

# Bradshaw Mountain Middle School

**12255 E Turquoise Circle**

**Dewey, AZ 86327**

**Phone: 928-759-4900 Fax: 928-759-4920**

Principal: Samantha Opperman	759-4905
Assistant Principal: Jaimie Gargas	759-4903
Administrative Secretary: Darla Lindberg	759-4901
Attendance/Reception: Angela Wilson	759-4900
Library: Kim Hoover	759-4909
School Nurse: Sam Martin	759-4910
HUSD District Office	759-4000
HUSD Transportation	759-5191
Silent Witness	759-4905 and <a href="https://bit.ly/bmmssilentwitness">https://bit.ly/bmmssilentwitness</a>

*Welcome to Bradshaw Mountain Middle School. The student handbook is our way of communicating general information about our school and provides a framework for BMMS. It is important that you read the enclosed information carefully. You are responsible for knowing and adhering to the policies and procedures outlined in the following pages. Policies could be changed during the year if needed for the safety and well-being of our students. BMMS is also governed by the HUSD Policy and Procedures Manuals which are available for your review at the HUSD office or at BMMS.*

*Thank you for being part of our Bradshaw Mountain Middle School family. Should you have any questions or concerns, please do not hesitate to contact us.*

**THIS AGENDA BELONGS TO \_\_\_\_\_**

Student ID:	<b>Username: Password:</b>
SSID #:	Testing Portal:
BUS #:	StudentVUE:
	Google:

Classroom Passes				
Quarter 1				
<u>Date</u>	<u>Time</u>	<u>Destination</u>	<u>Class</u>	<u>Teacher Signature</u>
			ELA	
			ELA	
			ELA	
			Math	
			Math	
			Math	
			Science	
			Science	
			Science	
			Elective:_____	
			Elective:_____	
			Elective:_____	
			Elective:_____	
			Elective:_____	
			Elective:_____	

## Classroom Passes

### Quarter 2

<u>Date</u>	<u>Time</u>	<u>Destination</u>	<u>Class</u>	<u>Teacher Signature</u>
			ELA	
			ELA	
			ELA	
			Math	
			Math	
			Math	
			Science	
			Science	
			Science	
			Elective:_____	
			Elective:_____	
			Elective:_____	
			Elective:_____	
			Elective:_____	
			Elective:_____	

Classroom Passes				
Quarter 3				
<u>Date</u>	<u>Time</u>	<u>Destination</u>	<u>Class</u>	<u>Teacher Signature</u>
			ELA	
			ELA	
			ELA	
			Math	
			Math	
			Math	
			Science	
			Science	
			Science	
			Elective:_____	
			Elective:_____	
			Elective:_____	
			Elective:_____	
			Elective:_____	
			Elective:_____	

Classroom Passes				
Quarter 4				
<u>Date</u>	<u>Time</u>	<u>Destination</u>	<u>Class</u>	<u>Teacher Signature</u>
			ELA	
			ELA	
			ELA	
			Math	
			Math	
			Math	
			Science	
			Science	
			Science	
			Elective:_____	
			Elective:_____	
			Elective:_____	
			Elective:_____	
			Elective:_____	
			Elective:_____	



Bradshaw Mountain Middle School  
**BRUINS**  
*Creating 21<sup>st</sup> Century Leaders*

### **School Vision Statement**

Fostering 21st-century individuals who are kind, solution-oriented, resilient, self-directed, and global citizens

### **School Mission Statement**

BMMS will implement 21<sup>st</sup> century learning experiences that foster communication, collaboration, critical thinking, and creativity via the cultivation of individual strengths and talents in a safe, supportive, and innovative environment.

### **Daily Class Schedule**

Gates open at 7:00 AM for students each morning. Students should not be dropped off before this time as NO SUPERVISION IS PROVIDED. Once students arrive at school in the morning, they are expected to stay on campus for the entire day. Students are only permitted to leave after a parent/guardian signs the student out in the front office. School begins at 7:40 AM. The school schedule and start/end times could change depending on bus pick-up and drop off times.

