

# Middle School Student Handbook



## The Empowerment Academy 2025 - 2026

Ashley L. Moore, Principal  
Dr. Lance McCoy, Assistant Principal

### **ABSENT/MAKE UP WORK**

- Upon returning to school, the student is responsible for checking the “Absentee Folders” for any missed work.
- The student will have three (3) school days after returning to school to turn in any make-up work.
- The student is also responsible for asking the teacher or a peer for missed note taking.
- If the student missed a scheduled quiz or test, it is their responsibility to schedule a time to make it up.
- The student will have one (1) week after the original test/quiz date to make it up before it remains a zero.
- If the student was absent when a project or assignment was due, it will be due the day that they return to school.

### **ADVISORY**

- Advisory lessons will occur weekly.
- Advisory lessons will follow the Character Trait/ SEL Competency for each month.
- Students will focus on routines and PBIS/character education during this time.

### **AFTER SCHOOL ACTIVITIES**

- Students are to report to the auditorium by 2:30 pm and wait to be picked up by their club sponsor.
- After school clubs and/or tutoring will begin at 2:35 pm.
- All after school clubs will end at 3:55 pm.
- If you leave the building you can not come back inside for ANY REASON.

### **ASSIGNED SEATING**

- Students will have assigned desks in each class.
- Students will not be allowed to change desk/seat unless the teacher approves the change.
- Students **must** remove all belongings from their desks at the end of each class.

### **AUDITORIUM ETIQUETTE**

- Students will sit with their classes in their assigned section.
- Students will show respect to the speaker/class on stage.
- Students will not be allowed to leave the auditorium without permission from the teacher who escorted them to the auditorium.
- A student will be asked to leave and go to the office if they show disruptive behavior.

### **BACKPACKS**

- All backpacks are to be stored in students' lockers.
- Purses, messenger bags, and any other book bags larger than 11 inches by 6.5 inches are not allowed in class.
- Students must only carry one purse with them. The other bags must be placed in their locker.

### **BATHROOM/WATER BREAKS/ HALL PASSES**

- Students must ask for and be given permission to leave.
- Every student must sign out (date, time out, time in) when leaving for the bathroom.
- Students must use the bathroom and water cooler on the middle school floor.
- If students are at a resource class, they must use the bathroom on the same floor of that class.
- Students must wear the Class Hall vest with them when they leave the classroom.
- Students will not be permitted to leave each class more than once during a class period.

- No more than **one** student will be permitted to leave the classroom at a time.
- Please request to leave at appropriate times: when work is done and instruction is not happening.
- Students will be asked to wait if they ask to leave while the teacher is teaching.
- Students cannot use the bathroom/water break during block 1 and block 4. Students should use the bathroom before 7:45 AM (block 1) and during lunch before block 4.
- There is no bathroom/water break during the first and last 15 minutes of class.

### **CELL PHONES/AIR PODS/SMART WATCHES**

- According to BCPSS scholars can have a cell phone, however, it will be collected from scholars upon arrival to their homeroom class, placed into the **locked box** and returned to scholars prior to dismissal.
- AirPods/wireless earbuds and smart watches are not permitted during the school day.
- Lost personal items are the responsibility of the scholar, not the school.

### **CHROMEBOOKS**

- A written contract will be signed by parent and student at the beginning of the school year outlining appropriate use of the computers.
- Students will be assigned an individual chrome book for their use only.
- Students are responsible for making sure the computer is properly charged after using it.
- If there is any violation of the written contract, then the student will be referred to administration.
  - **Chromebook Misuse Levels**
  - 1. Warning
  - 2. Loss of use for 1 day and parent contact
  - 3. Loss of use for 1 week and parent contact
  - 4. Usage revoked for the school year.
  - If misuse results in damage, students will not be allowed to use any Chromebooks until they remit payment (50-350) to replace the chromebook.

### **CLASS DOJO**

- Class Dojo will be used by all classroom teachers as the primary mode of communication between the teachers and parents.
- Class Dojo will also be used to record positive behaviors, ie, coming to class prepared, student is in complete uniform, hallway behavior, participation, quiet/attentive in class.
- Class Dojo points will be used to determine participation in incentive days.

### **COACH CLASS**

- Each individual teacher determines their own coach class schedule.
- Students are expected to come to coach class with questions or their homework attempted.

## **Academic Support- Coach Class**

**After School Sessions: 2:35pm-3:55pm**

Monday	Tuesday	Wednesday	Thursday	Friday
<b>French</b> Ms. Padonou Afterschool	<b>Social Studies</b> Mr. Nash Afterschool	<b>Science</b> Mrs. Johnson Afterschool	<b>Math</b> Ms. Fitz During Lunch	<b>ELA</b> Mrs. Bulisco Afterschool

## **DANCE UNIFORM**

- Empowerment Academy Hunter Green Sweatpants or Shorts.
- Empowerment Academy T-shirt/ White T-shirt
- No spandex, hoodies, leggings, or non uniform colored shirts.

