

# BMS *Mission Statement*

Burns Middle School provides a nurturing environment that empowers students to achieve their potential as they learn, love, and lead.

Student Name Grade

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Den Time Teacher Room #

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## 2022-2023 SCHEDULE

### *8th grade*

Monday-Thursday

1st - 8:15-9:02

2nd - 9:06-10:42

3rd - 10:46-12:47 (lunch)

4th - 12:51-2:25

5th - 2:29-3:15

Friday

1st - 8:15-9:02

2nd - 9:06-9:52

3rd - 9:56-10:42

4th - 10:46-11:32

5th - 11:36-12:47 (lunch)

6th - 12:51-1:36

7th - 1:40-2:25

8th - 2:29-3:15

### *7th Grade*

Monday-Thursday

1st - 8:15-9:52

2nd - 9:56-11:58 (lunch)

3rd - 12:02-12:47

4th - 12:51-1:36

5th - 1:40-3:15

Friday

1st - 8:15-9:02

2nd - 9:06-9:52

3rd - 9:56-10:42

4th - 10:46-11:58 (lunch)

5th - 12:02-12:47

6th - 12:51-1:36

7th - 1:40-2:25

8th - 2:29-3:15

### *6th Grade*

Monday-Thursday

1st - 8:15-9:52

2nd - 9:56-10:42

3rd - 10:46-11:32 4th -

11:36-1:36 (lunch) 5th -

1:40-3:15

Friday

1st - 8:15-9:02

2nd - 9:06-9:52

3rd - 9:56-10:42

4th - 10:46-11:32 5th -

11:36-12:21 6th -

12:25-1:36 (lunch) 7th -

1:40-2:25

8th - 2:29-3:15

**Student Name:** \_\_\_\_\_

<b>1st 9 Wks</b>	1 2 3	<b>2nd 9 Wks</b>	1	2	3
DEN		DEN			
Science		Science			
Math		Math			
SS		SS			
ELA/Reading		ELA/Reading			
ELA/Reading		ELA/Reading			
UA1		UA1			
UA2	1 2 3	UA2	1	2	3
<b>3rd 9 Wks</b>		<b>4th 9 Wks</b>			
DEN		DEN			
Science		Science			
Math		Math			
SS		SS			
ELA/Reading		ELA/Reading			
ELA/Reading		ELA/Reading			
UA1		UA1			
UA2		UA2			






**A Message to Our Fox Families:**

Dear Fox Families:

The staff is using the agenda book with all students and in all classes at BMS. Our purposes in providing this resource are to:

- facilitate communication between home and school.
- help students be better organized and to plan ahead.
- further personalize communication between teachers and students by providing a sense of consistency for students from class to class.
- help students with study skills.
- reinforce our school philosophy and code of conduct.

Teachers will have students keep track of assignments and long-term projects in their agenda. Teachers will use the agenda to write personal notes to students and their parents. Teachers will monitor the use of the agenda to make sure that all students are taking advantage of its many organizational and motivational benefits. As parents,

you can help to make the use of this agenda an even greater success by doing the following: -reviewing the use of the agenda with your child as well as the code of conduct at BMS

-checking the agenda every night

-contacting teachers as soon as you sense a need.

Thanks for your support,  
The BMS Staff

### **School-wide Behavior Expectations**

BMS is a PBIS school (Positive Behavior Interventions and Supports). PBIS is a proactive approach to establishing the behavioral supports and social culture needed for all students in a school to achieve social, emotional, and academic success. To that end, we have determined that success for our students is dependent upon the following attributes:

**Be Kind**

**Be Respectful**

**Be Responsible**

Through overt instruction in all school settings, as well as reteaching and acknowledgement of students successfully demonstrating these attributes, we endeavor to help students see the path to success in school and in life.

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### **AGENDA**

Agenda Books are required for students at Burns Middle School in order to facilitate student organization. Students are provided an agenda book at the beginning of the school year as part of their required school supplies. This year, our agenda books have been graciously donated by **Dural Wedding Orthodontics** of Owensboro. If a student loses his/her agenda, we will be happy to provide an extra agenda book at no cost to the student (as long as supplies last). Just come by the front office to pick up a replacement.