	<b>Mon/Tues/Thurs/Fri</b>	<b>Wednesday (Early Release)</b>
School Start Time	7:40 AM	7:40 AM
School End Time	2:25 PM	1:25 PM

# SCHOOL-WIDE STUDENT EXPECTATIONS



Good discipline is respect for authority, respect for others, respect for self, and respect for rules. It is self-attitude and control of behavior that begins at home, is maintained and reinforced at school, and is applied throughout life. It is the student's responsibility to obey school regulations and the school authorities that enforce them. With a learning environment you can be proud of; your middle school experience will nurture long-lasting skills and memories.

BMMS Students are expected to follow THE BRUIN WAY at all BMMS/HUSD locations and school-sponsored events.

**KAHFAAOOTY = Keep All Hands, Feet, and All Other Objects to Yourself!**

## **ATTENDANCE AND TARDY POLICY**

Every child's academic success is important and regular attendance is necessary to meet that goal. **Arizona State Law requires attendance for school-age children between the ages of six and sixteen.** HUSD Policy will be followed for attendance. Arizona Revised Statute 15-803 defines excessive absence as 10 or more excused or unexcused absences per school year. Students who have ten or more absences per semester outside of excused quarantine, chronic health, or bereavement will be referred to juvenile court.

A student is tardy if not in the classroom prior to the bell. After missing ten minutes, the student is truant unless excused by the office or previous teacher. A student who is marked tardy three times in any one class will be assigned lunch detention by that teacher. Lunch detentions will then be assigned for the fourth tardy with an office referral given for five or more tardies. Repeat tardies could result in missing lunch each day to make up for missing classroom time.

## **SILENT WITNESS**

The Bradshaw Mountain Middle School has established a Silent Witness Program. The program is designed to allow a student to provide school officials with pertinent information about a crime, school safety issue or a violation of school rules, and **remain anonymous.** **Bradshaw Mountain Middle School Silent Witness Hotline: 928-759-4905 or <https://bit.ly/bmmssilentwitness>.**

## **DRESS CODE** (see HUSD policy JICA)

We believe that the students at BMMS are responsible individuals who will reflect this in their dress and behavior. Student dress will be appropriate during the school day and at all BMMS/HUSD-sponsored events. Basic expectations of sanitation, safety, neatness, and modesty must be observed. Administration makes final decisions regarding attire, and parent/guardian may be contacted to bring an appropriate change of clothing or to pick up the student.

### **Shirts:**

- Must cover the torso (both front and back) and have an appropriate neckline and fitted armholes. Any crop tops (or tops that show any midriff) are not permitted.
  - Students must be able to lift their arms without midriff showing.
- Must have sleeves and fully cover the shoulder. No cut-out sleeves.
- Must have an appropriate length (must cover all skin between shirt and pants/skirts/shorts when arms are raised).
- Undergarments should not be visible.
- Students **MUST** wear a shirt under their sweatshirt/jacket.

### **Pants/Skirts/Shorts:**

- The waistline of pants/skirts/shorts must stay above the hips.
- Shorts, skirts, and dresses must be at least 3 inches or longer above the knee. Any clothing shorter than this will need to be changed out.
- No athletic/athleisure leggings or leggings that skin can be seen through.
- Students will **NOT** be allowed to wear pajama pants or sweats, joggers, or loungewear that look like pajamas.
- **No pants/skirts/shorts with rips**
- Bottoms that qualify as “pants” must meet **two** of the **three** following criteria: have a zipper, have pockets, and have a side seam.

### **General Guidelines:**

- Students should not wear clothing, hairstyles, jewelry, or accessories that could be deemed as a safety hazard or distraction to the learning environment. This decision is under the discretion of the principal.
- Students may not wear items that promote alcohol, drugs, tobacco products, sex, nudity, gang affiliation, or that allude to topics inappropriate for school or considered to be offensive to others. This decision is under the discretion of the principal.
- Religious medallions, medals, or beads are acceptable if they do not extend below the belt but may be prohibited in certain classes by teachers as a safety precaution.
- Chains and spikes are not permitted. This includes heavy chain necklaces and bracelets. This also includes chains attached to wallets. Earrings, gages, and other jewelry must not be larger than a dime and may not have spikes on the front or back.
- Lanyards are not to be worn or visible on the person of a student.
- Hats, hoods, stocking caps, headgear (crowns, ears, etc), sunglasses, and bandanas are not to be worn during the regular school day. These items need to be removed when entering the campus and should not be displayed or attached to clothing.
- Tattoos are not permitted. Existing tattoos must be covered. Students are not to draw or write on themselves, their clothes, or others.
- Make-up should be used with restraint. **Hair needs to be styled so that the student’s eyes are visible.**
- **Make-up, perfume, cologne, hairspray, body spray, and all personal hygiene items are not allowed in class, restrooms, or hallways. P.E. Teachers will monitor proper use in the locker rooms.**
- Shoes, sandals, or boots must be worn at all times. Shoes above 1 inch or platforms are not safe for school. Tennis shoes must be worn in PE. No slippers or slides. **Closed-toe shoes ONLY!**
- Weather-appropriate attire is encouraged.
- Hoods are only to be worn in poor weather. Acceptable times to wear hoods are at the discretion of the principal.



