as far as possible along the sidewalk to the sign/adult.**

**Students cannot be dropped off early to wait outside the building. This is a safety concern.**

Your cooperation will assure that five to six cars can drop off students at one time. Students will not be tempted to get out into traffic and it will be a safer situation for all.

Also, be considerate of the people behind you and PLEASE STAY IN ONE LANE OF TRAFFIC.

During dismissal time, please be patient and take your turn.

**Failure to abide by our transportation rules may lead to being banned from the school campus. Student safety is our foremost concern.**

Germantown Road is considered a school zone and your speed must not exceed 25 mph.

**Students are NOT allowed to walk or ride bikes to school due to the traffic on Germantown Road. Students should never be let out of a vehicle on Germantown Rd. to walk to campus.**

### **CELL PHONES**

Cell phones may be brought to school and should be turned completely off and stored away, preferably in a backpack, once the student is on campus. Teachers may allow students to use phones during class, but students are expected to follow all teacher directions and phones must be turned off and put away before moving to the next class. The expectations for having a cell phone at school is set forth by BCS policy #6023.

1<sup>st</sup> Cell Phone violation: phone is taken up, student warned, parent must pick up phone

2<sup>nd</sup> Cell Phone violation: phone is taken up, student issued detention, parent must pick up phone

3<sup>rd</sup> Cell Phone violation: phone is taken up, student issued 1-day ISS, parent must pick up phone

4<sup>th</sup> Cell Phone violation: phone is taken up, student issued 2-day ISS, parent must pick up phone

Continued Cell Phone violations may result in longer ISS or Out of School Suspensions

**Parents must pick phones up from the office. If a parent is not available to pick up the phone, students can report to the office to pick the phone up on the last school day of the week.**

### **CHEATING**

See **HONESTY**

### **CLUBS AND AFTER SCHOOL ACTIVITIES**

Membership in clubs is open to all students who meet the membership criteria. Every student will profit from the varied experiences, which he/she will enjoy as a member of a club. Regular meetings will be held during the school year.

Students who wish to form a club should complete the following:

1. Complete Club Petition form that can be obtained from a school administrator
2. Submit the completed Club Petition form to the Principal for approval and secure a faculty sponsor.
3. Schedule a meeting with the Principal and the faculty sponsor.



## **CONFERENCES**

Parent /Teacher conferences are an integral part of maintaining communication between home and school. All conferences should be scheduled by appointment. Call the office to schedule appointments. Please know the names of the teachers with whom you wish to meet.

Teachers cannot be called out of class to meet with parents. All appointments should be scheduled before school, after school, or during the teacher's planning period.

Bartlett City Schools schedules 2 Parent Conference Nights, one each semester. Parents and teachers can request conferences on these nights.

**PLEASE NOTE: Without an appointment, a teacher and/or administrator may not be available. We are aware that urgent situations can and do develop which require our immediate attention and an "appointment" for an emergency is not possible, but please assist us with this when possible.**

**Parents are encouraged to utilize Zoom with teachers for conferences, to limit the number of people coming onto campus and to protect the health of everyone involved.**

## **DANCES**

1. Only BLMS students can attend school dances.
2. School rules and dress code apply.
3. Teachers chaperone all dances.
4. Student dance is expected to be age appropriate. Students not complying will be removed.
5. No student will be released early unless a parent is present to pick him or her up.
6. Refreshments will be available for purchase.
7. Students who are not picked up in a timely manner after a dance has concluded may not be allowed to attend future after-school events.

## **ATTENDING AFTER SCHOOL GAMES**

Students are encouraged to attend afterschool games to support our athletes. If students have permission to stay at school before going to the game, a signed permission slip must be on file with the student's homeroom teacher. Permission slips will be made available before the start of the basketball season.

It is the parent's responsibility to pick their student up in a timely manner after the end of the game. Students who are not picked up in a timely manner may not be allowed to attend future after school events.

## **DETENTION**

Student detention will be scheduled for Thursday mornings, from 7:00 am to 7:35. Teachers will contact parents to inform them of the inappropriate behaviour and the assigned Detention. Students will be issued a Detention form that must be signed by a parent and returned to the teacher.

Students who do not serve their assigned Detention may be issued an additional consequence, including a suspension.

Students will be required to complete a written assignment, reflecting on the inappropriate behaviour and making more appropriate choices.

