

# Bill Reed Middle School Student and Family Handbook 2023-2024



## Mission

We are a diverse and fiercely committed community of scholars, creators, and competitors.  
We are the Wolf Pack!

Somos una comunidad diversa y ferozmente comprometida de académicos, creadores y competidores. Somos la manada de lobos.

## Vision

Bill Reed Middle School focuses on growing the whole student as we strive for excellence - we are fiercely committed. Students are at the center of everything we do. We develop future leaders through arts integration, scholarship, athletics, and personal achievement. At Bill Reed, we are a family that embraces diversity and welcomes all cultures, as we intentionally work to create an equitable and safe learning environment for every member of our community

**WELCOME TO THE BILL REED MIDDLE SCHOOL COMMUNITY!**

You have just become a member of the student body at what we believe is the finest middle school in Thompson School District! Much time, energy and thought have gone into planning at BRMS so that you may have the best possible learning environment. An outstanding staff has been hired to inspire and challenge you! We know that as you step through the doors of BRMS you will sense the pride here. You are here to share that pride, participate in the ongoing development of tradition for your school, and take on the responsibility that comes with striving to be the best.



Every community has rules to help each member live safely and successfully and so do the people at BRMS. This handbook is designed to inform you of important school rules and procedures plus district policies that apply to you. You need to read and study this handbook so that you know what is expected of you at Bill Reed Middle School and Thompson School District.

The policies and procedures in this student handbook have been carefully prepared and presented so it will be of great value in helping you to adjust to Bill Reed Middle School and become an important part of our Wolfpack. Thompson School District publishes a [Code of Conduct](#) and you are responsible for following all procedures. Your education is the most valuable investment you will make in yourself.

## **Bill Reed Middle School**

**370 West 4th Street, Loveland, CO 80537**  
**970-613-7200 Attendance Line 970-613-7290**

**Principal:** John Kleiber

**Assistant Principal:** Gwynne Johnson

**Dean of Students:** Jeremy DeBoer

**Counselors:** Cheryl Faller (8), Kelly Green (7), Robert Kelly (6)

**Grades:** 6-8

**Enrollment:** 575

**School colors:** Red and Black

**School mascot:** Wolfpack

Web site: <https://www.thompsonschoools.org/BillReed>

### **Name/History**

The school opened in 1918 as Loveland High School. It became Bill Reed after the present Loveland High School opened in 1964. Bill Reed was a teacher, coach, and Army general.

La escuela abrió en 1918 como Loveland High School. Se convirtió en Bill Reed después del presente. Loveland High School abrió en 1964. Bill Reed era maestro, entrenador y general del ejército.

### **Belief Statement**

Winning is not about beating someone or being better than someone else. Winning is about trying your hardest to do your best. Bill Reed is a school of winners.

Ganar no se trata de vencer a alguien o ser mejor que alguien más. Ganar se trata de esforzarse al máximo hacer lo mejor posible. Bill Reed es una escuela de ganadores.

### **Special Programs**

We have after-school athletics and enrichment activities. Feel free to visit our [LISA](#), [DLI](#), [Athletics](#), and [Club tabs](#) for further information on all the wonderful ways Bill Reed Middle School enhances the lives of our middle school students.

Tenemos actividades deportivas y de enriquecimiento después de la escuela. Siéntase libre de visitar nuestras pestañas LISA (bajo la pestaña "Nuestra escuela"), Atletismo y Club para obtener más información sobre todas las maravillosas formas en que la Escuela Intermedia Bill Reed mejora las vidas de nuestros estudiantes de secundaria.

# Learning Culture

**At BRMS, we work together as staff, students, parents and community to:**

- Set measurable school goals for which we are accountable
- Establish and practice high, measurable expectations in classrooms, on our school grounds and in the community, during academic classes, student activities, and in student leadership.
- Teach fundamental and advanced skills as required by the TSD curriculum, state standards and the school community.
- Support interdisciplinary learning & arts-integration and encourage growth to ensure each student reaches his/her full potential.
- Provide a physically and emotionally safe environment for learning.
- Promote a productive work ethic, and listen to students' needs.
- Enable students to face, survive and excel in society, keep current with technology, and use critical thinking and reasoning skills.

