

Brookwood Middle School

2022-2023

Student/Parent Handbook



School of Excellence



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Adopt - A - School

Brookwood Middle School is fortunate to have two incredible Adopt-A-School partners: Mercedes-Benz U.S. International and Warrior Met Coal. Together they help promote excellence in education for our BMS students.



TCSS Mission Statement

Our mission is to educate and empower all students to be college and career ready graduates – prepared to make positive contributions to our global society.

Beliefs...we are guided by and committed to these principles.

- *High expectations are necessary to achieve goals and expand opportunities for all.*
- *Education is a shared responsibility that positively impacts the quality of life.*
- *Equity, fairness, accountability, and fiscal responsibility are foundations of our decision-making.*
- *Safe, well-equipped, student-centered schools support student success.*
- *Diversity and individual learning needs are respected, included, and valued.*

Where Students Learn, Grow, and Achieve!

We are looking forward to this upcoming school year. Our theme at BMS this year is showing our Panther PRIDE through our words and actions. Our core values at BMS are Participation, Responsibility, Integrity, Dedication, and Effort. We commit to keep you informed and to work to develop relationships with our students and parents. As we prepare for the upcoming year our core values must be the center of all we do and say.

At Brookwood Middle School, we focus on Building and Modeling Success and have a creed we live by:
It takes...

Participation (parents, students, faculty and community engaged in learning opportunities, activities, and school events)

Responsibility (for learning, for bringing needed supplies, for appropriate behavior, for being respectful including respect for one's self, other people, and others' belongings)

Integrity (doing the right thing because it's right even when no one is looking)

Dedication (to school work, to attendance, to being on time and being respectful, to reaching one's full potential)

Effort (to try your best even when it's hard)

...To be successful

We are excited to be a A Plus 2021-2022 School of Excellence. We offer a rigorous curriculum in grades 6-8 for ALL STUDENTS. Through the A Plus Middle School Training and Incentive Program, our teachers receive intensive training over the summer as well as training throughout the school year based on Marzano's The New Arts and Science of Teaching. A Plus provides supplies for our students for all four core content areas as well as for computer science classes. 7th grade students took the PSAT in the fall of 2021 and will take the PSAT again in the spring of 2023. Based on test scores, students who grow more than 50 points from test one to test two or who test proficient on both tests receive a \$50 gift card next fall.

Brookwood Middle School Students Should:

- Arrive to school on time and attend all classes daily
- Be prepared for class with the appropriate working materials including: pencil, paper, device, and any other required materials
- Participate in class and other events appropriately
- Be responsible for their words and actions
- Show Integrity by doing the right thing
- Be dedicated to their success and the success of others
- Put forth the effort needed to achieve success

THINGS YOU NEED TO KNOW

TRANSPORTATION

Morning Drop Off: Bus drop off will begin at 7:25 each day on the cafeteria side of the building. If students are going to eat breakfast, they report straight to the cafeteria and then to the hallway of their 1st class for the day.

Car rider drop off will begin at 7:30 each morning on the gym side of the building. If students are going to eat breakfast, they report straight to the cafeteria and then to the hallway of their 1st class for the day.

Afternoon dismissal will be at 3:10. Bus riders should report immediately to their bus unless they ride a late bus. Those students will report to the assigned area for their bus. Car riders will report to the area outside the gym entrance to wait on their rides.

In an effort to provide students with safe and secure transportation to and from home, the Tuscaloosa County Board of Education has set procedures and guidelines every parent and student must follow. These procedures are applicable to any school activity in which buses are used. Students may not ride a bus they are not assigned to due to numbers.

INFOFINDER I is the Tuscaloosa County School System's bus transportation routing software that will provide parents with the ability to locate school zones, bus routes and stops based on their home address via the Internet and a web browser. A direct link to INFOFINDER I may be found at www.tcass.net

INSTRUCTION

CLASSROOM: Core classes (math, science, English and history) follow the APlus College Ready MSTIP curriculum which is aligned with the State of Alabama standards.

PHYSICAL EDUCATION: Students will participate in PE every day. Students will not dress out for PE, but will need to wear appropriate clothing and shoes to participate in PE daily.

ELECTIVES: Elective classes are opportunities for students to explore creative avenues and are a critical component to student success.

CHARACTER EDUCATION: Every class will focus on character education instruction to some degree. Students will participate in different projects and events focused on character.