## **DRESS CODE**

Per Board Policy # 6040

1. Bottoms must be worn at the waist and must be appropriately sized and at a safe length. Skin and undergarments must be covered with opaque clothing from the underarm to the mid-thigh. Mid-thigh is defined as the mid-point between the waist and the mid-knee. Bottoms such as tights, leggings, etc. may be worn with an appropriate top that comes to mid-thigh.
2. Tops of shoulders must be covered by a minimum 1-inch strap unless otherwise covered by an opaque top garment. Tops must have sleeves and must completely cover the torso from the armpit to the waists.
3. Compression-style garments may be worn so long as an opaque top garment covers the entire torso below the armpits.
4. Head apparel (such as hoods, hats, etc.), except for religious or medical purposes, must not be worn inside the school building.
5. Footwear is required and must be safe and appropriate for school. House shoes/slippers are NOT permitted.
6. Clothing and accessories such as backpacks, patches, jewelry, and notebooks must not display (1) racial or ethnic slurs/symbols, (2) gang affiliations, (3) vulgar, subversive, or sexually suggestive images; nor should they promote products which students may not legally buy, such as alcohol, tobacco, and illegal drugs.
7. Waist length sweaters, sweatshirts, and lightweight jackets (appropriately sized) can be worn inside school for warmth.
8. Prohibited items include the following: large, long, and/or heavy chains; chain accessories, and sleepwear, pajamas, and/or blankets.

**Students in violation of dress code may be sent to the office and a parent will be notified to bring appropriate clothes.** In some cases, students may be held in the office, and will not be allowed to return to class until appropriate clothes have been provided.

## **EMERGENCIES**

School officials will not interrupt classroom instruction to deliver a message to a student or to call a student out of class except for emergencies that would necessitate the student being checked out of school. If a student is injured during the school day, we must have current emergency numbers for each student. Please be sure to include the name and number of two emergency friends on your child's enrollment card. If this information changes during the year, please send the information in writing and we will update your records.

## **EXTRA-CURRICULAR EVENTS**

All students must be picked-up within 15 minutes of the end of the event. Students who are not picked up in a timely manner may not be able to attend future extra-curricular activities. Students who stay after school for events without permission and who are not picked up in a timely manner may be subject to disciplinary action.

## **GRADING SCALE (New Grading Scale for Bartlett City Schools)**

A=90-100; B=80-89; C=70-79; D=65-69-74; F=Below 65

Conduct:

E – 0-1 minors

S - 2 minors

N – 3 minors/ISS

U - >4 minors/OSS

Students who receive an ISS or an OSS because of behaviour that takes place in the classroom, or while transitioning to and from lunch, will receive an N or U accordingly in that class for the 9-week grading period.

**Homeroom Conduct Grade:** Along with inappropriate behaviours that takes place in homeroom, students who receive a bus suspension for inappropriate behaviours on the school bus will have their Homeroom Conduct grade impacted. Behaving appropriately on the bus is an important part of being a Responsible student.

## **HALL PASS POLICY**

Students are required to have a hall pass or permisison from their teacher before leaving the room.

## **HONESTY**

Cheating and plagiarism are strongly discouraged at BLMS. Students are expected to turn in original work for all school assignments. Cheating is defined as follows:

1. Plagiarism
2. Giving or attempting to give test information
3. Receiving or attempting to receive test information
4. Giving or attempting to give work to others
5. Receiving or attempting to receive work from others
6. Taking credit for another's ideas

7. Taking credit for another's work
8. Using prohibited materials, including calculators, without permission from the teacher to aid in completing assignments.

Cheating and plagiarism will be treated as a disciplinary infraction with associated consequences. In addition to discipline consequence, students who are found to have cheated as described above must retake or redo an alternative assignment to receive academic credit. This also applies to students who aid other students in cheating, as described above.

### **HONOR ROLL REQUIREMENTS**

#### Principal's Honor Roll

- Earn an A in ALL subjects
- Have an E or S in Conduct in ALL classes

#### Academic Honor Roll

- Earn an A in at least 4 classes with no grade lower than a B
- Have an E or S in Conduct in ALL classes

#### Citizenship Award

- Earn an E in Conduct in ALL classes for the school year

0-1 Minors = E for the class

2 Minors = S for the class

3 Minors or receiving In-School-Suspension for behaviour in a class = N for the class

4 or more Minors or an Out-of-School Suspension for behaviour in a class = U for the class

### **LIBRARY**

The BLMS library is open daily. The librarian is Ms. Mitchell.

Students are expected to have a pass from a teacher and to sign in when they enter the library. Students may check out two items for a two-week period. In middle school, students do not generally make visits to the library with their entire class. Therefore, each student's books will be due at a different time. Students are responsible for all items they check out. A calendar is provided in the agenda book so that students may make note of when their books are due.

A fine of 10 cents per school day will be charged for each overdue item. Fines continue to accrue until the overdue item has been returned. Students with overdue items or library fines will not be allowed to check out another item until they have cleared their library record.

### **LOCKERS**

Students will not be assigned lockers this school year and will be responsible for carrying their own materials with them throughout the school day.