### **ARRIVAL TO SCHOOL**

Because supervision is not available, **students should not be dropped off before 7:00 AM**. The exception would be early arrival for pre-arranged meetings with teachers, coaches, or sponsors. Between 7:00 AM and 7:30 AM students will report to the Commons Area. After 7:30 breakfast will be eaten in Bay C. Students not eating breakfast will report to their assigned area: Bay A for the 6th grade, the gym for 7th and 8th grades. Students will be dismissed to their 1st period class at 8:00 AM. Students will be considered tardy to their first period class at 8:15 AM.

### **ATHLETICS**

**All students participating in any after-school athletics must have a physical completed by a doctor indicating that**

**the student is able to perform that activity.**

Athletic participation at the middle/high school will be governed by policies and regulations established by the Daviess County Public School District.

**Academics** - Any student with a D or F in any academic class is subject to probation. Probation is a one (1) week period of time to observe the student's progress. The student must show satisfactory improvement during this time. If after one (1) week the student does not show satisfactory improvement, he/she will be ineligible to participate in his/her sport/activity.

**Behavior Eligibility** -

A. Any student who has accumulated one (1) or two (2) Office Referrals is subject to probation by the coach or athletic administration.

B. Any student who has accumulated three (3) Office Referrals during a nine (9) weeks grading period may no longer participate during that grading period.

C. Any student who accumulates ten (10) or more Office Referrals during the school year may no longer participate. D. A student who receives Office Referrals for a severe violation may not participate (practice or event) for the number of days for which the student is assigned In-School or Out-of-School suspension or Wednesday Afternoon Detention.

**Attendance** - Any student who is not present at school the day of a performance or activity cannot participate. The principal/assistant principal/athletic director must approve any exception.

The following is a list of sports opportunities offered to our students:

- Girls Cross-Country (all grades)
- Boys Cross-Country (all grades)
- 7<sup>th</sup> Grade Football
- 8<sup>th</sup> Grade Football

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- 7<sup>th</sup> Grade Girls Basketball
- 8<sup>th</sup> Grade Girls Basketball
- 7<sup>th</sup> Grade Boys Basketball
- 8<sup>th</sup> Grade Boys Basketball
- Girls Track and Field (all grades)
- Boys Track and Field (all grades)
- Cheerleading
- Dance Team
- Boys Soccer
- 6<sup>th</sup> Grade Volleyball
- 7<sup>th</sup> Grade Volleyball
- 8<sup>th</sup> Grade Volleyball

Apollo offers the following: swimming, tennis, bass fishing, bowling, golf, archery, baseball (7<sup>th</sup> & 8<sup>th</sup>), and softball

Burns Middle School's Athletic Directors can be reached at 270-852-7400.

**ATTENDANCE**

Every school day is very important. Students may use up to eight (8) parent days for school absences – **parents must communicate with the school in order for an absence to be excused with a parent note (call or turn in a note to**

**the office).** A doctor's note must be provided for any absence/tardy due to a doctor's appointment. Absences not communicated with the school will be unexcused. Students are responsible for making up all work missed during their absence. It is the student's responsibility to ask for any missed work. A student has five (5) days after returning to school to complete and turn in missed work. Work assigned prior to the absence is due upon returning to school from the day(s) of absence.

Any student who is not present at school the day of a performance, game, or other extra-curricular activity cannot participate. The principal/assistant principal/athletic director must approve any exception.

## **BACKPACKS**

Since school **lockers will no longer be utilized during the school day**, students will be allowed to carry their backpacks for the purpose of transporting their textbooks, classroom materials, and laptops to their classes. Students should demonstrate responsibility by carrying only items that are school appropriate. Backpacks are subject to search by members of the BMS staff, administrative team, and/or School Resource Officer if there is reasonable suspicion that a student may be carrying something illegal or inappropriate for school. In the classroom, backpacks should be stored in a location where walkways are not blocked and the backpack does not present a tripping hazard. Students with health issues or physical issues may request to use a locker due to health/physical reasons.