## **DISCIPLINE PLAN\***

<b><u>Offense Number</u></b>	<b><u>Disciplinary Action **</u></b>	<b><u>Referral Type</u></b>	<b><u>Alignment to Code of Conduct</u></b>
1	Loss of Participation Points/ Time Out	<b><u>Minor</u></b>	<b><u>Level 1</u></b>
2	Parent Conference/ Behavior Contract	<b><u>Minor</u></b>	<b><u>Level 2</u></b>
3	Lunch Detention	<b><u>Minor</u></b>	<b><u>Level 2</u></b>
4	Office Referral	<b><u>Minor</u></b>	<b><u>Level 3</u></b>

\*Note that the following actions are automatically major referral offenses according to the code of conduct: Fighting, Bullying (Including cyber), any drug-related offenses.

\*\* These are examples that are included but not limited to all possible disciplinary actions

## **DISMISSAL**

- Dismissal will occur at 2:25 daily.
- Students will be dismissed out the middle school door (Lafayette Exit).
- Once students are dismissed, they will not be allowed to reenter the building.
- If a student is staying for an afterschool club or activity, they must exit the building and wait at the front doors until given permission to come to the auditorium for pick up from the teacher.
- **Students are not permitted to hold the door for their peers.** Doing so will result in disciplinary action.

## **DRESS DOWN DAYS**

- Dress down days will be announced by the school.
- Only students who have prepaid or earned the reward may dress down.
- The following clothing items are prohibited: Hoodies, Ski Masks, Revealing clothing, Clothing/ Accessories/ Graphic t-shirts containing any adult content (i.e. drug or pornographic paraphernalia, nudity, violence and weapons).

## **EXTRA CREDIT**

- This is work that enhances, enriches, and accelerates learning. It is not work that replaces missed assignments.
- Extra credit is **NOT** to be given when students have not completed basic, minimal requirements.
- It is at the teacher's discretion to give extra credit assignments to students. Administration will not require teachers to give extra credit.

## **FRENCH CLASS**

- French class will be offered to 6th grade students 1 day a week.
- French class will be offered to 7th grade students 2 days a week.
- French class will be offered to 8th grade students 3 days a week.

## **HONOR ROLL/PRINCIPAL'S LIST**

- Honor Roll - students must earn all A's and B's all classes for the quarter.
- Principal's List - students must earn all A's in all classes for the quarter.
- Scholars will be recognized for high achievement during Town Hall Meetings.

## **GRADING POLICY**

- The grading policy focuses on three components of each students' grade – classwork, participation, assessments (test/quizzes, projects). The following range of percentages will be used in determining the assessment of reading and mathematics in relation to grade standards. Homework will be mandatory for all students. Homework will be included under Participation in the gradebook.

A+	A	A-	B+	B	B-	C+
97 - 100	93 - 96	90 - 92	87 - 89	83 - 86	80 - 82	77 - 79

C	C-	D+	D	D-	F
73 - 76	70 - 72	67 - 69	63 - 66	60 - 62	0 - 59

Grade Level	Classwork and Participation		Assessments(Tests, Quizzes & Projects)	
	Classwork	Participation/Homework	Formative (Exit Tickets/Quizzes)	Summative (Unit Tests/ Large Assessments)
Grades 6-8	15%	15%	50%	20%

## **INCENTIVE DAY**

- Will take place on Predetermined dates as indicated on the Middle School Calendar
- Scholars must earn the required points to participate in the incentive.
- Those students who do not earn the required points, will go to detention during the incentive time.

## **LOCKERS**

- Each student will have an assigned locker.
- Administrators do have the right to search lockers.
- Scholars cannot be late for class if they go to their locker.

## **LUNCH BUNCH**

- If a student earns lunch with a teacher, students must have a signed note from the teacher or the teacher must pick up the students from the cafeteria.
- Students must return to the cafeteria 5 minutes before lunch is over to transition with class to block 4.

### **MORNING CIRCLES**

- Morning meetings are held in classrooms daily (5 minutes) during homeroom in order for students to develop social skills and a classroom community.
- Students are given the opportunity to describe, demonstrate, practice and reinforce those modeled behaviors.
- SEL ambassadors will run the morning circles.

### **OFFICE REFERRALS**

- If a student receives an office referral, then they need to transition straight to the office.
- The student will complete an incident report to explain his/her involvement in the occurrence.

### **PARENT ETIQUETTE**

- Parents must check in with the school office prior to visiting a classroom.
- Parents and family members must schedule a parent-teacher conference in advance if they would like to discuss matters regarding their scholars.
- Parents are welcomed to observe their scholars during class, but please be mindful of instruction and refrain from interrupting class time.

### **PERSONALIZED LEARNING**

- During personalized learning, scholars will be directed by their teacher to complete small group or individual assignments, enrichment discoveries or other engaging activities.

### **PHYSICAL EDUCATION UNIFORM**

- Only PE uniforms can be worn on PE days.
- PE Uniforms consist of green sweatpants or shorts, t-shirt (white, green, or an Empowerment t-shirt), and tennis shoes.
- No spandex, hoodies, leggings, or non uniform colored shirts.
- Jackets and coats may be worn for outdoor gym activities in the winter only.

