



Bon Lin Middle Parent/Student Handbook

2026-2027

3862 N. Germantown Road Bartlett, TN 38133 Phone – 901.347.1520

<https://blms.bartlettschools.org>

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!

It is a privilege to be able to serve as your principal. I would like to welcome everyone back to what is going to be a great school year. The administration, faculty, and staff are committed to the success of each and every student. We hope every student will participate in the various activities offered over the course of their time at BLMS. Help us encourage your students to strive for their best every day. We hope that each family will be involved by joining the PTO and volunteering at special events. Together we can make the middle school years an enjoyable experience.

Remember to be Respectful, Responsible, and Ready!

JJ Williams, 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 and maintain a visually appealing environment.

The community is encouraged to....

- Get involved with the school's extracurricular activities and PTO.
- Help children keep a positive attitude about school.
- Monitor academic progress and communicate with teachers.

STAFF INFORMATION

Mr. JJ Williams: Principal, 6th Grade Administrator
Mr. Daniel Longo: Asst. Principal, 8th Grade Administrator, Safety, Testing, Transportation, 504
Mrs. Morgan Smith: Asst. Principal, 7th Grade Administrator, DEC, PBIS, PowerSchool, RTI
Mrs. Robyn Crutchfield: School Counselor
Mrs. Rachel Mogy: School Counselor
Mrs. Tomorra Young: Cafeteria Manager
Mrs. Yuvonne Long: Front Desk
Mrs. Alison Kelley: Attendance Operator
Mrs. Ciara Perry: DEC Clerical
Mrs. Jill Morgan: Financial Clerical
Mrs. Amy Boyd: School Nurse
Mrs. Stephanie Robertson: School Nurse
School Phone: 901-347-1520
School Fax: 901-347-1491

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

Please note teachers respond to phone messages and emails during their planning period and are not expected to respond while in class with students, after leaving school, or on weekends.

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.

GENERAL RULES

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

These simple rules express the heart of our expectations for behavior 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 behavior, to always be Responsible for their actions, and to 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 within 2 days of returning to school, explaining the reason for the absence. 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 any 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 contacts in PowerSchool. A valid picture ID is also required at the time of checkout. No student will be dismissed to anyone under the age of 18.

ADDRESS/CONTACT INFORMATION CHANGES

After the initial registration, any changes in a student's address/telephone/emergency number must be submitted to akelley@bartlettschools.org, so our student information system can be updated.

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

ATHLETICS

Bon Lin Middle School sponsors boys and girls basketball teams, soccer teams, volleyball teams, and a cheerleading squad. Basketball and volleyball will compete with other area middle schools as a TMSAA member.

Bartlett City Schools has multiple combined middle school athletics, including football, baseball, softball, lacrosse, wrestling, golf, cross country, and track & field.

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

BACKPACKS

Backpacks should have a padded pocket designed to hold the iPad that will be issued to students.

Students will not be allowed to carry iPads 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 iPad will be carried in the padded sleeve in the backpack. Food and drink should be kept away from laptops.

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 behavior.**

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; parents must submit a request ahead of time, explaining the situation if there is an emergency.

CAFETERIA/LUNCH

A variety of food and snacks are available for purchase each day or students may bring their lunch. Students must purchase a lunch if the family doesn't qualify for free/reduced lunch (all parents are encouraged to visit the BCS website and complete the Reduced Meal Application). 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, cookies, pizza, salad, and fresh fruit. All students have an account in the cafeteria. Cafeteria funds should be deposited using the SchoolCafe website. We do accept cash or checks for cafeteria accounts but we cannot give change back to a student; online with SchoolCafe is the preferred method. For questions, please reach out our Cafeteria Manager Tomorra Young at tdowney@bartlettschools.org.

Parents may also bring lunch for their child, but 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, holidays, etc. Any food such as cupcakes or cookies that will be offered to the class must be store bought.

Parents and siblings are allowed to stay and eat lunch with their students. Outside food cannot be dropped off in the office for the student to pick up during lunch; a parent will have to stay and eat lunch with their student. DoorDash is not allowed to make deliveries for students.

Students may have a water bottle, with a top that securely fastens, and can fill up the bottles at our water bottle filling stations. Cups with a lids/straws and glass bottles are not permitted. Other drinks, such as juice or soda, should not be carried in the water bottles.

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 during class, i.e., death in family, hospitalization, etc. An administrator will be made aware of any emergency.
2. Forgotten items (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 in the front office 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 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.

6th Grade students arriving by car are to be dropped off at the curb at the north-east end of the building, past the front circle driveway. 7th and 8th Grade students are dropped off at the front of the school. When dropping off students in the morning, please pull up as far as possible along the sidewalk to the sign/adult.

Students cannot be dropped off early to wait outside the building, as this is a safety concern. Students may begin entering the building at 7:40.

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

Germantown Road is considered a school zone and your speed must not exceed 25 mph. Students are not allowed to walk or ride bikes to school due to the traffic on Germantown Road; students should never be let out of a vehicle on Germantown Road to walk to campus.

CELL PHONES

Cell phones may be brought to school but must be turned completely off and must be put away in a backpack. Students are not allowed to carry their phones in pockets or have them out in the hallway and restrooms. 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 leaving the class. The expectations for having a cell phone at school is set forth by BCS policy #6023. This policy includes any electronic communication device including but not limited to cell phones, earbuds/headphones, smart watches, and personal iPads.