## **BUSES**

**Good behavior is expected at all times.** Violation of bus rules may result in an Office Referral (OR) and/or suspension from the bus. The driver is in charge and students are expected to cooperate with the driver.

### **At the Bus Stop:**

1. Be at the bus stop at least five (5) minutes early. The driver CANNOT WAIT for you.
2. Stay on the sidewalk and out of the street.
3. Wait for the bus to come to a complete stop.
4. No pushing, shoving, or fighting while waiting or boarding.
5. If crossing the street to board the bus, wait until the driver has stopped and signals that it is safe to cross.

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6. Do not damage the property of others while waiting, and do not make excessive noise.

### **While on the bus:**

1. Follow the instructions of the driver and/or monitor.
2. The driver and/or monitor may assign seats. Discipline problems will be reported to the principal/assistant principal.
3. Use the designated loading & unloading seat when boarding the bus. At the next bus stop, move to a seat quickly and then remain seated.
4. No eating or drinking on the bus.
5. While it is okay to talk with your friends, remember to keep the volume down. Excessive noise can be a distraction for the driver.
6. DO NOT block the bus aisle or exits in any way.
7. Carry-on items may not be larger than 13"x26" and must be held on your lap. Glass items, skateboards, balloons, and animals are not permitted. Objects too large to be held in your lap must be transported privately.
8. Fighting, tobacco/smoking products, profanity, and obscenities are not allowed.
9. Do not throw any object out of the bus windows.
10. Do not extend any part of the body outside of the bus.
11. Do not tamper with, or damage, any part of the bus. Anyone who damages a bus will be subject to disciplinary action and/or restitution.



**Riding the bus home & bus passes:**

Students are expected to ride their assigned bus and leave the bus only at their regular designated stop. Students will not be allowed to get off the bus at any location other than their regular bus stop without a completed bus pass issued and signed by the principal/front office. **If a student needs to change his/her regular bus or designated bus stop, even for one (1) day, the student must obtain a Bus Pass/Note from the front office.** To receive a Bus Pass/Note from the office, a student will need to bring a note from home signed by a parent that includes the student's name, grade, destination, and the date/dates he/she will be riding to the alternate destination.

**BEHAVIOR REWARD/CONSEQUENCES**

Every student will be issued a FOX card every three weeks. If a student makes a poor choice, he/she will give up a section of the card. Students who make good choices and keep their X portion of their card will be eligible to participate in school-wide rewards. Rewards will be given every three weeks; a big reward is given near the end of each semester for students who do not lose any Fox cards. **There is no replacement for lost cards. It is the student's responsibility to secure his/her FOX card inside the student agenda.**

Students are expected to be kind, responsible, and respectful at all times. Those who choose not to at any given time may receive a consequence. For clarity we have separated the types of choices that may be given a consequence into two categories: Major and Minor.

## **Minors vs. Majors**

### **1. Defiance/Insubordination**

- a. Minor: ignoring teacher, telling teacher no, general non-compliance
- b. Major: talking back, arguing, intentional refusal to work or follow directions

### **2. Disrespect**

- a. Minor: intentional socially rude messages to other students or staff including body language
- b. Major: confrontational and belligerent, talking back, arguing, offensive name calling

### **3. Disruptive**

- a. Minor: noises, blurting out, excessive talking, out of seat (affects learning of small group)
- b. Major: yelling out, ongoing minors (affects teaching and learning of whole group)

### **4. Cheating/Forgery**

- a. Minor: cheating on HW or in-class assignment
- b. Major: cheating on assessment, forging signatures

*\*\*option to redo assignment OR issue disciplinary consequences, but not both\*\**

### **5. Theft**

- a. Minor: theft of classroom supplies or another student's belongings (could include horseplay)
- b. Major: theft of another's belongings with actual intent to keep