### **PLAGIARISM/ CHEATING/ ACADEMIC INTEGRITY**

- Talking/disruption during quizzes/tests and other independent assessments, they will receive a 0.
- If a student is caught copying off another student's assessment or assignment, they will receive a 0.
- If a student allows their work to be copied they will also receive a 0 for the assignment/assessment.
- Using notes/a cheat sheet when not permitted will result in a 0.
- If a student turns in work that is not in their handwriting or another student or family member completed it for them, they will receive a 0.
- AI generated work is considered cheating and will result in a 0.

### **POSITIVE OFFICE RECOGNITION**

- Teachers will recognize students who display positive character traits.
- Positive office referrals will be read during the morning announcements.

### **PREPAREDNESS**

- Students must come prepared for class, this includes all requested materials and a charged computer.
- If students do not, they will receive a zero for assignments they are unable to complete.

## **REPORT CARDS/PROGRESS REPORTS**

- Report cards will be given out quarterly one week upon the end of the quarter.
- Progress reports will be distributed mid quarter.
- Grades will be updated weekly in Infinite Campus. Teachers will input at least one assessment grade and one classwork grade weekly.
- The Infinite Campus app can be downloaded on phones so that parents and students can access grades daily.

## **SCHEDULES**

Time	Classes
7:40 AM - 7:50 AM	Announcements
7:50 AM - 8:50 AM	Block 1
8:53 AM - 9:53 AM	Block 2
9:55 AM - 10:50 AM	Resource
10:53 AM - 11:53 PM	Block 3
11:55 PM - 12:25 PM	Lunch
12:27 PM - 1:22 PM	Block 4
1:25 PM - 2:25 PM	Block 5
2:25 PM	Dismissal

## **SCHOOL NURSE**

- All students must have a health suite pass to visit the nurse's room.
- If students do not have a health suite pass, they will be sent back to their teacher.
- Students can not call home to be picked up due to illness. Parents must receive a phone call from the nurse.

## **STUDENT GOVERNMENT ASSOCIATION**

- Each middle school class will have a class representative.
- The president, vice president, secretary, and treasurer will be filled by 8th grade students.
- All SGA positions will be voted on by the middle school student body.
- SGA will meet bi-weekly with administration.

## **STUDENT OF THE MONTH**

- Homeroom teachers will select 2 students from their homeroom that have displayed the character trait for that month to be recognized.
- Celebrations to recognize students will be held monthly.

## **STUDENT LED CONFERENCES**

- Students will be responsible for preparing and facilitating their SLCs.

- SLCs will occur on schedule Parent Conference dates.

### **TARDINESS - CLASS**

- All students are expected to report to class on time.
- If a student is tardy for class, they need to have a pass indicating why they are tardy.
- Students who are tardy to class will automatically receive a lunch detention. Repeated offenses will result in increased consequences according to the discipline plan.

### **TARDINESS - MORNING**

- All students who report to the school after 7:45 AM are expected to go directly to the main office for a late pass.
- If you are late you must get a late pass before entering homeroom class.
- Students who do not get a late pass will not be permitted to enter past 7:45 a.m.
- Place your late pass in the designated area in the classroom.
- Avoid disrupting the class upon entrance.

### **TRANSITIONS**

- Students will transition to each class with their classmates.
- While transitioning to and from lunch, students will walk through the halls quietly and in a line.
- Teachers will escort students through the halls for lunch.
- When transitioning to resource, no students will transition through the primary corridor or the intermediate corridor.
- Students should not interfere with the learning of other classes at any time during the school day.

### **TOWN HALL**

- Town Hall Meetings will be held according to the predetermined schedule.
- All classes will report to the auditorium after morning announcements.
- Agenda will be determined by the teachers, administrators, and SGA.

### **UNIFORMS**

- Scholars are expected to wear uniforms and it will be monitored by staff and administration daily via Dojo points. All teachers are expected to enforce the dress code.
- 6<sup>th</sup> Graders will wear yellow polo shirts and navy blue pants.
- 7<sup>th</sup> Graders will wear green polo shirts and navy blue pants.
- 8<sup>th</sup> Graders will wear red polo shirts and navy blue pants.
- Middle School girls may wear green plain skirts or pants.
- Cardigan sweaters must be hunter green or navy blue.
- Scholars are not permitted to wear spandex leggings, sunglasses, hats, hoodies, du-rags, skull caps, bonnets, ski masks or other, non-religious head coverings in the building.
- Students may wear mostly black, white, or brown tennis shoes, bucks, or saddle shoes. Students may also wear boots when weather is appropriate. Students must wear their tennis shoes on gym days.
- Scholars are not permitted to wear flip-flops, slides, foam runners, or Crocs.
- Earrings should be no larger than the size of a quarter.
- Graphic t-shirts containing any adult content (i.e. drug or pornographic paraphernalia, nudity, violence and weapons) are prohibited.
- Uniform violations: loss of 5 dojo points for each occurrence.
- Administration and staff will confiscate all nonuniform items and described above.