



**Brentwood Middle School
Student Handbook
2022 – 2023**

**“Excellence in all we do and say,
that’s the Brentwood Middle way!”**

This planner belongs to:

Name: _____

Address: _____

City/Town: _____ **Zip Code:** _____

Home Phone: _____ **Cell Phone:** _____

Brentwood Middle School
314-962-8238 – Office
www.BrentwoodMOSchools.org

Welcome to Brentwood Middle School . . . we are glad you are here!
This student handbook helps students and families understand what happens during the day at Brentwood Middle School. Please read over the handbook and use it to answer questions about our school.

At BMS, we believe that success comes from teamwork. We hold high expectations for our team of students, staff, and parents. Students provide their best effort to demonstrate kindness, integrity, perseverance, and respect for their education. School staff members provide information and the tools needed for learning. Parents provide structure and support at home and keep the lines of communication open with the school. We look forward to working with you!

School Mascot: Eagle
School Colors: Purple and Gold

OUR MISSION

To achieve excellence in both academics and character!

OUR MOTTO

Excellence in all we do and say, that's the Brentwood Middle way!

BMS LEADERSHIP VALUES

Choose Respect
Choose Responsibility
Choose Kindness
Choose Grit
Choose Mindfulness

OUR STUDENT PLEDGE

I will **PERSEVERE** when times get rough;
I will **RESPECT** everyone around me;
I will show **INTEGRITY** when no one is around;
And **KINDNESS** will show in me every day!

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At Brentwood Middle School, we build leaders!

A **Student Leadership Team** provides ideas, support, and planning for many of the year's activities.

National Junior Honor Society members organize events for the school community.

Field trips are educational and fun!

Many **clubs are offered afterschool** or during lunch. Clubs like yearbook, Homework Club, NJHS, Watercolor, Engineering and Robotics, and Book Club are offered yearly. Other clubs like Gaming, Photography, and Intramurals are offered according to student interest.

Family is our advisory class which meets daily. It is made up of 6th, 7th, and 8th grade students who stay with their Family teacher throughout middle school.

Academic support is offered by teacher by arrangement, as well as biweekly as homework club.

PTO: Parent-Teacher-Organization is extremely active and supportive, providing funds and volunteers for field days, field trips, special projects, and events throughout the year.

Brentwood Middle School Directory

Brentwood Middle School Office

Dr. Andrew Loiterstein, Principal (Ext. 2011)	aloiterstein@brentwoodmoschools.org
Anne Bosche, Counselor (Ext. 2012)	abosche@brentwoodmoschools.org
Danielle Bowen, Social Worker (Ext. 2030)	dbowen@brentwoodmoschools.org
Dorenda Ford, Principal's Secretary (Ext. 2010)	dford@brentwoomoschools.org
Tracy Russo, Nurse (Ext. 1022)	trusso@brentwoodmoschools.org
Jasmine Windom, Registrar (Ext. 2028)	jwindom@brentwoodmoschools.org

Brentwood Middle School Teaching Staff

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Wasman, Kelly Spanish/ELL (Ext. 2020)	kwasman@brentwoodmoschools.org
Williamson, Emily Science (Ext. 2032)	ewilliamson@brentwoodmoschools.org

Brentwood Staff Shared with BHS

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Wallace, Erin SSD Resources (Ext. 1077)	ewallace@brentwoodmoschools.org
Wilson, Libby Librarian (Ext. 1024/46)	lwilson@brentwoodmoschools.org

Technology Department	helpdesk@brentwoodmoschools.org
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BSD Calendar 2022-23

August 22	First Day of School
September 3	Early Release – Prof. Dev. Day
September 5	Labor Day (no attendance K-12)
September 23	CIA Day (no attendance K-12)
October 14	Records Day – Early Release – End of 1st Qtr.
October 20 & 26	Parent/Teacher Conferences (3:30pm – 7:30pm)
October 28	Early Release – Prof. Dev. Day
October 31	Conference Comp Day (no attendance K-12)
November 23 – 25	Thanksgiving Holiday (no attendance K-12)
December 2	Early Release – Prof. Dev. Day
December 21	Records Day – Early Release – End of 2nd Qtr.
December 22 – Jan. 2	Winter Break (no attendance K-12)
January 3	CIA Day (no attendance K-12)
January 4	Students return to school
January 13	Early Release – Prof. Dev. Day
January 16	Martin Luther King Day (no attendance K-12)
February 17	Professional Development (no attendance K-12)
February 20	Presidents’ Day (no attendance K-12)
March 3	Early Release
March 9 & 15	Student Led Conferences (3:30pm – 7:30pm)
March 10	End of 3rd Qtr.
March 17	Conference Comp Day (no attendance K-12)
March 20 - 24	Spring Break (no attendance K-12)
April 14	Staff/Student Wellness Day (no attendance K-12)
April 21	Early Release – Prof. Dev. Day
May 5	Early Release – Prof. Dev. Day
May 25	Last day of School – Early Release - End of 4th Qtr.
May 26	Teacher Records Day
May 29	Memorial Day
June 19	Juneteenth Holiday

Inclement Weather Make up Days (May 30-31)

ACADEMIC LAB

After school opportunities for additional help will be offered. Teachers will communicate methods for accessing after school academic help throughout the school year. Students must sign up to stay after school before lunch on that day.