### **6. Destruction of School Property**

- a. Minor: damage that can be fixed by student
- b. Major: damage that cannot be fixed by school or district (includes damage to chromebook)

### **7. Inappropriate Language**

- a. Minor: used within peer group
- b. Major: used towards others, obscene gestures

### **8. Physical Contact**

- a. Minor: horseplay without intent to harm
- b. Major: fighting or intentionally aggressive in nature

### **9. Technology Violation**

- a. Minor: inappropriate use that disrupts learning or violates policy
- b. Major: 2nd offense or severe inappropriate use that disrupts learning or violates policy

### **10. Out of Area**

- a. Minor: out of area
- b. Major: leaves class/school without permission, skipping class/school, multiple minor violations

### **11. Harassment/Bullying**

- a. All Major

### **12. Use/Possession of Drugs/Alcohol/Tobacco**

- a. All Major

### **13. Dress Code**

- a. Minor: holes above knees, hats/hoods, too much skin showing (\*must correct violation)

b. Major: inappropriate messages, repeated minor offenses, violations deemed indecent

A Fox Card may also be taken if a student is out of hall passes and:

- needs to use the restroom
- needs to get a drink
- needs to leave room for other reasons related to being unprepared

**Consequences for minor behaviors:**

- 1st offense - student loss of **F** card and guardians are notified
- 2nd offense - student loss of **O** card and guardians are notified
- 3rd offense - student loss of **X** card and guardians are notified
- 4th offense - Silent Lunch assigned at a designated table (documentation will be handled through discipline trackers, not reporting to assigned area will result in Office Referral) and guardians are notified
- 5th offense – Team Detention assigned by teacher (documentation will be handled through discipline trackers, not reporting to assigned area will result in an Office Referral) and guardians are notified
- 6th offense and above – Office Referral written (ISS or other disciplinary action assigned by Dean of Students) and guardians are notified

**Major behaviors will result in an office referral.**

**Office Referrals (OR)** may be issued by any faculty or staff member. Students and parents are required to sign ORs. The consequences for misconduct increase in severity as the number of ORs accumulate. Consequences may include: Lunch detention, After School Detention, In-School Suspension, Saturday School, Out-of-School Suspension, and/or referral to the Center for Academic Improvement (CAI). Administration will deal with each incident in an appropriate manner after an investigation of the individual situation. ORs are recorded on the student's Behavior Record in Infinite Campus.

A **Time-Out** referral may be issued by any teacher in order to remove a student from the classroom for disturbing class. In the event that a Time-Out is issued, the student is referred to the Time-Out/In-School Suspension room for the remainder of that class period. This is an intervention that may be used prior to the student receiving an Office Referral (OR).

**Wednesday Afternoon Detention/Saturday School** is a way of providing a consequence without causing students to miss valuable instruction time and will hopefully serve as a deterrent to future misbehavior. Wednesday Afternoon Detention is 3:30 PM - 5:00 PM. If a student is unable to attend the assigned detention, a written explanation or phone call from home is required prior to the day of the assigned detention. If a student is a "no show" for Wednesday detention, and a written explanation has not been received, the absence will be considered skipping, and will result in making up the detention or additional consequences. Students who misbehave during Wednesday Afternoon Detention may be given additional detention time and/or In-School Suspension. Saturday School is a behavioral consequence that is not currently utilized by BMS, but could be implemented if deemed necessary by BMS administration.

**In-School Suspension (ISS)** is a structured, supervised program for students in lieu of unsupervised, unstructured Out-of-School suspension. Students assigned to ISS will be in an educational environment, but in total isolation from their peers. Violating the rules of ISS will result in additional days assigned or additional consequences.