### **LOST & FOUND/PERSONAL PROPERTY**

Labeling coats, jackets, sweaters, etc. is recommended. Misplaced items will be taken to the office when found. Books that have been found will be returned to the teacher. Items, which remain unclaimed for a period, will be donated to a charitable organization.

### **LUNCH**

A tray lunch is available daily which offers one entree choice, two other items, and milk. There are many a la carte items sold at various prices such as: ice cream, fruit roll-ups, popcorn, cookies, pizza, salad, and fresh fruit.

All students can set up an account in the cafeteria. All cafeteria funds must be deposited using the BCS website. When items are purchased, the cashier will subtract the purchase price from their account. We are not accepting cash or checks for cafeteria accounts.

**Parents and guests are not allowed to visit the school to eat lunch with their students. Forgotten lunches from home can be brought to the school and will be on the stage for the student to pick up during their lunch period.**

**LYNX AMBASSADORS** are trained to showcase Bon Lin Middle School. They give tours and speak to individuals and groups about the advantages of being a Lynx. They serve as hosts to visitors, Career Day participants and help plan the events during the school year. They must be responsible, solid students who can be depended upon to catch up on any missed work when they perform duties during regular class time. They must have and show Lynx pride.

### **LYNX AWARDS CLUB**

Each Quarter students earn points for Attendance, Academic performance, Conduct, and earning Lynx Loot. PRINCIPAL'S HONOR ROLL AND ACADEMIC HONOR ROLL are included in the criteria. Students who earn the required number of points will attend a Lynx Award Party.

### **MAKE-UP WORK POLICY**

Students who have excused absences will be allowed to make up work missed. Students have the number of days missed to make up work. For example: 2 days absent = 2 days to make up work. Work will not be compiled by the teachers to send home except for extended illness (more than 3 days).

### **MEDICATION POLICY**

Students **ARE NOT ALLOWED** to bring any medication to school, nor are they allowed to keep any type of medication on their person. This **includes** aspirin, prescriptions, etc., but **excludes** inhalers, which may be kept with the student if the appropriate form has been filed with the office. See BCS policy #6011.

### **MINORS & MAJORS(Discipline)**

Students will receive Minors for inappropriate behaviour that is addressed by the teacher in the classroom or hallway. Minors are used to document behaviour, and a consequence such as moving

the student to another area of the class, phone calls to parents, lunch detention, and before/after school detention may be issued. Students are required to sign the Minor form to acknowledge that they have been issued a Minor and that their behaviour has been addressed.

Students will receive Majors for inappropriate behaviour that requires school Administrators to address. Students can also receive a Major for receiving a 4<sup>th</sup> Minor in one grading period in the same class.

### **OFFICE HOURS AND PROCEDURES**

Office hours are from 8:00 a.m. until 3:30 p.m. Parents who request conferences should come to the office so that the clerical staff can notify the teacher(s) of their arrival. The clerical staff in the office is available to assist you. (The busiest times of the day in the office are 8:30 a.m.- 9:00 a.m. and 2:30 p.m.- 3:30 p.m. Please do not call during these times if your concern can be addressed during less busy times.)

### **PBIS Rewards**

Bon Lin Middle School will begin using an electronic system to track Lynx Loot. Students earn Lynx Loot for demonstrating appropriate behaviour during the school day and for being Respectful, Responsible, and Ready.

Students and Parents can go to [PBISrewards.com](http://PBISrewards.com) and track the amount of Lynx Loot earned. Information will be sent home with students. We encourage parents and students to download the student PBIS Rewards app from the App store or Google store.

Students can use Lynx Loot to “purchase” rewards and privileges in class, as well as entry into special events scheduled throughout the school year. Students and parents can see a list of items available on the PBIS rewards website and the Student and Parent PBIS Rewards App.

### **PERSONAL PROPERTY**

Students using any electronic device inappropriately during the school day are subject to disciplinary action. It is best to not bring anything of value, including large amounts of money to school. **The school is not responsible for loss or damage of personal property.** All money should be kept on the student always. The school assumes no responsibility for the theft of any personal item.

### **PHONE**

Students will be allowed to use the office phone to make a call when the call deals with a change in transportation for that afternoon. Students remaining after school for school-sponsored activities must make prior arrangements to be picked up. The school building is locked at 6:00 p.m. In case of an emergency, club sponsors have access to a phone after school.

### **PHYSICAL EDUCATION CLASSES**

Students attending PE class are expected to wear or change into clothes that allow for physical activity. This includes appropriate shoes that allow for physical activity. Slides, sandals, dress

shoes, etc., are not appropriate for PE class. Students exempt from physical education must have a DOCTOR'S CERTIFICATE on file in the office.

During P.E. class, all student valuables must be in their bags. The school is not responsible for missing items.