RESTROOMS: Students should be in class for instruction and should plan to use the restroom between classes.

LUNCHROOM: Students will go to lunch with their 4th period teacher every day. Teachers will escort students to/from the cafeteria. Students will enter the cafeteria, go through the serving line, and then check out at one of the kiosks using their lunch numbers. Parents may add funds to student lunch accounts using MySchoolBucks.com. Due cafeteria size and number of students enrolled at BMS, we request no guests for lunch. If students bring lunch from home, parents need to send everything with the students in the morning. Also, students are not allowed to bring lunch in restaurant containers.

PROFICIENCY SCALES – Scales and rubrics are necessary if students are to understand the progression of knowledge they are expected to learn. The terms scales and rubrics are frequently interchangeable, but there are important distinctions. Rubrics tend to be specific to one task. Scales is more general and describes a progression of knowledge or skill. Our teachers utilize both rubrics and proficiency scales relating to instruction and to character education. Scales are set to a 4.0 – with a 4.0 showing skills that

go beyond expectations – 3.0 being proficient and demonstrating skills expected – 2.0 shows partial success at the skill – 1.0 shows limited skill and needed support.

VISITORS/VOLUNTEERS

All school visitors are required to report to the front office upon arrival at a school campus. The safety of our children at each one of our schools is a paramount concern; therefore, all visitors will be required to sign in and secure a visitor's pass through the Raptor security system. The Raptor security system is used to track and monitor all visitors. Front office staff members use a camera system to view visitors before granting access to the front office. Once the visitor arrives in the office, the visitor provides a government issued photo ID card, which is then run through multiple databases to ensure the visitor is allowed on school property. Once cleared by all databases, the Raptor security system prints out a personalized name tag displaying the visitor's photo and areas of the school they are authorized to visit.

The Board recognizes that involving parents at all levels in the school is essential to improved student achievement. The extent of parent involvement in a child's education is more important to student success than family income or education. *Parent* refers to any caregiver who assumes responsibility for nurturing and caring for children, including parents, grandparents, aunts, uncles, foster or stepparents. The Board supports the development and implementation of a comprehensive parent involvement program, which will involve parents at all grade levels in a variety of roles, in every school. Local school plans will include, but not be limited to, the following components of successful comprehensive parent involvement programs:

- Regular, two-way, meaningful communication between home and school;
- Promotion and support of responsible parenting;
- Recognition that parents play an integral role in assisting student learning;
- Recognition that parents can be provided techniques and strategies for assisting their children with learning activities at home;
- A welcoming atmosphere for parents in the school and active solicitation of parents' support and assistance for school programs;
- Inclusion of parents as full partners in the decisions that affect children and families;
- Recognition that different types of parent/family involvement produce different gains; and
- Availability of community resources to strengthen school programs, family practices, and student learning and development.

The Board supports and encourages professional development opportunities for teachers and administrators to enhance understanding of effective parent involvement strategies. The Board also recognizes the importance of administrative leadership in setting expectations and creating a climate conducive to parent participation. Parent involvement is most effective when it is comprehensive, supportive, long-lasting, and well-planned. Schools, in collaboration with parents, teachers, students, and administrators, must establish and develop efforts that enhance parent involvement and reflect the needs of students and families in the communities they serve (Policy: 5.73).

Volunteer Programs Background Screening

In order to best address the issues of screening/background checks for Volunteers in the Tuscaloosa County School System, we need to clearly define the different levels of volunteer work. Some of our

volunteers help with clerical work, assist teachers with bulletin boards, tutor students, provide teachers with duty-free lunch, serve as chaperones on field trips, and assist with extracurricular programs. Some volunteers have minimal contact with students and are always under the supervision of a teacher, while other volunteers have direct contact with students with minimal supervision from a certified school employee. Consequently, the spectrum of volunteer work at the local school can be extremely broad. Three categories of volunteers were identified.

1. **Volunteer/visitors (level 1)** who enter a school or one-time event of the school and have little or no direct unsupervised contact with children. Examples might include non-classroom assistants, PTA/Booster Club functions, guest speakers, Grandparent lunch day, etc.
2. **Volunteers with classroom exposure (level 2)** who work with children as room parents, lunchroom monitors, classroom tutors and are always under the direct supervision of certified personnel.
3. **Volunteers with restricted exposure (level 3)** to children and may be indirectly supervised by school staff. This may include student volunteers, interns, one-on-one tutors, overnight chaperones and extracurricular program volunteers.