**Center for Academic Improvement (CAI)** The Center is an off-campus program for students who show a total disregard

for school rules and regulations, for completion of his/her education, for school property, for the safety and well being of other students and staff, or students involved with drugs or alcohol. **Students must complete all assignments before returning to the regular classroom. Students assigned to CAI are not allowed to be on any DCPS property outside of school hours and may not attend or participate in any extracurricular activities during their time at CAI.**

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**Out-of -School Suspension (OSS)** is assigned to students who severely violate the discipline code. Students are suspended from school and school activities for up to ten (10) days per event. When a student is suspended from school, he/she will not be allowed to attend class, visit school, participate in or attend extracurricular activities for the duration of the suspension. A suspension will be considered an unexcused absence. A suspension becomes part of the student's attendance record as well.

**NOTES:**

- **Discipline infractions occurring to and from school, during school events, and on Daviess County Public School grounds are subject to BMS/DCPS Discipline Code.**
- **The School Resource Officer (SRO) and/or local law enforcement will be contacted when necessary. ● Issues initiated on social media will be addressed by school administration only when deemed necessary.**

**Threatening Remarks** Any written or spoken comment or action which leads a staff member to suspect that a student or staff member has been threatened with harm, or which indicates a student might be thinking about harming himself/herself or another person will be taken seriously and dealt with appropriately. If the person indicates directly or indirectly that he/she is considering violence against or abuse of self/others, then that action may be treated as a threat.

**Weapons/Look-Alike Weapons** Our school has zero tolerance of weapon possession. Weapons include, but are not limited to, anything from which a shot may be discharged, a knife, billy-club, slap jack, artificial knuckles, or martial arts weapons such as stars and nunchucks. Weapons offenses will result in the severest consequences allowed by the DCPS Board of Education and School Board.

**Drugs and Alcohol** The faculty and administration of BMS are committed to maintaining an environment that is free of drugs and alcohol. We are prepared to take a strong stand against student use of these substances by handing out severe punishment to those who violate this policy.

**Drug Use Definition** Drug use is defined to include the following acts in school, on school grounds, or while engaged in school sponsored or supervised activities:

1. Illegal use of controlled substances or illegal drugs;
2. Possessing controlled substances for illegal purposes or possessing illegal drugs;
3. Offering for sale or engaging in the sale or distribution of controlled substances or illegal drugs; 4. Possessing paraphernalia connected with the use or sale of illegal drugs, controlled substances, over the counter, tobacco, and electronic smoking devices (example: e-cigarettes, vapes, dab pens).
5. Look-alike drugs will be considered illegal drugs.
6. Possession of some OTC painkillers and legitimately prescribed medications not intended for illegal use may be determined on a case-by-case basis after consulting with the DPP.

**FOXES, GIVE  
ME FIVE!**



**When students hear this, they  
know they are supposed to put  
their hand in the air to be  
silent and attentive!**

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### **CAR RIDERS/WALKERS**

All car riders must be dropped off and picked up in the rear of the school on the Burns Elementary School side of the building. **The front drive is for buses only.** If a student lives close enough to walk to or from school, the parent must notify the school in writing for approval - without a signed parent note, the student will not be allowed to walk from school. A list of walkers will be kept in the main office.

### **CELL PHONES/OTHER ELECTRONICS**

**Cell phone and/or other electronic device (example: wireless earbuds, smart watch) use for any reason, including texting, picture taking, accessing social media, etc., during the school day is prohibited unless authorized by a teacher or administrator.** (The school day is defined as 8:00 AM, when students are dismissed to 1st period, until they are dismissed at the end of the day.) Students are not to have cell phones turned on or used in any way during the school day. Cell phones are to remain off unless an emergency situation exists that involves imminent danger or if permission is obtained from a certified employee. Individual teachers or BMS administration may require students to place their electronic devices in their backpacks, rather than keeping them in their pockets or on their person. Students are allowed to use Kindles and iPads for educational purposes such as reading books when appropriate.

**Violation of this rule will result in disciplinary actions.**

**First Offense** – The phone/electronic is confiscated and can be picked up in the front office by the student at the end of the school day. The student will lose a Fox Card or have an appropriate consequence. The student will receive a warning or additional consequence, if deemed necessary.

**Second Offense** – The phone/electronic is confiscated and can be picked up in the front office by the student at the end of the school day. The student will lose a Fox Card or have an appropriate consequence. The student will receive a warning or additional consequence, if deemed necessary.