## Student Support

In order to help you learn and accomplish the school goal of high academic achievement, BRMS offers support in a variety of ways:

- ✓ High teacher expectations for each class
- ✓ Student Led Conferences
- ✓ Athletic and club eligibility
- ✓ Infinite Campus for grades and attendance, 24 hours/day
- ✓ Reading and math support classes for those who need them
- ✓ Multi-Tiered System of Support (MTSS)
- ✓ PBIS System to celebrate student successes throughout the year

## Schedules and Calendars

[23-24 School Calendar](#) **CHANGE**

[23-24 Calendario Escolar](#) **CHANGE**

[BRMS Calendar](#)

[Bell Schedules](#)

## Attendance

Every day is an important day at Bill Reed Middle School. School attendance is important to the student's success at middle school and beyond. Colorado State Law requires students to attend school every day that it is in session except on those occasions when the school has been notified that the student is ill, has a family emergency, or has a pre-arranged absence.

**Excused absences include the following:**

**A student who is...**

- temporarily ill or injured or whose absence is approved by the administrator of the school of attendance
- absent for an extended period due to physical, mental, or emotional disability
- pursuing a work-study program under the supervision of a public school
- participating in any school sponsored activity or a student who has advance approval by the Administration to attend an activity of an educational nature
- on a doctor's written advice, absent because their presence may constitute a danger to their health or will seriously expose other students to a health hazard
- has a death in his or her immediate family
- attending a scheduled health appointment with a doctor, dentist, or other medical advisor (please provide a note from the health professional for excusal)

- under quarantine
- required in court
- with advance approval, attends for a minimum of one hundred seventy-two days in an independent or parochial school which provides a basic academic education as defined in state law
- in the custody of a court or law enforcement authorities
- being instructed at home by a certified teacher or under a system of home study pursuant to state law and State Board of Education rules.
- absent with written approval of the building principal based on special family circumstances
- issued with current age and school certificate or work permit pursuant to state law
- participating in an observance of their religion

**Unexcused Absences: An unexcused absence is an absence that is not covered by one of the foregoing exceptions, including:**

- Leaving school or a class without permission of the teacher or administrator in charge.
- Not reporting to school or a class unless the absence is excused in accordance with the school's policy.

**TSD Truancy Policy:** If a student is absent without an excuse signed by the parent/guardian or if the student leaves school or a class without permission of the teacher or administrator in charge, the student shall be considered truant. A "habitually truant" shall be defined as a student of compulsory attendance age who has **4 unexcused absences from school or from any class in any one month or 10 unexcused absences during any school year.** Absences due to suspension or expulsion shall not be counted in the total of unexcused absences.

The school has established a **system of monitoring individual excused and unexcused absences.** When a student fails to report on a regularly scheduled school day and school employees have received no indication that the parent/guardian is aware of the absence, school employees or volunteers under the direction of school employees shall make a reasonable effort to notify the parent/guardian by telephone. Additional communication regarding absences will be as follows:

**4 absences (excused or unexcused):** a contact from school personnel explaining the attendance policy and process and offer assistance if needed

**6 absences (excused or unexcused):** · A first attendance letter will be sent · A meeting with school personnel may be required. · An attendance contract may be required

**10 absences (excused or unexcused):** A second attendance letter will be sent. · **Absences will now only be excused for medical reasons.** This means students must be excused by our health office prior to missing school, or students must return with proper documentation from medical offices. · A meeting with school personnel may be required. · An attendance contract may be required. · Referral to the district truancy office and initiation of legal proceedings related to truancy may begin.

A plan shall be developed for a student who is at risk of being declared habitually truant with the goal of assisting the child to remain in school. When practicable, the child's parent/guardian or legal custodian shall participate with district employees during the development of the plan. Appropriate school personnel shall make reasonable efforts to meet with the parent/guardian or legal custodian to review and evaluate the reasons for the child's truancy.