Level 1

1. Be sponsored or approved by a school or district employee.
2. Provide some form of current government issued photo ID.
3. Sign in on a "Volunteer/Visitor sign-in Program" at the school office
4. Required to display a volunteer/visitor ID badge provided by the school

Level 2

1. All level one requirements
2. Complete a volunteer orientation program with the building Principal/designee (at most schools, will be the teacher/club sponsor/coach coordinating the activity).
3. If required, extracurricular program volunteers must comply with any applicable rules and/or regulations for that particular program (ie. AHSAA).

Level 3

1. All level one and two requirements
2. A complete background check through Employment Screening Services (\$15.00 and completed online). Each school should have a link to the online program on its homepage. A completed background check is emailed to the principal/designee at the school. Volunteers may receive a TCSS volunteer badge with a principal's approval.

THE CHILD NUTRITION PROGRAM

Breakfast and lunch will be served to students beginning on the first of day of school. Free and reduced-price meals will be available for qualifying students in accordance with the policy adopted by the Board of Education and regulations of the U.S. Department of Agriculture. Apply for free/reduced meals at www.tcass.net under the Child Nutrition Department heading. Limited à la carte items also are available during the lunch period. Cashiers will utilize computers to maintain lunch accounts. This will enable them to accept payment by the day, week, month, or term/semester.

MySchoolBucks provides:

- Convenience - Available 24/7 on the web or through our mobile app for your smartphone
- Efficiency - Make payments for all your students, even if they attend different schools within the district. Eliminate the need for your students to take money to school.
- Control - Set low balance alerts, view account activity, recurring/automatic payments & more!
- Flexibility - Make payments using credit/debit cards and electronic checks.
- Security – MySchoolBucks adheres to the highest security standards.

Enrollment is easy!

1. Go to www.MySchoolBucks.com or download the mobile app and register for a free account.
2. Add your students using their school name and student ID.
3. Make a payment to your students' accounts with your credit/debit card or electronic check. A program fee may apply. You will have the opportunity to review any fees

and cancel if you choose, before you are charged.

If you have any questions, contact MySchoolBucks directly:

- support@myschoolbucks.com (855) 832-5226 Visit www.myschoolbucks.com and click on Help

ATTENDANCE

Regular attendance at school is a necessary component for student success. Students are expected to attend school daily. Parents can monitor attendance through PowerSchool and attendance is reported on every report card. All absences from school are classified as either excused or unexcused. Students should submit excuses to the red box outside of the attendance window when returning to school after an absence. Once a student reaches 10 days of absence, a doctor's note is required for additional absences to be classified as excused. The following reasons are classified as excused absences:

*personal illness

*hospitalization

*emergency

*death in family

*court subpoena

*religious holiday

1. MAKE-UP WORK: UNEXCUSED ABSENCES

ELEMENTARY (GRADES K-5)

Teachers may provide make-up work or examinations for students absent for unexcused reasons. At discretion of the principal, teachers may allow students absent **up to three times** for unexcused reasons to make up any work for a maximum of 100% of the original credit assigned. Students will have two (2) days for each day of absence to complete and return make-up work.

The parent/guardian shall be responsible for arranging necessary make-up work. Teachers will not automatically assign a failing grade to students absent for unexcused reasons; a failing grade may be assigned to such students only when graded assignments were given during days missed. Extenuating circumstances will be resolved at the discretion of the principal or designee.

SECONDARY (GRADES 6-8)

Teachers may provide make-up work or examinations for students absent for unexcused reasons. At their discretion, teachers may allow students absent **up to three times** a semester for unexcused reasons to make up any work for a maximum of 65% of the original credit assigned. Students will have two (2) days for each day of absence to complete and return make-up work. **The student shall be responsible for contacting the teacher or teachers to arrange to make up the work.** Teachers will not automatically assign zeroes to students absent for unexcused reasons; zeroes may be assigned to such students only when graded assignments were given during days missed. Extenuating circumstances will be resolved at the discretion of the principal or designee.

CHECK-INS/CHECKOUTS

If a student needs to check in, he/she may report to the attendance window without an adult. A check-in slip will be given to the student.