CONFERENCES

Fall Conferences - Each fall, Parent-Teacher Conferences will be held on two nights from 3:30-7:30 p.m. Information will be sent via e-mail, newsletter, and with your child. Please sign up early for an appointment, as they fill up quickly. If you would like to meet with a teacher or the team at any point during the school year, please contact the teacher(s) directly by phone or e-mail to schedule these meetings.

Spring Conferences - Student-led conferences provide an opportunity for students to prepare work samples to share with parents about their academic progress and achievement. In preparation for these conferences, students will prepare and present a portfolio of artifacts and reflections that demonstrate their academic and character strengths and challenges as well as goals they have set for the future.

DAILY SCHEDULE

BMS follows a modified block schedule, which is a combination of 90 and 45 minute classes on A days and B days. Math and Communication Arts meet every day, while Science, Social Studies, PE, Exploratory, and Elective classes meet either on an A day or B day every other day. All students will have unique schedules that they will learn to follow very quickly.

If a snow day occurs, our schedule will remain the same. For example, if a snow day happens on an A day, the following day would remain a B day, and the A day would be skipped. If need be, please contact the office or visit the website to see the calendar.

GUIDANCE

The middle school counseling program provides students with a guidance curriculum that includes knowledge of self and others, career exploration, and vocational development. These topics are addressed through a variety of formats including classroom lessons, small group work, individual sessions, and large group assemblies.

Throughout the school year, students monitor and manage their own learning through individual planning activities.

The counselor is generally available to students, staff, and families between the hours of 7:45 a.m. and 3:15 p.m. Students and parents are welcomed and encouraged to make an appointment with the counselor whenever necessary. It is important to schedule an appointment through the middle school office so that you can be assured of a time to meet.

HOMEWORK

Homework is an important part of the educational process. Throughout the school year, learning in the classroom will be enhanced by reading and practice work outside of school hours. On the average, students should plan to spend one hour per night on homework activities. Homework may include writing assignments, reading assignments, reviewing notes, or studying for tests. All homework assignments should be recorded by students in the assignment notebook with their due dates.

If students are absent from school, it is their responsibility to get their homework. If a student is out two or more days, his/her parents may call the office to request assignments for pickup after 3:00 p.m.

PROGRESS REPORTS AND REPORT CARDS

Progress reports will be emailed or mailed during the fifth week of each quarter. Report cards will be mailed home at the end of each quarter. Though progress reports do not require a parent's signature, we encourage parents to discuss with their children all of the grades—academic and citizenship—and comments included on these reports.

Current grades are always available through the Parent Portal of Infinite Campus.

PROMOTION EXPECTATIONS

In order to be promoted to the next grade level, a student should pass at least six classes of the following academic core subjects during the two semesters: communication arts, social studies, mathematics, and science. In addition, 8th grade students are encouraged to complete 10 hours of community service. These community service hours are recognized during the 8th grade promotion ceremony.

TESTING

Each school year, students in grades 6 through 8 participate in Northwest Evaluation Association (NWEA) assessments in the areas of math ELA and science. These benchmarks are completed in math and communication arts classes three times throughout the school year. Additionally, all students take the Missouri Assessment Program (MAP) Test each spring.

ARRIVAL TO SCHOOL

Students who arrive earlier than 7:45 should go to the cafeteria, have breakfast, and sit and talk quietly at the tables with friends. When the bell rings at 7:45 a.m., students may go to their grade level hallways to get ready for the start of the school day in their homerooms. Students should not go to any other area of campus without a pass or permission from a staff member before 7:40 a.m. Students may not leave campus during the school day unless they have the permission of the principal.

ASSEMBLIES

Throughout the school year at BMS, we have many kinds of assemblies. We will have concerts for band and choir, dramatic performances, guest speakers and other activities with an academic focus. The students find the assemblies enjoyable, and they look forward to them when they occur.