## **CELL PHONES / PERSONAL ELECTRONICS USE POLICY**

For safety and communication purposes, cell phones MAY be brought on campus and to school activities and events. The phone must be **TURNED OFF** and remain out of sight throughout the school day, activities, and events. Cell phones will be left in the classroom when students are using a pass to leave class. **If electronic devices are found in violation of this policy, the item will be confiscated by a staff member and students will have to have parent signatures and follow the policy on the confiscated item document to have the item returned.** If students need to be contacted during school hours, please go through the school office. A phone is also available in the front office for students to use to communicate with parents. **The school is not responsible for lost, damaged, or stolen cell phones and electronic devices.** Earbuds and airpods ARE NOT permitted on campus.

## **APPROPRIATE USE OF SCHOOL ELECTRONICS POLICY**

Students are expected to follow the HUSD policy in caring for these devices and using the search engines and technology in a positive and appropriate manner. Students who violate this policy will be blocked from all HUSD technology when two warnings have been issued. Additional infractions can result in long-term loss of HUSD technology and accounts as well as a school consequence.

## **UNAUTHORIZED ITEMS**

Unauthorized items include but are not limited to **personal cameras, laser pens, skateboards, scooters, music players, video games, toys, or other electronics.** Students are also not allowed to bring energy drinks or beverages with high amounts of caffeine to school. Please also be mindful of sending large bags of chips or treats to school with your child. These items are not allowed from the time arriving on school grounds until the dismissal bell rings. Unauthorized items will be confiscated and held in the office until the student's parent or guardian comes to claim the item. Fidget or stress devices used inappropriately will also be confiscated. Items confiscated a second time will be held in the office until the end of the semester. **The school is not responsible for lost, broken, or stolen items.**

## **PARENTS/VISITORS ON CAMPUS**

All parents/visitors **MUST** report to the front office when visiting BMMS. This includes but is not limited to observing in a classroom or dropping off something for them at lunch or in the morning. Please have a photo ID with you when checking in.

## **MESSAGES TO STUDENTS**

All messages from home will be given to the student by the end of the day. Please make arrangements for transportation, etc., prior to arriving at school. We cannot guarantee that students will receive any message after 1:45 pm.

## **STUDENT PROGRESS / GRADING**

BMMS teachers value the grading process and understand that grades serve three purposes:

1. Grades provide feedback to *students* to improve performance.
2. Grades provide information to *parents* on student progress towards specific learning targets.
3. Grades help *teachers* to plan their instruction in a way that meets a variety of learning needs. For grades to be an effective tool, BMMS teachers believe that grades need to be accurate, fair, specific, and timely. Grades also need to reflect students' ability to reach proficiency and beyond Arizona's rigorous academic standards and essential skills.

## **UNDERSTANDING STANDARDS-REFERENCED GRADING AT BMMS**

BMMS uses standards-referenced grading. Standards-referenced grading is a grading system that focuses on the content, skills, or standards that students must learn. This means that when recording scores, the concern is not with the cumulative grade on the test, but rather the level of mastery the student has achieved on each concept assessed on that test. With this slight change, instruction can be adjusted to help struggling students with particular skills and/or to provide enrichment opportunities when a skill is mastered. The following table highlights the ways that traditional grading and standards-based grading differ.