1. STUDENT TARDINESS PROCEDURE

A tardy is defined as a student’s arrival after the official time set for the commencement of the respective school’s regular daily activities (i.e., homeroom, roll call, etc.). Tardiness is a Class I Offense in the Student Code of Conduct. Tardiness, for the most part, reflects improper planning and a disregard for punctuality. Tardiness to school is not distinguished as excused or unexcused. If a student is late, he/she is considered tardy. Exceptions will be made for a doctor or dentist office visit if the student brings a note from the doctor or dentist. All other exceptions must be approved in writing by the administration. Students who are tardy to school or to class will be assigned the following administrative responses:

PROCEDURES FOR TARDIES IN MIDDLE SCHOOLS FOR EACH SEMESTER

- 4th tardy.....After School Detention, Saturday Detention, or In-School Intervention
- 6th tardy.....After School Detention, Saturday Detention, or In-School Intervention
- 8th tardy.....After School Detention, Saturday Detention, or In-School Intervention
- 10th tardy and each additional tardy
.....In-School Intervention

If a student needs to check out, the parent/guardian must come to the front door (by the flagpoles) and ring the bell for assistance. A staff member will verify through identification (drivers license) that the person is allowed to check the student out. The student will be called to the office and a check out slip will be given.

2. STUDENT CHECK-OUT PROCEDURE

A check-out is defined as a student’s departure from school before the official time set for dismissal. Check-outs are a Class I Offense in the Student Code of Conduct. Check-outs from school are not distinguished as excused or unexcused. Exceptions will be made for a doctor or dentist office visit if the student brings a note from the doctor or dentist. All other exceptions must be approved in writing by the administration. Students who check-out from school or to class will be assigned the following administrative responses

PROCEDURES FOR CHECK-OUTS IN MIDDLE SCHOOLS FOR EACH SEMESTER

4th check-out.....After School Detention, Saturday Detention, or In-School Intervention
6th check-out.....After School Detention, Saturday Detention, or In-School Intervention.
8th check-out.....After School Detention, Saturday Detention, or In-School Intervention
10th check-out and each additional check-out.....In-School Intervention

TRUANCY

Truancy is the habitual and unlawful absence from school. In accordance with the *Code of Alabama*, the parent/guardian is responsible for requiring any student under his/her control or charge and under 17 years of age to attend school (Policy: 5.43).

EARLY WARNING TRUANCY PREVENTION PROGRAM (EWTPP)

The Early Warning Truancy Prevention Program (EWTPP) requires that a weekly report be submitted to the attendance office for all students between the ages of 6 and 17 having unexcused absences. The student and his or her parent(s)/guardian(s) may be invited to attend this meeting. The team will discuss strategies/develop a plan of action for addressing the student's truancy issues. Once the plan is implemented, if the student continues to have unexcused absences the student is referred for EWTPP. Upon the occurrence of a fifth unexcused absence, the parents/guardians and student are required to attend an EWTPP conference at the Juvenile Court. At the conference, the parents/guardians and student are informed of the State’s compulsory attendance laws, court procedures, and consequences of further unexcused absences (Policy: 5.43).

TARDINESS TO CLASS

Students have ample time to transition from class to class and if necessary use the restroom. It is the student’s responsibility to be to every class prior to the bell ringing; otherwise they will be considered tardy to class.

Students who are tardy to class should report to the attendance window to receive a pass to class. Students with more than three (3) tardies are subject to discipline as outlined in the Code of Conduct.

PARENT CONFERENCE

Parents are invited to visit BMS at any time; however, a specified time must be scheduled to conference with or observe a teacher. Parents are encouraged to not wait until an issue becomes serious before conferencing with the teachers. Please request a conference as soon as an issue is noticed or a question arises. Parents should contact the classroom teacher to schedule a parent conference. Teachers use SchoolStatus for emails and phone calls to parents. Parent phone numbers and emails are pulled directly for PowerSchool. All calls through SchoolStatus are recorded. Please allow 24 -48 hours for teachers to respond to emails. We also request that you respect teachers’ private lives by not emailing them after school hours.

CARE OF SCHOOL PROPERTY

Please remind your student(s) that school facilities and computers/iPads belong to the Tuscaloosa County School System and students are borrowing these items and should take care of them. Students who damage school equipment or property will be required to clean the items damaged and to pay for any damage done. Such conduct will also result in strict disciplinary action. Students who vandalize or destroy property will receive discipline consequences.

TEXTBOOKS AND LIBRARY BOOKS

Students are responsible for the upkeep and care of any textbooks or library books which are issued to them as part of the instructional program.