ATTENDANCE IS KEY: YOUR JOB IS TO BE AT SCHOOL

On the rare occasion when a student must miss school due to illness or emergency, parents are asked to notify the school before 9:30 a.m. Prior to 7:30 a.m., the family can call 962-8238 and leave a message with the attendance registrar. If we do not receive a call from a parent or guardian by 9:30 a.m., we will contact the family.

If a student is absent two or more consecutive days or for any planned absences, families may request homework and assignments in advance from the student's teachers on the day(s) of absence(s).

Please contact the teacher directly or the BMS attendance registrar to coordinate the collection of these assignments.

If families wish to collect homework for student absences, please notify the middle school office before noon so that homework can be picked up in the middle school office at the end of the school day. Attendance is important. After missing five days for any reason during a semester, please provide the registrar with a doctor's note or other verification. Per board policy, letters will be mailed home explaining the consequences of excessive absences. The consequences are as follows:

When a student has accumulated five excused absences or one unexcused absence in any semester, the principal or designee will send a letter home to communicate the student's attendance and current level of academic performance.

When a student has accumulated seven excused absences or two unexcused absences in any one class in a semester, the student and his/her parents will be sent a seven-day warning letter and the principal will schedule a conference with the parents.

When a student has accumulated ten excused absences or three unexcused absences in a semester, a determination will be made as to whether there is a reason to suspect education neglect or whether the parent is violating the compulsory attendance laws. If so, the district can contact the Children's Division (CD) of the Department of Social Services or the local prosecutor.

BICYCLES AND SKATEBOARDS

If a student rides his/her bicycle to school, it should be parked at the bike rack on High School Drive. Bikes should be securely locked and should remain locked until the school day is over.

Skateboards should be stored in lockers or kept in the office for safety reasons. Skateboarding is not permitted in the building. Students are strongly encouraged to wear a helmet if riding a bike or skateboarding to school.

BUS REGULATIONS

We expect all students who ride the bus to be respectful and responsible so that the bus is safe for all students. This applies to those who ride the bus daily and to those who ride buses on school sponsored field trips. Students should do the following:

- Recognize and obey school rules while riding the bus. (The school discipline policy applies to all behaviors on the bus).
- Be at the bus stop ten minutes prior to pick-up.
- Board the bus quickly and carefully.
- Respect the driver and other students at all times.
- Remain seated for the entire bus ride.
- Never place body parts or objects out of the window or yell at others outside the bus.
- Use inside voices when talking on the bus.

- Report any problems to the bus driver.

It is the responsibility of the driver to maintain a safe and orderly bus. Bus drivers, in the interest of safety, have the right to warn students of inappropriate behaviors, conference with students, and assign specific seats. Student conduct on the bus which is considered hazardous will be referred to the principal. In serious disciplinary cases, students may be suspended from the bus for a period of time.

ACTIVITY BUS— Activity buses are available for VICC students who have participated in a school sponsored activity. The buses leave at 4:05 p.m. from the Circle Drive. Middle school students are only allowed to ride the 4:05 p.m. bus. They are not allowed to take the high school activity bus home at 6:00 p.m. Students may only take the 4:05 p.m. activity bus if they have participated in a school sponsored after school activity.

CELL PHONES AND ELECTRONIC DEVICES

TURN ALL DEVICES OFF IN THE BUILDING. THEY ARE NOT TO BE USED DURING THE SCHOOL DAY AND SHOULD BE STORED IN YOUR LOCKER— NOT WITH YOU!

Electronic devices, such as cell phones, iPods, laser pointers, electronic games, etc. are disruptive to the educational process and **should not** be brought to school. These items are expensive and should be left at home. **The school is not responsible for the loss of these items.** If discovered, these electronic devices may be confiscated by staff members to be returned at a later time. Cell phones **ARE NOT ENCOURAGED** to be brought to school. If they are, phones must be turned off and stored in lockers while in the school building and throughout the day. They **may not be used** during the school day. If need be, parents may leave messages for their child in the office. There is a phone in the office students may use during school hours. Students should not receive or send phone calls or text messages throughout the school day.

CHROMEBOOK PROCEDURES

All students in grades 6 - 8 will be issued Google Chromebooks for educational use in school and at home. Chromebooks and a charger will be distributed during school registration. Parents/Guardians and students **MUST** sign and return the BMS Chromebook Agreement document before the Chromebook can be issued to their child. The Chromebook Parent/Student Handbook outlines the procedures and policies for families to protect the

Chromebook investment for the Brentwood School District. Chromebooks, and all accessories, will be collected at the end of each school year. Teachers will plan lessons that incorporate technology as appropriate.

COMPUTER USE POLICY

Brentwood Middle School offers excellent access to computers and computer instruction. In order to access the Brentwood network and the Internet, each student and parent must sign a Network and Internet Acceptable Use Policy. The form will be sent home before the start of school and can be returned with the registration materials before school begins.

