



Bon Lin Middle Parent/Student Handbook

2017-2018

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

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 all functions of the school.

Thank you in advance for your time and assistance during the 2017-2018 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, 8th Grade

Mrs. Yolanda Bryson: Assistant Principal 7th Grade, Testing, Transportation

Mrs. Kristie Murin: Assistant Principal 6th Grade, Scheduling, DEC & 504

Ms. Sumlar: Guidance

Mrs. Mogy: Guidance

Mrs. Tomorra Young: Cafeteria Manager

Mrs. Janet Pope: Medical Clerk, front desk

Mrs. Darlene Mayes: Attendance Clerical

Ms. Ciara Brown: DEC Clerical

Mrs. Kim Fridlund: Financial Clerical

Mrs. Marian Baker: 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.

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 at all times, 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.

*** 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.

ABSENCES REQUIRING PRIOR APPROVAL

Parents can request that absences for **Non-School** related activities be Excused. Examples include but are not limited to sport competitions in which the student is participating, church or other organization events/trips, and attending events for family members outside of the immediate family.

Parents should complete the **Excused Absence Request form*** found on the Bon Lin Middle Website and submit the completed request to the Principal 7 days prior to the absences. The school will not excuse more than 5 absences for Non-School related events during the school year. **The Principal may require documentation of the event before excusing the absences.**

***This form is NOT for routine absences due to illness or other EXCUSED absences outline in BCS policy #6047.**

ADDRESS/CONTACT INFORMATION CHANGES

After the initial registration, any changes in a student's address/telephone/emergency number must be submitted in writing to our main office for changes in our student management system.

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

ATHLETICS

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

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 are 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.**

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 food 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.

Older teenage siblings are not allowed to eat with students without the parent present. Adult siblings are permitted to join us for lunch if they are on the Power School demographic screen.

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.**

Students arriving by car are to be dropped off at the curb at the end of the building, past the front circle driveway. When dropping off students in the morning, please pull up as far as possible along the sidewalk to the sign.

Please do not drop your students off at the front door during morning arrival. 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 in 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 may not be dropped off at the front doors prior to 8:00 a.m. due to safety reasons. The front entrance is designated for emergency vehicles prior to that time.

Students are NOT allowed to walk or ride bikes to school due to the traffic on Germantown Road.

CELL PHONES

Cell phones may be brought to school and should be turned completely off and stored away. 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 penalty for having a cell phone at school is set forth by BCS policy.

1st Cell Phone violation: phone is taken up, student warned.

2nd Cell Phone violation: phone is taken up, student issued 1 day of In-School-Suspension

3rd Cell Phone violation: phone is taken up, student issued 3 days of ISS

4th Cell Phone violation: phone is taken up, student issued 1-day OSS

Continued Cell Phone violations result in longer 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.

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.

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 are allowed 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:

1. Pants must be worn at the waist and must be appropriately sized and at a safe length. Pants cannot have large rips or tears above the knee, even if tights are worn underneath.

2. Shirts, blouses, and dresses must completely cover the abdomen, back, shoulders and must have sleeves. Shirts with thin straps are not permitted. Shirts or tops must cover the waistband of pants, shorts, or skirts with no midriff visible. Low-cut blouses, shirts, or tops or extremely tight tops, tube tops, or any top that exposes cleavage are prohibited. Shirts, blouses, and tops must be no longer than wrist-length.

3. Tights & tight fitting leggings are not permitted unless worn under appropriate length pants/skirts.

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 indoor and outdoor activity. 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. Skirts, dresses, and shorts must be no shorter than 4 inches above the knee.

8. Sleepwear, pajamas, and/or blankets cannot be worn in school.

9. Waist length sweaters, sweatshirts, and lightweight jackets (appropriately sized) can be worn inside school for warmth.

10. Prohibited items include (1) large, long and/or heavy chains, (2) studded or chained accessories, (3) sunglasses, except for health purposes, (4) sleepwear and (5) skin-tight outer materials such as spandex, (6) facial jewelry (including tongue piercing).

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. However, in the case of an emergency, we will be glad to assist you in any way. 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. For a first offense, the student will not be allowed to stay for the next event. For a second offense, the same applies as a first offense and the student will have 3 days of lunch detention. For a third offense, the same as a first offense applies and the student will serve one day in ISS.

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

HALL PASS POLICY

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

HONESTY

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

BLMS has procedures for addressing instances of cheating.

1st Offense in Class = Retake a different assignment & student receives a Minor with necessary disciplinary consequences. Parent is notified

2nd Offense in Class = Teacher submits a Major to school administrators. One day In-School-Suspension. Students completes an alternative assignment.

3rd Offense in Class = Teacher submits a Major to school administrators. Three days ISS. Student receives a ZERO on the assignment.

Continued Offenses = Teacher submits a Major to school administrators. Out of School Suspension. Student receives a ZERO on the assignment.

LIBRARY

The BLMS library is open daily. The librarian is Mrs. Norment

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

Their homeroom teacher assigns students lockers. Students **WILL NOT** be assigned a locker without a lock. Locks must be rented from the school for a charge of \$5.00. To replace a lost school lock the charge is \$10.00. Nothing should ever be left in an unlocked locker and you may not use your own personal lock. Personal locks not rented from the school may be removed at anytime without notice by the administration.

Students must remember that locker use is a privilege and not a right. **Locker privileges may be revoked at any time.** Students are responsible for keeping their lockers neat and orderly and checking to see if their locker is locked. Students are not to keep inappropriate items in their locker or use their lockers as an excuse for tardiness or lack of materials. **Lockers will be checked throughout the year.**

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 of time, 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. A student may deposit money onto their lunch account by bring a check or cash to the cafeteria in the morning. When items are purchased, the cashier will subtract the purchase price from their account. Checks must be made payable to Bon Lin Middle School.

Money can be deposited electronically by visiting the BCS website.

Visitors for lunch are always welcome if we have seating for them. A parent must accompany all visitors coming for lunch. The only exception to this rule is made for Grandparents. Parents may only bring a meal for their own child. Also, cupcakes and items brought for celebrations must be store bought.

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.

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 (NEW)

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 and track the amount of Lynx Loot earned. Information will be sent home with students. Students will be issued a Lynx lanyard and badge. Students are expected to be Responsible and have their lanyard and badge with them always so that faculty and staff can award Lynx Loot for appropriate behaviour. Students will be charged a small fee for replacing lost lanyards and badges.

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 at all times. 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 are **required** to dress out for physical education classes just as they are to be prepared for all classes. Students exempt from physical education must have a **DOCTOR'S CERTIFICATE** on file in the office.

Students may purchase a Bon Lin Middle School P.E. uniform. Visit the school website for details. Additional information will be distributed during the first week of school regarding physical education.

During P.E. class, all student valuables must be locked in the lockers that are provided by the school. It is the student's responsibility to bring a lock for their PE locker.

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 radio and TV stations. 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

Bartlett City Schools provides textbooks for our students. It is very important that each student take proper measures to care for all textbooks. Textbooks must be covered. 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 at all times. 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-3:00PM) 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.