**Tardy Policy:** A tardy is when a student is up to 10 minutes late to a class without an excuse. After that, it is considered truancy, out of class or school without permission of the school or parent/guardian, and disciplinary measures for the violation will be followed. If you arrive at school after the tardy bell has rung in the morning, you must report to the office with a written explanation from a parent/guardian or they must contact the office by phone. After period 1, tardies will be recorded and monitored by teachers.

- |                     |                                  |
|---------------------|----------------------------------|
| 1st Tardy           | Warning/Reminder                 |
| 2nd Tardy           | Warning and a phone call home    |
| 3rd Tardy           | Lunch Detention                  |
| Continued Tardiness | Office Referral and consequences |

All students are expected to remain at school for the entire day. If a student must leave for an appointment, they must:

1. **Have a parent/guardian sign the student out when they leave.** Anyone signing a student out from school before the end of the school day may be asked to present an ID before the student will be released. In an effort to maximize our student body safety, if someone other than the parent/guardian is picking up a student, a written note signed by the parent is necessary.
2. **Check in with the office when they return.** Please return students to school after appointments to resume their school day when possible. **Please provide a written excuse from your healthcare provider whenever possible.** This allows our attendance clerk to “medically excuse” the appointment time. Most providers can print these for you as you check out.

**Illness and Emergency Absences:** Whenever a student is absent from school, a parent/guardian is asked to call 613-7290 before 8:45 AM on the day of the absence. Notes are only required when it has been impossible to call the school.

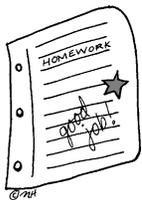
### **Prearranged Absences:**

Students /or parents can pick up the long-term absence form (3+ days of absence) at the Attendance window. This provides the student an opportunity to receive some make-up work prior to the absence. Students will need to make up missing assignments (see policy below).

**Make-up Work:** It is the student’s responsibility to make up any work missed because of an absence or tardy. Students will be allowed one day to complete missing work for each day missed. In the event of an extended illness, arrangements to pick up schoolwork can be made with the front desk by calling 613-7200. 24-hour notice is necessary for work requests. Makeup work will be left in the main office for parents to pick up. Teachers may also utilize google classroom as a tool to support students.

### **Closed Campus**

Middle schools operate under a closed campus policy. Once you arrive on school grounds, even before the bell rings at the start of school, whether walking or in a vehicle, **you will not be permitted to leave the school grounds at any time during the school day without parent/guardian and office permission.**



## **Homework**

Homework is essential for academic achievement. It’s important for the learning community of students, parents, and teachers to work together with common goals and expectations for high performance. Our goal is for students to have a successful and rewarding experience at Bill Reed Middle School. We believe this can be achieved through partnership with the learning community.

### **Teacher Expectations:**

- Homework is directly connected to the skill and conceptual development of the learner.
- Homework is purposeful and meaningful.
- Homework will support student progress toward achieving learning standards.
- Homework will be monitored to assure optimal benefit to the student.

**Student Expectations:** Homework is an essential component of the educational process, therefore we recommend the following:

- Students complete all homework assignments routinely, thoroughly, accurately, and in a timely manner
- Students dedicate the prescribed homework time to successfully complete assignments.
- Students keep an agenda or utilize Google Calendar to keep a running list of assignments and due dates

**Parent Expectations:** We recommend the following in order to stay informed about the child’s performance in school:

- Encourage growth in academic responsibility by openly valuing “best efforts and best work”
- Routinely talk with your child about their progress & provide an appropriate environment for studying
- Monitor your child’s progress in Google Classroom and [Parent Portal Information](#) or [Infinite Campus](#)
- Reach out to teachers when you have questions or concerns. School staff can be emailed (first name.last @tsd.org).

# Behavior

All expectations are driven by [Thompson School District's Code of Conduct](#).