Violations of the Acceptable Use Policy may result in temporary or permanent loss of computer access privileges.

DISMISSAL AND EARLY DEPARTURE

Students have ten minutes from the last bell at 3:03 p.m. to go to their lockers and depart the building. Students who ride the bus should go to Circle Drive and board the bus by 3:10 p.m.

All students must leave the building by 3:10 p.m. unless they are involved in a supervised after-school activity. All after-school arrangements must be made before school dismisses.

In the event that a student must leave school early, a parent or legal guardian must give a written note to the office. For safety reasons, parents must come to the office to sign students out for any early departure. Please note that anyone other than the custodial parent may not pick up a student without the permission of the custodial parent.

DRESS CODE

Students should dress in a manner that does not distract from or interfere with the educational process. Any student who, by appearance or manner of dress, presents health or safety problems or who is a distracting influence in the classroom will be asked to dress appropriately. Dress code guidelines include the following:

- Clothing which advertises alcohol, cigarettes, or drugs may not be worn.
- Shoes must be worn at all times.
- Sunglasses are not to be worn in the school building.
- Any clothing that allows undergarments to be seen will not be allowed at school.

- Pajamas are not allowed.
- Clothing should be appropriate for school and properly cover body parts.
- Exceptions may be made by the administration for special circumstances.

When in doubt, don't wear it!

EMERGENCY DRILLS

Although we do not expect emergencies in our school, we are prepared to keep everyone safe. Students will be instructed throughout the school year on our building's procedures for handling fire, tornado, earthquake, and intruders in the building.

Drills are taken seriously. Students should follow the procedures outlined by teachers, staff, and administration. Everyone is expected to cooperate fully in these situations. For everyone's safety, students are expected to stay with their assigned teacher during all emergency drill times.

FOOD AND DRINKS

All food and drinks should be consumed in the cafeteria. These items are not allowed in classrooms, hallways or on school grounds during the school day unless stored in student lockers. Food and drinks consumed outside the cafeteria may be confiscated. **BMS students are NOT allowed to use the vending machines during the school day.** Exceptions may be made by staff members for special class activities.

During lunch, students may bring their own or purchase a tray lunch from the cafeteria. Each day, students will have up a number of different choices of main courses.

Students should make deposits into their lunch accounts in the Middle School Office on a regular basis. There are no monetary exchanges that take place in the cafeteria. Instead, all BMS students will be issued a pin number that identifies the students electronically. Students will be reminded when accounts are running low. Parents can see lunch choices and obtain account balance information on the Infinite Campus Parent Portal.

Breakfast is also served daily. Students may arrive to school at 7:30 a.m. and head to the commons to enjoy a healthy breakfast and a good start to their day!

Eighth grade students have the privilege of sitting in “The Cave” section of the cafeteria. The eighth graders are expected to keep The Cave clean or it will be closed.

LIBRARY

The Middle School shares the library with the high school. The library is available for student use between the hours of 7:40 a.m. and 4:05 p.m. on all school days with permission from BMS Staff.

LOCKERS

Each student is assigned a locker for books, backpack, coat, and other belongings. Backpacks, large purses, and coats are not allowed in classrooms. Students are expected to keep their lockers neat and organized. Throughout the year there will be locker clean outs to help maintain them.

While we encourage and appreciate self-expression when decorating lockers, please use only magnets to hang paper and pictures. Tape, stickers, markers, and other writing utensils should not be used to decorate lockers.

Broken locks or lockers should be reported to the Middle School office.

***Please remember that lockers are the property of the school district and may be inspected at any time by the staff.**

LOST AND FOUND

Students should report the loss of any personal article to the middle school office. If an item is found, students should bring it to the office. While the school is not responsible for lost items, there is a Lost and Found located outside the fitness room. Be sure to check there if you are missing something. Do not bring expensive items to school.

SNACKS AND TREATS

BMS follows the BSD Wellness Policy regarding outside food brought into the classrooms. No home-baked items will be distributed in classrooms; only store-bought items may be shared, and these items should follow the BSD School Board Policy regarding nutritional value and contents. Also, except for special occasions, food or snacks brought to the classroom should have a curricular purpose unless otherwise approved by the administration.

TARDY TO SCHOOL AND CLASS

Students are expected to respect and take full advantage of instructional time. Students are expected to be in their assigned classrooms prior to the tardy bell ringing.

We ask that parents help us make sure students arrive at school on time each day. If students do not arrive at school on time, learning is negatively impacted. Please make sure your student arrives at school between 7:45 a.m. and 8:00 a.m. Thank you for your continued efforts to help our students arrive to school on time.