RESPONSIBILITY FOR TEXTBOOKS AND SCHOOL PROVIDED TECHNOLOGY

All textbooks and electronic devices (i.e. e-readers, laptops, etc...) that are furnished free of charge to all students are the property of the State of Alabama and /or the Board. A receipt shall be signed by each student upon textbook issuance by school officials. Parents/guardians are responsible for every free textbook and other materials issued to their children. **Parents/guardians of any student to whom free textbooks, electronic devices or other materials are issued shall be held liable for any loss, abuse, or damage in excess of that which would result from normal use of such textbooks and materials.**

PAYMENT FOR LOST/DAMAGED TEXTBOOKS AND SCHOOL PROVIDED TECHNOLOGY

The amount of payment for lost or damaged textbooks and school provided technology will be determined by the following schedule:

LOST OR DAMAGED TEXTBOOKS

1st year.....	Original cost
2nd year	75% of original cost
3rd year	50% of original cost
4th year	25% of original cost
5th year and beyond.....	25% of original cost

LOST OR DAMAGED SCHOOL PROVIDED TECHNOLOGY

1st year.....	Original cost not to exceed \$1,000.00 – Act 94-819
2nd year	75% of original cost

3rd year	50% of original cost
4th year	25% of original cost
5th year and beyond.....	25% of original cost

When unusual or excessive damage is evident, charges may be assessed up to but not to exceed the original cost (Policy: 4.21).

LIBRARY MEDIA CENTERS

Each school in the Tuscaloosa County School System has a library media center that houses a comprehensive collection of books, audiovisual materials, and instructional equipment. Each school in the Tuscaloosa County School System provides the appropriate number of library books per student as required by the Alabama State Department of Education. Each library media center is staffed by a certified library media specialist. A variety of services is offered in the centers including the provision of materials to support the instructional program; collaboration with teachers; activities designed to increase literature appreciation and a love for reading; instruction in accessing information through both print and technological resources; reader advisory services; and a wide range of enrichment activities. The Library Media Centers use *Destiny*, a Follett software product, as the automated management system. *Destiny* provides Title Peek TM, which gives students a chance to preview books on line; One Search TM, which lets students get information from the school library and the internet as a whole with a single search; and WebPath ExpressTM, which limits student searches to approved grade-appropriate web sites. Since the *Alabama Course of Study/Alabama College and Career Ready Standards* are included in the program, teachers are able to align lesson plans using *Destiny*. Students and teachers have home access to *Destiny* via the internet. The Alabama State Department of Education publication “Alabama’s Library Media Handbook for the 21st Century Learner” and “Empowering Learners: Guidelines for School Library Media Programs,” published by the American Association of School Librarians, a division of the American Library Association, serve as guides for library literacy instruction.

CIRCULATION PROCEDURES

Secondary students may check out books for a two-week period. The library media specialist will determine the number of books a student may check out at a given time. Books may be rechecked as many times as needed; however, circulation privileges will be withheld from students with overdue books or fines. Reference books and other items are subject to circulation procedures available in each school’s library. Any of these circulation procedures may be adjusted at the discretion of the librarian to meet local school needs and policies.

OVERDUE BOOKS

Books are considered to be overdue on the first school day after they are due and fines will accrue as applicable. In the secondary schools, overdue notices are sent directly to the student. The secondary overdue list is submitted to the principal at the end of the school year for collection.

OVERDUE FINES

In the secondary schools, a fine of 10 cents per day is charged to a maximum of \$12.50.

LOST MATERIALS

1. Secondary students will be charged \$10.00 for any paperback and \$25.00 for any hardback for each lost library book. If the book is found and returned within the same school year, \$12.50 will be refunded to the student upon proof of payment. Refunds will not be made for books returned in subsequent years. The cost of a lost elementary or secondary reference book will be determined by the replacement cost of the book. All students will be charged the replacement cost (minimum of \$7.50) for a lost paperback book; this fee is nonrefundable.

CELL PHONES

DRESS CODE

SCHOOL SAFETY

ANTI-BULLYING PROGRAM

STUDENT CODE OF CONDUCT

The Student Code of Conduct applies to all disciplinary matters and will be the guide

TECHNOLOGY

TCSS uses GAGGLE which is a technology utility that runs in the background of all students TCSS accounts. This service reveals potentially harmful content in e-mail, documents, shared files, images, photos and more. Administrators and counselors receive notification of any issues and deal with those concerns quickly.