<b>Traditional Grading</b>	<b>Standards-Based Grading</b>
Final grades are an average of performance, effort, homework completion, and other criteria developed by the teacher. As a result, what final grades communicate might be unclear and will likely vary from teacher to teacher.	Final grades describe a student's progress towards specific course standards (or learning targets). The specificity enables students and families to identify strengths and areas for improvement.
A certain average (e.g., 70% is required to pass a class and receive credit.) Students may not have mastered a large portion of the material but will still receive credit.	To receive credit, students must meet criteria or show growth for course standards (or learning targets) within a class. (100% of the final grade)
Grades are viewed as rewards or punishments for overall school performance.	Grades are viewed as a tool for communicating student progress toward specific course standards (or learning targets).
Work habits, such as homework completion or on-task behavior are averaged in with course grades. This practice can raise or lower grades without clarity as to why.  Grading is something done by teachers to students and is generally not well understood by students.	Habits of work /21st-century skills are reported and graded separately and are evidence-based and skill-based. They are viewed as essential elements in academic grades.  Students play an active role in understanding learning targets, tracking their progress, identifying next steps, and communicating their progress.

#### **What My Grades Mean: A Helpful Chart**

<b>Level</b>	<b>Standard Mastery</b>
<b>4</b>	<b>Above Mastery/Highly Proficient</b> The student demonstrates an in-depth understanding of the material by completing advanced applications of the material.
<b>3</b>	<b>At Mastery/Proficient</b> The student has mastered the complex, targeted knowledge and skills for the class.
<b>2</b>	The student understands the foundational material that supports the targeted learning but is still working to master the complex material for the class.
<b>1</b>	<b>Below Mastery/Minimally Proficient</b> The student can demonstrate an understanding of the foundational material for the class with help from the teacher, but still struggles when working independently.
<b>0</b>	<b>No Data</b> The student did not produce any evidence of understanding (missing work).

**\*0.0:** Please be aware that zeros will throw off the grading system and make the student's grade appear as a zero for an entire standard until the work is made up.

### **GRADE REPORTING: StudentVUE / ParentVUE and TUTORIALS**

Students have access to StudentVUE and parents will have ParentVUE accounts to track progress. Questions about student progress and grades should be directed to the teacher. Messages can be left for each teacher by calling 759-4900. Parents can use ParentVUE to contact their child's teachers. Progress grades will be available on StudentVUE and ParentVUE; report cards will not be mailed home as detailed student progress is available on ParentVUE. Tutorials are available every day from 7:05-7:37 AM for students who need make-up work or who need support with a learning goal.

## **MAKE-UP, RE-DO, RE-ASSESSMENT POLICY**

*"If we really want students to reflect on their mistakes and revise their thinking and/or performances, they have to know their efforts will count. If we want them to heed our feedback on the work, they have to know that it can be used to improve their status." Rick Wormeli*

- It is the student's responsibility to advocate and to work with their teachers for make-up and re-do work.
- Tutorials are available several times each week in all subject areas. Students may attend any available tutorial to receive help.
- Work that is not completed after one additional day may be documented as a zero until work is made up.
- Teachers have the right to deny a student any make-up work the Friday prior to the end of each quarter.
- STUDENTS WHO ARE AT RISK OF LOSING CREDIT IN CLASSES WILL BE ASSIGNED TO MANDATORY TUTORIALS. STUDENTS WHO MISS TUTORIALS IN THE AM WILL WORK IN THE OFFICE DURING LUNCH OR IN THE ISS ROOM.

## **PARENT / TEACHER CONFERENCES**

Please contact your child's teacher or the front office to arrange an appointment if you would like to discuss your child's progress. Formal requests for meetings with teachers or the principal **must be made at least 48 hours in advance**. **Impromptu/drop-in meetings with the principal or teachers will not be accommodated**. Formal conferences are scheduled at the end of the first quarter of each year.

## **STUDENT HONOR CODE / CHEATING**

Academic honesty and integrity are essential to success. Honesty is required to ensure an accurate measurement of student learning on assignments and assessments. Cheating is misleading an instructor in some way as to receive or attempt to receive credit for work not originated by the student or work performed with unauthorized assistance. Teachers will work with the administration to determine consequences for violation of the honor code.