Mutual respect and good communication among students, staff, and parents characterize the Bill Reed Middle School community. Mutual respect fosters social and academic growth, self-discipline, responsibility, and problem-solving skills. By setting clear behavior expectations, a safe environment can be established. Our school teaches and models caring and respect. Appropriate and consistent consequences will be carried out for those who choose to overstep the boundaries. The following behaviors are unacceptable, will not be tolerated, and will result in disciplinary action:

- Rude and disrespectful toward any individual
- Insubordination including talking back, arguing, or refusing to follow directions, or obey the rules
- Disrespectful and inappropriate language
- Intimidation and sexual harassment including threatening someone (verbally or in writing), using inappropriate physical contact, or using derogatory statements (written, verbal, or hand gestures)
- Dishonesty or cheating (written or verbal)
- Roughhousing including tripping, pushing, kicking, hitting, picking up other students, etc.
- Stealing
- Fighting-- Students who are having conflicts should seek help from a staff member before a fight begins. **All parties involved in a fight will be disciplined.**



## General Classroom Expectations

1. Upon entering a classroom, take your seat quickly and quietly.
2. Complete the “Do Now” / “Bell Ringer” activity
3. Speaking out or expressing disapproval when another “has the floor” is disrespectful.
4. You should bring all of your supplies to class.
5. Classes will be dismissed by the teacher
6. Students visiting another class should knock and wait to be recognized by the teacher before interrupting a class.
7. You are expected to be in your classroom and sitting in your seat when it is time to begin class, otherwise, you will be considered tardy.
8. You are not permitted in the halls during the first or last 10 minutes of class. When in the hallway, you need to have a pass and remain in your color code.

## PBIS Positive Behavior Intervention And Support

PBIS falls under the umbrella of MTSS (Multi-Tiered System of Support) and is intended to help teach our students expected behaviors in our building. In our building, the PBIS motto is we do things the “Wolfpack Way.” We teach students to be kind, make good choices, and work hard. Specific Wolfpack Way expectations are taught for each area or instance in the building. Students are regularly recognized for following the Wolfpack Way and exhibiting positive behavior.

**2024-2025**

Bill Reed Pride	Classroom	Hallway, Bathroom, Locker Rooms	Common Areas and Events	Technology (iPad, Cell Phones, Social Media, Web Use, etc.)
<b>Perseverance</b>	<ul style="list-style-type: none"> <li>● Work through challenges</li> <li>● Keep trying</li> <li>● Learn from mistakes</li> </ul>	<ul style="list-style-type: none"> <li>● Interact safely</li> <li>● Limit time out of class</li> </ul>	<ul style="list-style-type: none"> <li>● Be patient</li> <li>● Be considerate</li> </ul>	<ul style="list-style-type: none"> <li>● Follow the iPad Self-Help steps</li> <li>● Ask for help</li> </ul>
<b>Respect</b>	<ul style="list-style-type: none"> <li>● Honor all ideas</li> <li>● Value personal space</li> </ul>	<ul style="list-style-type: none"> <li>● Use an appropriate voice level (1-2)</li> <li>● Maintain personal space</li> </ul>	<ul style="list-style-type: none"> <li>● Keep our space clean</li> <li>● Strive to resolve our differences respectfully</li> </ul>	<ul style="list-style-type: none"> <li>● Follow all technology agreements</li> <li>● Be kind to devices</li> </ul>
<b>Integrity</b>	<ul style="list-style-type: none"> <li>● Own our choices</li> <li>● Be honest</li> </ul>	<ul style="list-style-type: none"> <li>● Walk in the building</li> <li>● Report and refrain from unsafe situations</li> </ul>	<ul style="list-style-type: none"> <li>● Be honest</li> <li>● Follow the rules</li> <li>● Take care of school property</li> </ul>	<ul style="list-style-type: none"> <li>● Choose and use only approved educational activities</li> </ul>
	<ul style="list-style-type: none"> <li>● Honor all learners</li> </ul>	<ul style="list-style-type: none"> <li>● Use kind and appropriate</li> </ul>	<ul style="list-style-type: none"> <li>● Celebrate and accept</li> </ul>	<ul style="list-style-type: none"> <li>● Learn about different</li> </ul>