### **PROGRESS REPORTS AND REPORT CARDS**

Progress reports will be sent home halfway through each nine-week period. Report cards are issued every nine weeks. Those students owing money for book fines, and/or library fines will have report cards held in the office until the fine is paid.

### **SCHOOL CLOSINGS**

School closings due to inclement weather will be announced on the BCS website, BCS app, and Bon Lin Middle School app. Unscheduled early closings due to weather may also be necessary. Each child should know whether parents will or will not be home and where to go if an emergency arises or if school is dismissed early. Should school be cancelled early, notice will be given through local media with every effort being made to contact the parents. Please do not phone the school. Listen to the radio and TV stations or access the Bartlett City Schools web site.

### **SCHOOL COLORS AND MASCOT**

Our official school colors are Navy Blue, Silver, and White. Our school mascot is the Lynx.

### **SECURITY**

During the school day, the side and back doors are secured at 8:00 a.m. After 8:00 a.m., parents and students are required to enter and exit through the front doors. State law requires all visitors to sign in and sign out at the main office. All visitors must wear a visitor's pass while in the school building.

**Students should NEVER open an outside door to allow anyone access to the building, even if that person presents a BCS badge. They should inform a teacher immediately if someone is trying to enter the building.**

### **SELLING ITEMS AND SOLITICATIONS**

No one may sell food, candy, drinks, or other items or solicit money from students. Students caught selling items to other students will be subject to disciplinary action. Students participating in fundraising activities for the school or clubs/teams must conduct their fundraising off-campus.

### **STUDENT GOVERNMENT**

Bon Lin Middle School's Student Council provides opportunities for students who wish to contribute to their school in a leadership capacity. Student Council membership is open to students who have been selected by their classmates to represent student perspectives and interests in school activities. Representatives are elected by each homeroom with officers selected by a school-wide

election each spring. An Eighth grader can only hold the position of President. A Seventh or Eighth grade student may hold any other office position. Student Council provides its members an opportunity to develop leadership skills and serve the community through student run projects.

To run for office, a student may not have a report card grade below a C and no N's or U's for conduct. During the elected year, the advisor may remove the member if a grade falls below a C or conduct falls below an S.

### **STUDENT SUPPLIES**

Each grade level has prepared a specific supply list that is available on the school website and available during registration. **Students are responsible for having all the necessary supplies for class every day.**

### **STUDENTS TRANSFERRING OR WITHDRAWING**

Parents should notify the office a week in advance if their child is transferring to another school or if they are moving out of the system. Records cannot be forwarded to new schools until a child has been cleared at Bon Lin Middle School.

### **SUSPENSIONS**

#### **IN SCHOOL SUSPENSION**

The In –School-Suspension room is located at the school and is presided over by the ISS monitor. While in ISS, students are expected to complete all work assignments sent by their classroom teacher. If students complete the assignments, the ISS monitor may assign additional work as necessary.

Students who do not comply with ISS procedures or who do not complete all submitted assignments may be subject to additional time in ISS or be issued an Out-of-School suspension. Students in ISS may ask to speak to a counsellor as needed and within reason.

#### **OUT-OF-SCHOOL SUSPENSIONS**

Students who receive OSS for inappropriate behaviour must have a re-entry meeting before returning to school. An administrator must meet with the parent and student prior to students returning. Students returning from an OSS can make up any missed work, but it is the student's responsibility to discuss make up work with the teacher.

#### **TEXTBOOKS**

If issued a textbook in a class, it is very important that each student take proper measures to care for all textbooks. Any damage to textbooks issued to the student will result in a textbook fine. It will be the student's responsibility to know where their textbooks are always. If a student loses a textbook, he/she will be required to pay for the book and a second book will be issued. Book covers are highly encouraged.

#### **TUTORING, STUDY SKILLS, AND ORGANIZATIONAL SKILLS**

If your student at any time during the year, needs help with a certain subject or subjects or needs focusing on study skills and/or organizational skills, please call the school counseling office or



contact your child's teacher. Teachers may offer before or after-school tutoring sessions during the school year.

### **VISITORS AND VOLUNTEERS ON CAMPUS**

State laws mandate that visitors must check in at the office before entering other parts of the building. All volunteers must sign the book in the office before reporting to duties. This is very important in order that volunteer hours may be reported to State PTSA.

Please wear a visitor's pass; they are available by request from the office staff. Any visitor found not wearing a badge would be asked to report to the office to receive a pass.

No visitors are allowed down the hall during instructional time (8:00AM-3:30PM) without an administrator.

- BCS Policy will overrule any procedure in this book.
- Students are responsible for knowing the rules and expectations outlined in this hand book as well as the BCS Student/Parent Handbook.
- These procedures may be modified as needed throughout the year.