- 1st Cell Phone Violation: Phone is taken up and a parent must pick up phone.
- 2nd Cell Phone Violation: Phone is taken up, student issued 1-day ISS, and a parent must pick up phone.
- 3rd Cell Phone Violation: Phone is taken up, student issued 2-days ISS, parent must pick up phone.
- 4th Cell Phone Violation: Phone is taken up, student issued 1-day OSS, parent must pick up phone.
- Continued Cell Phone violations may result in longer ISS or Out of School Suspensions.

Parents must pick phones up from the office starting with the 1st violation. Phones will not be given back to students. Devices can only be picked by adults (18+) listed on the student's PowerSchool account.

If it's important for your student to have their phone before and after school, it's important for them to follow the cell phone procedures.

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:

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 and 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 reserves 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 and must submit parent permission slips.
2. School rules and dress code apply.
3. Student dance is expected to be age appropriate. Students not complying will be removed.
4. No student will be released early unless a parent is present to pick him or her up.
5. Refreshments may be available for purchase.
6. 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.

DETENTION (MORNING)

Teachers will contact parents to inform them of the inappropriate behavior and the assigned morning detention. Students will be issued a morning 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 in-school suspension.

Student morning detention will be scheduled for Thursday mornings, from 7:00am to 7:40am. While attending detention, students will be required to complete a written assignment, reflecting on the inappropriate behavior and making more appropriate choices.

EXTRACURRICULAR EVENTS/GAMES

Students are encouraged to attend afterschool event and games to support our school and their peers. Due to the start times of volleyball and basketball games, all students must go home at dismissal, and can be brought back to the school to attend the game.

It is the parent's responsibility to pick their student up in a timely manner after the end of the event/dance/game, etc. Students who stay after school for events without permission and who are not

picked up in a timely manner may be subject to disciplinary action and may not be allowed to attend future after- school events.

DRESS CODE

Per Board Policy # 6040

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

Students not dressed in accordance with the policy shall be directed to correct the violation or spend the remainder of the day in in-school suspension (ISS). Repeat offenses shall be subject to additional measures. 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.

GRADING SCALE

A=90-100; B=80-89; C=70-79; D=60-69-74; F=59 or below

Conduct:

E: 0-2 minors

S: 3 minors

N: 4 minors/ISS

U: >5 minors/OSS

Students who receive a minor or major referral because of behavior that takes place in the classroom, or while transitioning to and from lunch, will receive the according conduct deductions in that class for the 9-week grading period.

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

HALL PASS POLICY

Students are required to have a hall pass or permission from their teacher before leaving the room. Students out of class without permission from their class period teacher are cutting class and may be issued appropriate discipline.

HONESTY

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

1. Plagiarism
2. Giving or attempting to give test information
3. Receiving or attempting to receive test information
4. Giving or attempting to give work to others
5. Receiving or attempting to receive work from others
6. Taking credit for another's ideas
7. Taking credit for another's work
8. Using prohibited materials, including calculators, without permission from the teacher to aid in completing assignments.

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

LIBRARY

The BLMS library is open daily with our librarian, Ms. Mitchell.

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

A 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

BLMS no longer has lockers; students will be responsible for carrying their own materials with them throughout the school day.

LOST & FOUND/PERSONAL PROPERTY

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

LYNX AMBASSADORS

Lynx Ambassadors are students who 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 and Career Day participants, and help plan the events during the school year. They must be responsible 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 AWARD CLUB

Each quarter, students have the opportunity to earn participation in a Lynx Awards Club Reward Party based on their grades, conduct, and attendance from the previous quarter. Eligibility criteria are posted in classrooms and reviewed regularly with students, with expectations becoming more rigorous each quarter.

Eligible students will be informed ahead of the party and applicable permission slips must be submitted by the assigned due date.

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 and contact Nurse Amy Boyd if you have any questions.

MINORS & MAJORS

Students will receive Minors for inappropriate behavior that is addressed by the teacher/staff in the classroom or hallway. Minors are used to document behavior, and a consequence such as moving the student to another area of the class, phone calls to parents, lunch detention, and before/after school detention may be issued if Minors accumulate.

Students will receive Majors for inappropriate behavior that requires school administrators to address. Students can also receive a Major for receiving a 4th Minor within one quarter in the same class.

OFFICE HOURS AND PROCEDURES

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

PBIS REWARDS

School-Wide PBIS (Positive Behavior Intervention Support) is a research-based and validated approach to discipline. 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.

Students earn Lynx Loot for demonstrating appropriate behavior 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. Students can then use Lynx Loot to “purchase” rewards and privileges, as well as entry into special events scheduled throughout the school year.

PERSONAL PROPERTY

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

PHONE

Students will be allowed to use the office phone to make a call when the call deals with an emergency or 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 3:30 p.m. In case of an emergency, club sponsors have access to a phone after school.

PHYSICAL EDUCATION CLASSES

Students attending PE class are expected to wear or change into clothes that allow for physical activity. This includes appropriate shoes that allow for physical activity. Slides, sandals, dress shoes, etc., are not appropriate for PE class. Students exempt from physical education must have a doctor's note on file in the office.

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

PROGRESS REPORTS AND REPORT CARDS

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

SCHOOL CLOSINGS

School closings due to inclement weather will be announced on the BCS website and called out via Blackboard Connect. Unscheduled early closings due to weather may also be necessary. Each child should know 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 along with every effort being made to contact the parents via Blackboard Connect. Please do not phone the school.

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 8:00am. After 8:00am, 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 an adult immediately if someone is trying to enter the building.

SELLING ITEMS AND SOLICITATIONS

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 must 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 or a conduct grade below a S. During the elected year, the advisor may remove a member if a grade falls below this standard.

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 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 SUSPENSIONS

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 teachers. 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 counselor as needed and within reason.

OUT OF SCHOOL SUSPENSIONS

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

TEXTBOOKS

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

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