<b>Diversity</b>	<ul style="list-style-type: none"> <li>Be open to new ideas</li> </ul>	words to all	<ul style="list-style-type: none"> <li>our uniqueness</li> <li>Include people of all skills and abilities</li> </ul>	<ul style="list-style-type: none"> <li>appropriate uses</li> <li>Use to overcome challenges</li> </ul>
<b>Excellence</b>	<ul style="list-style-type: none"> <li>Do our best</li> <li>Ask for help</li> </ul>	<ul style="list-style-type: none"> <li>Take pride and assist in maintaining a clean area</li> </ul>	<ul style="list-style-type: none"> <li>Promote school pride with others around us</li> </ul>	<ul style="list-style-type: none"> <li>Use the "THINK" principle</li> </ul>

## **THINK: True, Helpful, Inspiring, Necessary, Kind**

### **Behavior in Halls, Restrooms, and Outside**

1. Behave with respect towards others at all times
2. Keep the building and grounds clean-if you drop litter, pick it up or if you see litter, pick it up-it takes all of us to keep our school clean!
3. No swearing or obscene gestures are allowed on school grounds
4. React immediately to any adult's request for attention or direction
5. Keep our school clean and free of vandalism and graffiti. If you see something, report it to an adult immediately. See #2 above.
6. Follow the dress code and always be respectful if told you are dressed inappropriately.
7. For your safety and the safety of others, walk at all times.

Keep your Wolfpack Way on!

### **Lockers**

- All students are assigned a hall locker.
- Students are not to share their locker or combination with other students.
- Students are required to leave backpacks in lockers.
- Not following locker rules will result in a student having the privilege suspended.

### **Discipline**

It is impossible for teaching and learning to take place in a classroom unless discipline is maintained. You are reminded that you must follow the [Thompson Schools Code of Conduct](#) for good behavior not only for your own benefit but for the benefit of others as well.

**Administrative Disciplinary Process:** Administrators use the process described below when any incident is reported to them:

- a. **Investigate the incident:** Talk to witnesses, both adults and students, if appropriate
- b. **Conference with the student:** Tell the student what they are being accused of and let them tell their side of the story.
- c. **Make a determination:** Decide, based on the evidence, if the student has violated a rule or policy of the school/school district
- d. **Establish consequences:** Use the levels of consequences described as a guide. Thompson School District Code of Conduct will be the rule.
- e. **Contact Parent/Guardian:** Contact parent/guardian on major or repeated incidents

### **BRMS Classroom Discipline System:**

1. Classroom expectations (Wolfpack Way) are taught. When students are not following the Wolfpack Way as posted, they will be verbally redirected with the following questions:
  - What are you doing?
  - What are you supposed to be doing?
  - What do you need to make that happen? (Teachers will partner in problem-solving with the student if possible)
2. Should the behavior continue or a new behavior appears, there will be a second redirect.
3. Should the behavior continue or new behavior appears, the student will be sent to a neighboring classroom to fill out a refocus form. The teacher will process with the student after the form is completed and the student will be allowed to return to class if things seem to have been resolved in conversation. If a resolution cannot be met, or if problems continue, staff may call for an administrator.

**The staff member will make contact with parents for repeated behavioral issues.**

**Fair Treatment:** If you feel that you have NOT been treated fairly by your teacher.

First: Talk with your teacher in private, before or after class, or by appointment

Second: Talk with the counselor

Third: Talk with an administrator

### **Parent Concerns**

Problems are best solved with the person closest to the problem.

#### **Source of Concern:**

Student in class

#### **Who to Contact:**

1. Teacher of the class
2. Administrator

Student outside of class

1. Counselor
2. Assistant Principal or Dean
3. Principal

Teacher

1. Teacher of the class
2. Assistant Principal or Dean
3. Principal

## **Safety and Security**

Students will enter the building via the main entrance on 4th street or through the cafeteria. Breakfast is available in the cafeteria. Please enter through the cafeteria doors on the southwest side of the building to eat breakfast.

**All visitors must check in at the office and obtain identification passes.** Students should not open any emergency exit unless it is during an emergency drill or an actual emergency. All equipment associated with the security of the school building and the safety of everyone inside, for example, fire sensors, alarms, lighted exit signs, cameras, motion sensors, security keypads, AED device, etc. must never be tampered with by students for any reason as consequences with tampering are severe.