Students who arrive late to school must sign in at the office prior to going to class. Each semester a student is allowed three tardies to school without consequences. Four tardies to school will result in a lunch detention. Five tardies to school in one semester will result in an after-school detention assigned by an administrator. An attendance contract may be formed at this time. More than 12 tardies can result in ISS (In-School Suspension), parent meeting, or other means to help ensure the student arrives to school on time.

Tardies that occur during the day will be handled by the grade level teams, who will communicate these expectations at the beginning of the year.

TEXTBOOKS

Textbooks are assigned by teachers. Textbooks are expensive to replace, so please take proper care of them. A normal amount of wear is expected on a book during the course of a school year, but fines will be assigned for excessive damage. Students are expected to pay for lost or damaged books; students are also expected to pay for damaging another student's books. Please do not lend books to others as they are assigned to specific students.

TRUANCY

A student is truant when absent from school without the knowledge of his/her parent or guardian. Any students absent from a class, or part of a class, without permission from the teacher of that class is considered truant whether he/she remains on campus or leave the campus. Consequences for truancy include detention or in-school suspension. Excessive truancy can result in further disciplinary action and/or the notification of legal authorities.

VISITORS

Students from other schools must have permission from the principal prior to visiting. This is only allowed for students who wish to tour our school with the purpose of enrolling.

No visitors will be allowed two days prior to a holiday break from school or the last week of a semester.

WITHDRAWAL FROM SCHOOL

Students who transfer to a different school must secure and complete the necessary forms from the middle school registrar. The student is responsible for returning all books and materials to the appropriate staff person. Students must pay all fines owed to the school prior to any transcript being released.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

Families have the right to review educational records of their students. The school principal is responsible for maintaining the privacy and security of student records. Families must give written consent for the release of information from school records to outside agencies.

FREE AND REDUCED LUNCHES

Applications for reduced or free lunches will be distributed to families in registration packets before school starts. Applications are also available throughout the school year in the middle school office.

NON-DISCRIMINATION POLICY

The Brentwood School District is committed to maintaining an educational and workplace environment that is free from discrimination, harassment, and retaliation in admission or access to, or treatment or employment in, its programs, services, activities and facilities. The District is committed to providing equal opportunity in all areas of education, recruiting, hiring, retention, promotion and contracted service.

In its programs and activities, the District does not discriminate on the basis of race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic protected by law and as required as required by Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and Title II of the Americans with Disabilities Act of 1990. In addition, the District provides equal access to the Boy Scouts of America and other designated youth groups. Further, no person shall be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination based on the above listed characteristics under a school nutrition program for which the District receives federal financial assistance from the U.S. Department of Agriculture (USDA Food and Nutrition Service).

The following person is designated and authorized as the District's Non-Discrimination and Title IX Coordinator to coordinate compliance with the laws identified above, including to handle inquiries or complaints regarding the District's non-discrimination policies:

Title IX Coordinator

Dr. Katy Chambers

Executive Director of Human Resources, Title IX Coordinator
Brentwood School District
kchambers@brentwoodmoschools.org
Work: [314-962-4507](tel:314-962-4507)
1201 Hanley Industrial Ct
Brentwood, Missouri 63144

For information regarding how to report or file a claim of discrimination, harassment, or retaliation, see [Board of Education Policy AC](#). Policy AC shall govern the grievance procedures, process, and response for complaints and concerns by parents, patrons, employees, or students of the District related to discrimination, harassment, or retaliation on the basis of race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic protected by law.

Inquiries or concerns regarding civil rights compliance by school districts should be directed to the local school district's Non-Discrimination and Title IX Coordinator. Inquiries and complaints may also be directed to the Kansas City Office, Office for Civil Rights, US Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114; (816) 268-0550; TDD (877) 521-2172.

PTO

BMS PTO is committed to uniting BMS students, staff, parents, and community members for the purpose of supporting, enhancing and creating opportunities for growth and enrichment. All parents are encouraged to participate and volunteer their time and resources. The PTO supports BMS by providing family room parents, teacher recognition and hospitality, and fundraisers such as the annual chili cook-off and silent auction, and other special activities. PTO meetings are held once a month virtually or in the BMS conference room.

PARENT PORTAL

The Brentwood School District strengthens its connection with parents through the Infinite Campus Parent Portal. This is a web-based program that allows parents to access their child's classroom grades, attendance, discipline report, lunch account balance and food choices 24 hours a day, 7 days a week.

To sign up for the Parent Portal, contact the Middle School office at 962-8238 and the registrar will assist you.