### **What does this look like:**

- *Copying from another student's examination, assignment, or other coursework with or without his/her permission;*
- *Unauthorized collaboration that violates the teacher's established expectations;*
- *Allowing another student to copy his/her work;*
- *Having another person take an examination, write a paper, or complete an assignment;*
- *Using unauthorized "cheat sheets," notations on desk, clothing, self, or personal technology devices (such as graphing calculators or data organizers) as "electronic cheat sheets";*
- *Giving or receiving copies of examinations with or without an exchange of money or other forms of reimbursement;*
- *Revealing/receiving examination content, questions, answers, or tips from another student or removing such information from the classroom after an examination through the use of notes, scratch paper, technology, verbal communication, etc.;*
- *Using technology inappropriately to complete coursework or examinations;*
- *Resubmitting substantially the same work that was produced for another assignment or course without authorization;*
- *copying text or other materials from the Internet or other sources without citing them;*
- *paraphrasing items from a book or article without citing them;*
- *using translation software to translate sentences or passages; or*
- *using the same sentence structure or thesis as another source without citing it.*

(Source: Eastview High School, MN)

## **PROMOTION/ RETENTION POLICIES**

At Bradshaw Mountain Middle School we promote both academic and personal growth for all of our students. Students who struggle academically in middle school often have difficulty making the transition to high school. For this reason, we look at our students' academic performance at the end of each grading period. Students who do not complete course requirements could be retained. Notification of possible retention will be sent out to parents at the beginning of Semester 2. **Parents are highly encouraged to check ParentVue regularly for up-to-date grades for their students.**

## **CURRICULUM -Controversial Issues (HUSD policy JFCKB)**

Parents are welcome to view any curriculum materials and classroom texts.

Students will encounter diverse points of view. They shall have opportunities to hear speakers and view presentations representing a wide range of views in classes, clubs, and assemblies under guidelines established by the school district. If it is determined that a student and or parent objects as a matter of principle to participate in an activity assigned by school personnel, an alternative activity will be assigned without penalty or embarrassment to the student. Please contact the administration with any questions regarding curriculum and lesson plans.

## **LIBRARY**

Students may check out library books for two weeks. Overdue books carry fines, assessed as follows:

\* If you have an excused absence on the due date, fines will be waived until you return.

\* Loss of library book check-out privileges will result if books are not returned in a timely manner. \*

Replacement fees will be charged for lost books.

\* Fines/fees **MUST** be cleared prior to receiving the final report card or withdrawal from school and to attend any end-of-the-year events.

## **TEXTBOOKS & SUPPLIES**

Students are given free use of textbooks in accordance with the State of Arizona and the State Board of Education. Supplementary materials and supplies are furnished based upon the financial ability of the District. Students have a responsibility to maintain these books and materials and will be charged for lost or damaged textbooks and supplementary materials. A school supply list can be found on the BMMS website or picked up at the front office. Students are expected to have the required materials for each class.

**BMMS students who are enrolled in PE will need to purchase a PE uniform and will be assigned a PE locker to use during PE.** Lockers are school property and subject to search at any time. Students are to use **ONLY** their locker and they should not share lockers or share their combination with others. The school is not responsible for personal items that are stolen or damaged from lockers. Students need to report broken or damaged lockers immediately to the office/ PE Teacher.

<b><u>Student Belongings / Backpacks</u></b>	
Students are responsible for the care of their backpacks and all contents. The school is not responsible for personal items or school items checked out to students that are stolen or damaged. Lockers will not be issued.	
<p style="text-align: center;"><b>Before School</b></p> <ul style="list-style-type: none"><li>• Students keep their backpacks with them in the library, cafeteria, tutorials, or other morning activities.</li><li>• GYM - Students will line their backpacks along the southeast corner of the gym.</li><li>• Field - Students will keep their backpacks with them if not playing sports. If active, students need to line their backpacks up along the left-field fence.</li></ul> <p style="text-align: center;"><b>Lunch</b></p> <ul style="list-style-type: none"><li>• No backpacks are allowed on the field.</li><li>• Students must keep backpacks out of the aiseways in the cafeteria.</li></ul>	<p style="text-align: center;"><b>During Classes</b></p> <ul style="list-style-type: none"><li>• Backpacks need to be stored under the student's desk or on the back of the chair (unless specified by the teacher).</li><li>• Clean out backpacks regularly. Homerooms will conduct a backpack clean-out once per week. Backpacks must adhere to the following criteria:<ul style="list-style-type: none"><li>○ All materials should be straight with papers organized and lying flat.</li><li>○ Have no trash/food (outside of a normal lunch).</li><li>○ Hold loose papers in a binder or folder.</li><li>○ Have all writing utensils in a pouch or other container.</li><li>○ Limit personal items (<b>no make-up, body sprays, cologne, perfume, hair spray, etc</b>). <u>If these items are seen or used in class, they will be confiscated and held until a parent/guardian can pick them up from the office.</u></li></ul></li></ul>