**Third Offense** – The phone/electronic is confiscated and returned to the student's guardian only. (Please be aware that a 3rd cell phone/electronics violation will yield an Office Referral, resulting in more severe disciplinary consequences).

**Any further offenses will result in additional Office Referrals and more severe disciplinary actions.** Refusal to submit technology for confiscation will be deemed Defiance and result in further disciplinary action.

Use of approved eReaders is governed by the Agreement for the Acceptable Use of Technology.

Any other personal electronic items a student chooses to bring to school should be turned off except for school purposes.

**Students are responsible for keeping up with devices they bring to school. Neither BMS nor DCPS is responsible for loss, theft, or destruction of devices brought onto school property.**

## DISMISSAL

**End of Day** Students are expected to walk to their bus when their bus number is called. **Car riders are to be picked up in the designated pickup area only.** Students are not allowed to cross beyond the bus lanes unescorted. Any student wishing to walk must get prior approval from an administrator and a note from the front office. A signed parent note is required for the request to be considered. **Due to bus safety, your child cannot be checked out after 3:10.**

Students should be picked up by 3:35 PM due to supervision not being available after 3:45 PM. Any students remaining after that time may be escorted to ESS (Extended School Services), and the parent will need to check the student out there.

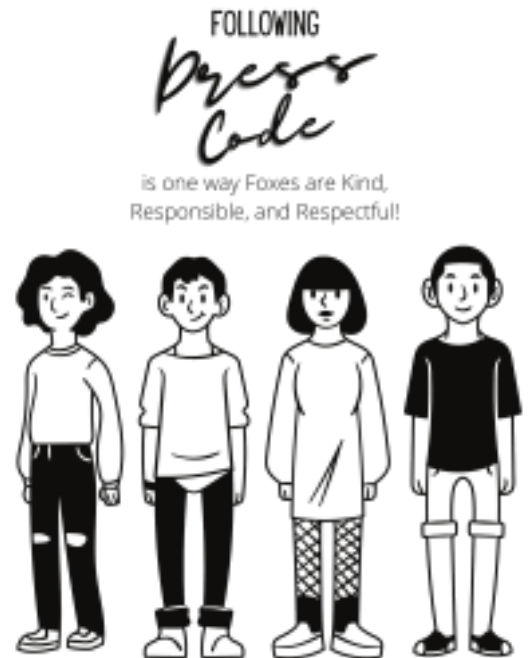
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**Release of Students** A student will not be dismissed early from school without permission from the parent/guardian. If the student is to be picked up, the parent/guardian, or parental designee, must check the student out through the front office. The parental designee must be listed on the current On-Line Registration Information in Infinite Campus. **Anyone checking a student out of school will be asked to provide a picture ID.**

## DRESS CODE

There shall be no restriction on a student's hair style or his/her manner of dress except when there is a clear and present danger to the student's health and safety, a cause for interference with work, or a creation of classroom or school disorder. All students shall be decently dressed and practice personal hygiene.

- a) Students must wear shoes. (Shoes with wheels are not allowed.)
- b) Students must wear shirts/blouses that are of an appropriate height/length to cover the torso at all times. No tank tops or spaghetti straps will be allowed. Shoulder straps on shirts must be equal to a three finger width or more.
- c) Students may wear shorts and skirts. **Shorts must be at or within three (3) inches of the knee. No other skin may be visible through pants more than 3 inches above the knee (example: ripped jeans).**
- d) Students may not wear swimwear.
- e) Students may not wear hats, hoods, or head coverings in the building.
- f) Students may not wear clothing with obscenities, tobacco, drug, beer/alcohol, sexual implications, gang signs (emblems or drawings), guns, or words/pictures that promotes or suggests violence.
- g) Pants/other clothing should be worn at normal waist level. No sagging or oversized pant legs that cover the shoes.
- h) Sunglasses shall not be worn in the building unless prescribed by a physician.
- i) School officials may deal with dress that interferes with the educational process on an individual basis, such as: other dress, fashion trends, body piercing, extreme makeup, hair color, or chains.