SAFE SCHOOLS ACT

Section 167.155, RSMo requires the juvenile officer as soon as reasonably practical to notify the school superintendent when the juvenile officer files a petition alleging that a pupil has committed any one of a specific list of crimes. The notification can be oral or in writing, but if made orally, written notice must follow in a timely manner. The notice is required to include a complete description of the conduct and the dates, but shall not include the name of the victim.

The school superintendent may report such information to teachers and school district employees who have a "need to know." The school district and its employees must hold this information in confidence. The school superintendent must also notify the juvenile court if the pupil is suspended for more than 10 days or if the pupil is expelled and the district is aware that the juvenile is under the jurisdiction of the juvenile court. The statute also authorizes the school superintendent to serve as a consultant at any dispositional hearing.

The specific list of crimes that must be reported by the juvenile officer to the school superintendent is as follows:

First Degree Murder under Section 565.020, RSMo
Second Degree Murder under Section 565.021, RSMo
Kidnapping under Section 565.110, RSMo
First Degree Assault under Section 565.050, RSMo
Forcible Rape under Section 566.030, RSMo
Forcible Sodomy under Section 566.060, RSMo
Burglary in the First Degree under Section 569.160, RSMo
Robbery in the First Degree under Section 569.020, RSMo
Distribution of Drugs under Section 195.211, RSMo
Distribution of Drugs to a Minor under Section 195.212, RSMo
Arson in the First Degree under Section 569.040, RSMo
Voluntary Manslaughter under Section 565.023, RSMo
Involuntary Manslaughter under Section 565.024, RSMo
Second Degree Assault under Section 565.060, RSMo
Sexual Assault under Section 566.040, RSMo

Felonious Restraint under Section 565.120, RSMo
Property Damage in the First Degree under Section 569.100, RSMo
Possession of a Weapon under Chapter 571, RSMo
Child Molestation in the First Degree pursuant to Section 566.067, RSMo
Deviate Sexual Assault pursuant to Section 566.070, RSMo
Sexual Misconduct Involving a Child pursuant to Section 566.083, RSMo
Sexual Abuse pursuant to Section 566.100, RSMo

In addition to reporting to the school superintendent when a petition is filed alleging the pupil has committed certain crimes, the juvenile officer or the prosecuting attorney or designee is required to send a second notification to the school superintendent providing the disposition of the case, including a brief summary of the relevant finding of facts. Such second notification must be sent no later than five days following the disposition.

It is suggested that a two-part form be developed for use by the juvenile officer which allows the juvenile officer to fill out part one checking the appropriate box to designate the specific crime or crimes which are alleged in the petition involving the juvenile. A copy of the petition or motion to modify should be attached.

At the conclusion of the case, part two of the two-part form can be filled out checking the box for the disposition given by the court, and a copy of the judgment of disposition attached in order to satisfy the notice requirements.

SPECIAL SCHOOL DISTRICT

Brentwood School District, in conjunction with the Special School District of St. Louis County (SSD), provides services to students who have been identified with special learning needs.

The Brentwood School District and/or a student's parent/guardian may request that a student be evaluated for SSD services. Inquiries should be made to the Brentwood Middle School principal or counselor.

AFTER SCHOOL DETENTION

As a school committed to a safe and positive learning environment, students who do not respond appropriately to school expectations may receive an after school detention. These are assigned based on the belief that students can learn from their mistakes and improve their decision making in the future. Lunch detentions and/or after school detentions may be assigned by any staff member.

Lunch detentions occur during a student's lunch period. After school detention occurs between 3:10 p.m. and 4:05 p.m. A 4:05 p.m. bus is available for students who participate in the VICC program.

ALL STUDENTS HAVE A VOICE AT BMS

At BMS, we give students many opportunities to be leaders for our school and to increase their voice. Examples of such opportunities include the following:

Family
NJHS
Student Lighthouse Leadership Team
Yearbook Club

BULLYING/CYBERBULLYING

Bullying is defined as an unwanted, aggressive behavior with an imbalance of power. Bullying is a repeated behavior or has the potential to be one and is not tolerated at BMS. Students are strongly encouraged to:

- Refuse to join in or watch bullying.
- Speak out against bullies.
- Stand up for the person being bullied.
- Report any bullying to a staff member as soon as possible.
- Make an effort to include students who feel left out.

Students are not encouraged to do anything that will place them in danger. They should only speak out or stand up if they feel it is safe to do so.

Cyberbullying, which is bullying through e-mail, instant messaging, texting, blogging, and other methods, can cause problems between students and can carry over into school. In order to maintain a positive and safe learning environment consequences may be issued if cyber bullying creates a disruption at school.

CARE OF BUILDING AND EQUIPMENT

We expect that students show proper respect for our building and its equipment.