## **SPACES RESTRICTED TO STUDENTS**

For student safety please remain in the designated areas in the morning and at lunch. Students are permitted in the cafeteria, field/gym, tutorials, activities, or library before school. Students are permitted to be in the cafeteria or field/gym during lunch. Students are not allowed to be in other areas or hallways. Students are not allowed to use the restrooms during passing periods and must have a pass from a teacher to use the restroom. The gym lobby and restrooms are also closed areas during the school day. This helps us with supervision and safety measures.

## **PERSONAL ATHLETIC EQUIPMENT**

Students are welcome to bring their own personal basketballs, soccer balls, and footballs to use during AM and lunch recess. No baseballs, softballs, or bats are allowed. Personal athletic equipment can be checked into the office. Misused athletic equipment will be confiscated. Items confiscated a second time will be held in the office until the end of the semester. **The school is not responsible for lost, damaged, or stolen sports equipment.**

## **FIELD RULES**

- \* Throwing of any objects (not sports-related), especially rocks, is not permitted.
- \* Games involving tackling, tripping, pushing or shoving are not permitted. KAHFAAOOTY \*
- Be responsible for equipment and return it when finished.
- \* No food or drinks allowed on the field.
- \* Use the restroom prior to going to the field. **Only the cafeteria restroom may be used during lunch.** \*
- No wall ball allowed at any time.**
- \* **Only students and school personnel are allowed on the field.**

**All other areas except for the designated field(s) before school and during lunch are OFF LIMITS. Exceptions are during inclement weather when students will be informed of alternative arrangements.**

## **SCHOOL DANCES AND ACTIVITIES**

All dances and activities are for BMMS students only and are under the supervision of the school staff. School rules and dress codes will be followed. Students are to arrive prior to the start of the event and remain at the event for the entire evening. No one will be permitted to leave the designated area during the event without a parent present. Parents who need to pick up their students early must come to the gym and check with one of the sponsors. Event hours will be announced. Parents are to pick their students up **no later** than five minutes after the ending time. Students whose parents fail to pick them up at the designated time will not be allowed to attend future events. **Students receiving any disciplinary suspensions or three or more lunch detentions each quarter will jeopardize their privilege to attend school dances and events. School attendance on the day of the dance or event is mandatory.**

## **ATHLETICS AND ACTIVITIES**

The middle schools provide an opportunity for students to participate in interscholastic competition at the sixth, seventh, and eighth-grade levels in volleyball, basketball, wrestling, soccer, cross country, roller hockey, flag football, and track. Students have to have all classwork completed and exemplary behavior to participate in any athletic event.

Students who are attending games or events as participants and/or spectators will be responsible for following all school policies including the cell phone policy and dress code.

## **ELIGIBILITY REQUIREMENTS FOR EXTRACURRICULAR & ATHLETIC ACTIVITIES**

Any student who participates in a school-sponsored activity (athletics, Student Council, etc.) is expected to maintain their academics and follow the Bruin Way. Progress grades and student behavior logs will be submitted to the athletic director every MONDAY by 7:00 AM. Students who do not meet behavior and academic standards will be placed on probation for that week. Students will not be allowed to practice and play during their one week of probation. Students who do not work with teachers to meet requirements during the probation will not be allowed to practice or play the following week. Students who are on probation three times or who become ineligible to play two times will be removed from the team.

The student must attend school on the day of an event to participate. A student who reaches a level three or higher on the Discipline Matrix may be ineligible to participate depending on the severity of the offense (as determined by administration). Sponsors/Coaches may also implement policies for their own team. Students who do not follow the policies of coaches that have been approved by the administration will forfeit their participation on any team/club.

## **DISCIPLINE POLICY**

BMMS Students are expected to follow THE BRUIN WAY at all BMMS/HUSD locations and school-sponsored events. Our teachers will follow the flow chart below for minor infractions. All other infractions will follow the HUSD discipline matrix and policies.

### **BMMS DISCIPLINE FLOW CHART (STUDENTS)**