Dress Code offenders may be placed in Time Out until a guardian can supply the student with clothing that meets the standard of dress. Dress Code infractions may call for Time Out, and/or an Office Referral. There may be special occasions during the year (example: Spirit Week) where the Student Dress Code will be relaxed. Such events will be announced in advance.

**The administrator in charge of discipline will have the final decision on all disciplinary matters.**

## **DRESSING FOR PHYSICAL EDUCATION**

It is suggested (but not required) that students dress for PE. PE attire should be appropriate for athletic activity and must meet school expectations for decency. If a parent requests that his/her child not participate in P.E. due to an illness or injury, the student must bring a note to his/her P.E. teacher. **If the excuse is for more than 2 days, a doctor's statement is necessary. Repeated excuses require a doctor's statement.**

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## **GRADING SCALE**

**A 90-100 B 80-89 C 70-79 D 65-69 F 0-64**

## **GUIDANCE COUNSELORS**

BMS has three school counselors: Mrs. Chantay Taylor, Mrs. Emily Shown, and Mrs. Faith Butler. Our counselors are available to help students make personal decisions, necessary school adjustments, social developments, and to assist in gaining a healthy perspective toward self, others, and life in general.

## **LUNCHROOM**

**Lunch Menus can be viewed at <https://schools.mealviewer.com/>.**

Breakfast and lunch prices are to be determined by the district before the beginning of the school year. **Breakfast:** Students who wish to eat breakfast must do so immediately upon arrival. Students arriving on a late bus (after 8:05 AM) may go through the breakfast line and eat in a designated area in the cafeteria (Commons Area Bay B). Please note that students may only get one free breakfast per day.

**Lunch:** A la carte items are available only when a regular lunch is purchased and students must have cash in hand or in their account to purchase them. All students are expected to go to the lunchroom whether they eat or not. The school must have a parent letter on file if a student is to be excused from eating lunch on a regular basis.

**Charges** Students are allowed to charge up to three (3) meals. Any student that exceeds three (3) charges will be offered an alternative meal which would be a cheese sandwich and white milk. **All charges must be cleared by the end of the school year.**

**Lunch Accounts** All lunch account balances will be carried over to the next school year. Any 8th grade student's account balance will be transferred to Apollo at the end of the year.

**Lunchroom Expectations.** Students will sit in a designated area during lunch. Students need to remain seated at all times unless the lunchroom monitor has dismissed their table to take up trays, or issued the student a bathroom pass. Students need to check the area around them, table and floor, and pick up all food and trash. After the lunch tray has been returned. **No food or drink is allowed to leave the Commons Area.** Students should maintain a conversational voice level (level 1 or 2) during the lunch period. Students remain seated until their teacher comes to the table to take them back to class. Students who violate the expectations may be assigned Lunch Detention or other consequences.

### **MEDIA CENTER**

The BMS Media Center serves as the “heart of the school” by providing students and staff with reading and instructional materials. We have monthly and yearly reading challenges which promote a culture of literacy.

Students are encouraged to use the Media Center for individual reading, study, and research from 7:30 AM to 3:15 PM. We have books, e-books, and audio books available for check-out. You can search our card catalog or view our services on our website: <https://sites.google.com/daviess.kyschools.us/burns-middle-school-lms/home>

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Students may check out two items for a 2 week period, with one opportunity for renewal. A late item will be marked as lost when it is 30 days overdue. The student will then be limited to the “I Trust You” shelf until the lost book is returned or paid for. Students will be responsible for paying for lost or damaged library items checked out in their name.

Other library media center policies:

Student ID badges will be used as library cards.

Students coming to the library without a teacher must bring a pass.

8th grade books are limited to check-out by 8th graders only.

The Little Free Library is located outside at the front of the school, so books are available at any time. If borrowed, please return when finished or replace it with one of your own.