- Trash should be disposed of in the appropriate containers.

- Furniture and school equipment should be treated in a respectful manner. Any broken or damaged items should be reported to a teacher or to the office.
- Walls, lockers, and furniture should not be defaced.

The school district provides our students and staff with a building that is comfortable and inviting. It is a serious matter when a student carelessly or maliciously destroys or defaces school property, and will be dealt with as a serious discipline issue.

DISCIPLINE

At BMS, we strive to provide a positive climate that encourages and recognizes excellence in performance. The staff at Brentwood Middle School is trained and committed to helping students make the transition between elementary and high school. We also encourage students to attain social skills through modeling of appropriate actions and by treating students with respect.

In order to ensure a safe and productive environment for learning, each student must be aware of his/her responsibilities as a Brentwood Middle School student. When students know what is expected of them, they will be able to uphold those expectations. A student's success depends on the ability to self-monitor and reflect. Certain standards of conduct are necessary to ensure that a person seeking to express his/her own individual rights is not infringing upon the rights of others. Anything that gets in the way of learning can be deemed inappropriate and consequential.

Brentwood Middle School students are expected to be courteous and respectful to one another, to staff members, and to all visitors. Basic rules for appropriate behavior at BMS include the following:

BMS EXPECTATIONS

- Choose Respect
- Choose Responsibility
- Choose Kindness
- Choose Grit
- Choose Mindfulness

In addition:

- No food or drinks are allowed in the hallways, classroom or on school grounds without permission from a staff member.
- Nothing can be sold on school property without the principal's permission.
- Students should not bring items of value and/or excessive amounts of money to school at any time without the permission of the principal. More than \$10 does not need to be brought to school. Money and items should not be lent to classmates. Lost items are not the responsibility of BMS.
- Students who are absent from school for suspension, in-school suspension, or illness may not attend any school-sponsored activities on the day of their absence.
- Students are not allowed to bring friends or visitors to school without prior permission from the principal.

Other unacceptable behaviors:

- Disrespect to staff or others
- Fighting/assault
- Class disturbance
- Insubordination
- Defacing school property
- Truancy
- Late arrivals to school
- Continued tardies
- Theft
- Repeated disciplinary violations
- Sale, possession, or use of drugs/alcohol
- Cheating/plagiarism
- Possession/use of fireworks/weapons/firearms
- Bus safety violation
- Sexual harassment
- Other inappropriate actions/choices.

It is up to the staff and administration to determine the appropriate consequences based on professional judgments, witness statements, and supporting evidence. The above-mentioned behaviors may result in the following:

- Conference with the student
- Lunch detention

- After-school detention
- In-school detention, out-of-school suspension or expulsion

Serious offenses will be handled according to district policy JG & JGR.

HALLWAY BEHAVIOR

At BMS, students are expected to demonstrate respect to all fellow students and adults encountered in the hall. While in the hallway between classes, students should use their time well. During this passing time, they should go to lockers, go to the restroom, and take care of social needs. It is each student's responsibility to get to class on time.

IN-SCHOOL SUSPENSION AND SUSPENSION

In-school suspension (ISS) is a consequence offered in cooperation with Brentwood High School. If a student is placed in ISS, they are expected to report to the middle school office as soon as they arrive at school; they then will be escorted to the ISS room. Students will complete assigned class work while spending the day isolated from the activities of the regular school day. Students in ISS are not allowed to attend after school or evening activities on the days they are assigned to ISS.

OUT-OF-SCHOOL SUSPENSION (BOARD POLICY – JG & JGR)

Out-of-school suspension is a serious consequence. Students will be detained in the office or ISS room until their suspension can begin. Students suspended out of school will not be allowed on school property **at any time** during their time of suspension. Students under suspension are required to complete all assignments missed.

Certain acts of misconduct as outlined by the **Safe Schools Act** will subject the student to suspension (either in or out of school) or expulsion from school. According to the Safe Schools Act, the school district is expected to report these acts of misconduct to the local police who will make a report on behalf of the school district.

Such conduct includes, but is not limited to, the following acts:

- Fighting on campus, at school activities, or while traveling to and from school.
- Damage or destruction of school or private property.
- Extortion or coercion.

- Disrespect and/or disobedience towards adults.
- Possession or use of any tobacco products, drugs, alcohol, weapons, or incendiary devices.
- Theft or possession of stolen property.
- Illegal acts interfering with school purposes or the welfare of others.
- Inappropriate or offensive physical contact other than fighting.
- Any act which seriously endangers the welfare or safety of others.

Students in possession of, or under the influence of, alcoholic beverages while on school property will be suspended from school immediately and a recommendation for expulsion may be made to the appropriate school authorities.