### **MEDICATIONS**

**All medications (prescribed by a doctor or over-the-counter) must be brought to the school in the original container by a parent, legal guardian or other adult.** A few over-the-counter medications will be available to a student if the parent has signed the medical consent form. Medication consent forms are available in the front office. Permission for a student to take medication may not be given over the phone. All over-the-counter medications must be logged in the Health Room - students may not carry OTCs with them during the school day. Disciplinary consequences will be assigned if a student is found to be in possession of any type of medication (prescribed, OTC, or illegal)

### **OUTSTANDING FOX AWARD**

The Outstanding Fox award can be earned each semester a student attends Burns Middle School. The Outstanding Fox program recognizes the "cream of the crop" at BMS. These students maintain Outstanding status in regards to their grades, their attendance, their behavior, and their community involvement. A ceremony is held at the end of each semester to recognize these foxes. To qualify for Outstanding Fox, students must complete an application and turn it in to the sponsor by the deadline.

**Criteria:**



- Earn passing grades on his/her report card (verified by registrar)
- Have no unexcused absences (verified by attendance secretary)
- Have no office referrals (verified by discipline secretary)
- Be part of a club, sport, or organization (verified by coach or sponsor)
- Complete 6 hours of community service (verified by supervisor of service hours)

In addition to recognition, there are perks to being an Outstanding Fox including, but not limited to, the following prizes:

- 1st semester: BMS long sleeve T-shirt
  - 2nd semester: BMS Outstanding Fox water bottle
  - 3rd semester: BMS hoodie
  - 4th semester: BMS short sleeve T-shirt AND Malco movie & concession pass
  - 5th semester: BMS keychain AND off-campus lunch
  - 6th semester: Student choice of Kindle e-reader OR trip to Holiday World
- Outstanding Fox Sponsor: Tricia Milburn

### **SCHOOL DANCES/ACTIVITIES**

Social events, such as school dances, will be held throughout the school year. **Good behavior is a prerequisite for attendance.** Should a student receive an Office Referral that results in In-School Suspension, Out-of-School Suspension, or placement at the Center for Academic Improvement (CAI), that student is placed on the “No Dance List” and is ineligible to attend the next dance. The “No Dance List” starts over after every dance. Dance tickets should be purchased in advance of the event.

Any student that has been assigned In-School Suspension, Out-of-School Suspension, or In-House Crisis may not attend **any** school related function/activity for the duration of the consequence.

### **SELLING/TRADING**

Students are not permitted to sell candy or other food items at school, unless approved by school administration. Unauthorized items that are sold or traded will be confiscated and may result in disciplinary consequences. **Only school-approved fundraisers are permitted.**

### **STUDENT RETENTION**

A student who fails any required academic subjects for the school year may be retained in the same grade for the next academic year, or may be placed in a remediation class(es) to recover failed courses.

### **VALUABLES**

**Students are responsible for their own property.** It is important that clothing, notebooks, and all other student articles be labeled with the student’s name. Students are encouraged to leave unnecessary valuables at home. If they decide to bring these items to school they should be secured in the student’s backpack at all times.

### **YOUTH SERVICES CENTER**

The goal of the Burns Middle School Youth Services Center is to remove non-academic barriers to learning as a means to enhance student academic success. The Family Resource and Youth Services Center's mission is to enhance students' ability to succeed in school by developing and sustaining partnerships that promote: Early learning and successful transition to school, academic achievement and well-being; and graduation and transition into adult life. The following services are offered but not limited to; Family Crisis and Mental Health Counseling, Health Services and Referrals to Health Services, Substance Abuse Education and Counseling, Career Exploration and Development and Educational Support. The center serves any family regardless of social, ethnic and/or socioeconomic status. Students must have permission from their teachers to visit the YSC during school hours. Parents must check in through the front office to visit the YSC, or may call and schedule an appointment. The Youth Services Center Coordinator is Victoria Self.

# **FOXES ARE A FAMILY!**

Our bond is formed through kindness, responsibility, and respect. It's always a great day to be a Fox!