A student who sells, purchases, possesses, transmits or uses drugs on school property will be suspended by the middle school principal and referred to the appropriate school authorities. School authorities may schedule a hearing, within legal limitations, before the Brentwood Board of Education.

Possession of a weapon may result in immediate suspension and recommendation for expulsion. The above school regulations apply to any time that students are present on school property or participate in school-sponsored activities. They do not preclude any action by civil authorities for violations of state law.

SEXUAL HARASSMENT

Brentwood Middle School is committed to maintaining an environment for its students that is free from sexual harassment. Sexual harassment is prohibited and is defined as “unwelcomed or inappropriate verbal or physical conduct of a sexual nature, imposed on the basis of sex, by an employee of the school or fellow student.”

If a student believes he or she is being sexually harassed, the student should bring the concern to the attention of the counselor or principal. The principal will fully investigate the concern and will notify the student and his/her parents or legal guardians of the results of the investigation.

If the investigation substantiates that sexual harassment has occurred, the district will take appropriate disciplinary action against the offender.

MEDICATIONS, ILLNESS, AND IMMUNIZATIONS

A full-time registered nurse is available between 7:30 a.m. and 3:30 p.m. in the clinic, located on the first floor in the high school building. In addition to providing emergency care in case of accidents or illness, the school nurse verifies immunizations, maintains medical records on all students, dispenses

medications and conducts or coordinates vision, hearing, and height and weight screenings on all students. The school nurse acts as a resource for the classroom, staff, parents and students with particular health needs. Students are required to obtain a written pass from their teacher prior to visiting the clinic. Students are not allowed to visit the clinic between classes except in emergency situations.

Medications:

Written authorization is required to administer any medication at school. All medications are to be stored and administered in the clinic. Prescription medications must be labeled by a pharmacist and include the student's name, medication name, strength, dose and prescribing doctor's name. Over-the-counter medications must be in the original container and will only be administered according to the label instructions. All medications are to be delivered to the clinic by a parent or guardian.

Students are not allowed to carry or self-administer any medication except in very limited circumstances and with prior physician authorization and parent/guardian permission.

Illnesses:

Students are to be kept home with a temperature of 100 degrees or higher. They must be fever-free for 24 hours, without the use of fever reducing medication (Tylenol or Motrin) before returning to school.

Parents will be notified when the school nurse believes a student should be sent home with illness or injury. If parents cannot be reached, we will call the emergency telephone number(s) provided on the Emergency Release Form. **It is very important that you inform the school of any change to contact information so that you may be reached in case of an emergency.**

Immunizations:

In order to attend school and be in compliance with Missouri State Law, students must provide proof of immunizations, a signed Medical Exempt form or Religious Exempt form upon registration to Brentwood Middle School which complies with Missouri State law. Please submit proof of any additional immunizations received during the school year.

Effective beginning the 2016 school year the MO Department of Health and Senior Services implemented the following new requirement:

In order to attend school and be in compliance with Missouri State Law the Tdap (tetanus, diphtheria and pertussis) vaccine and the MCV (meningococcal) vaccine will be required for all incoming eighth (8th) grade students, if the child has completed the recommended childhood DTaP/DTP

vaccination series and new requirements for 2016 as well has not received a Td booster within the past two (2) years.

Physical Examinations:

Physical examinations are highly recommended for students entering 7th grade. Parents are advised to schedule these as early in the summer as possible to avoid the before-school rush. Any questions, do not hesitate to call the office of the nurse.

BMS FAMILIES

The BMS family consists of a combination of 6th, 7th, and 8th grade students, and they remain intact throughout the three middle school years. This group meets for about 20 minutes a day. During this time, students build close relationships with their peers as well as with their family teacher. During BMS family, students learn about tolerance, respect, patience, cooperation and focus on our four core values of Integrity, Kindness, Perseverance, and Respect.

CLASS MEETINGS

A class meeting is a time when the “family” group can discuss issues, bring up concerns, plan activities, and work cooperatively. During this time, students demonstrate voice and share their ideas or work through frustrations. This strategy is also used during classes and for content review. This can be a great way for students to talk, interact, and problem solve with each other in a positive way.

CORE VALUES

The core value words that the BMS community agreed upon include:

- Choose Respect
- Choose Responsibility
- Choose Kindness
- Choose Grit
- Choose Mindfulness

These characteristics are embedded in our daily language used in the classroom, discipline, expectations, and every day activities.

Our motto is: “Excellence in all we do and say – that’s the Brentwood Middle way!” The students and teachers incorporate the core value words and the motto into our everyday routines. This establishes high standards for BMS setting us apart from other schools.