### **Search and Seizure**

Students possess the right to privacy of person as well as freedom from unreasonable search and seizure as guaranteed by the 4<sup>th</sup> Amendment of the United States Constitution. This individual right, however, is balanced by the school's responsibility to protect the health, safety, and welfare of all its students and staff. **School employees (usually administration) may conduct searches when they have reason to suspect that the health, safety, or welfare of students or staff might be in danger.**

**Note:** *Student belongings may be searched at any time where a reasonable suspicion of a safety or school policy violation exists.*



**Bus Safety/Expectations:** Riding the bus is a privilege based on a need and good behavior. Inappropriate behavior could result in the denial of this privilege. Students may not ride on a bus other than the one assigned unless a bus pass is issued by the front office. Rules of safety and conduct set by the driver are to be obeyed by all students.

### **Student Valuables**

Students are responsible for the safety of their own personal property. The school cannot guarantee the personal property of students. Therefore, students are cautioned not to bring large sums of money or other valuable items to school. Students who bring valuable items to school (including phones and electronics) do so at their own risk. It is suggested that personal items, such as school supplies be labeled with the student's name. Student belongings will need to be stored in their backpacks.



## **Alcoholic Beverages, Drugs, Prescription Drugs, and Tobacco**

Students may not use, possess, sell, distribute, acquire, or be under the influence of alcoholic beverages or drugs (or “look-alike” substances) or other controlled substances other than those prescribed by a licensed physician, while attending school or a school-sponsored event. According to TSD policy, a violation will result in disciplinary and/or referral to local law enforcement.

In order to promote the general health, welfare, and well-being of students and staff at BRMS, possession and/or smoking, chewing, or any other use of tobacco products by students while in or on school properties or under the school’s jurisdiction during school hours or while participating in school-sponsored events is prohibited. “Tobacco” shall include, but is not limited to: cigarettes, vaping, cigars, pipe tobacco, snuff, chewing tobacco, cloves and all other kinds of tobacco prepared in such a manner as to be suitable for chewing, smoking or both.

**According to TSD policy, all medication must be kept and dispensed through the school office.** If it becomes necessary for you to take **ANY** form of medication at school, a signed note from the doctor and parent must be filed in the office. Forms are available in the school office. You cannot possess any medication, prescription or over-the-counter medication (such as: aspirin or other pain relievers, cough drops etc.) at any time for any reason. If you have these things, they must be in the health office with a doctor’s permission and they must be administered by the health aide or other trained personnel. If you have any questions, contact the office immediately. This is Colorado state law.

### **Campus Supervision**

Campus is open from 8:30 a.m. (breakfast) or 9:30 a.m. Wednesdays until 4:20 pm Monday-Friday on scheduled school days. Students on campus outside of this time should be with an adult or attending a supervised club or activity meeting. We are unable to provide supervision outside of those times if students are not in an activity or sport.

### **Bikes, Scooters, Skateboards, Etc.**

Bicycles, scooters, skateboards, etc., should not be ridden on school grounds since the sidewalks and other perimeter areas are often crowded with children. Bicycle privileges are accompanied by responsibility, including awareness of the rider's safety and the safety of others. School personnel cannot monitor bicycle safety to and from school. **It is the parent's responsibility to see that the student complies with basic safety rules and has chosen a safe route. Please encourage your student NOT to wear headphones when biking and to cross at designated crossing areas.** Bicycles should be parked in the designated bike parking area on the southeast side of the building. Locks are strongly recommended to protect property throughout the day when unattended. We highly recommend not leaving bicycles overnight as our school does not have a locked campus. The school district cannot be responsible for bicycles, scooters, or skateboards which students ride to school.



### **Guidance and Counseling**

School and community educators work cooperatively with the staff, the Director of Student Activities, and Student Health Services to enhance the educational process for students, parents, and staff. They work directly with students in facilitating small group sessions and some limited individual sessions. They also serve as a resource for parents when the service is requested. The school/district community supports students in all aspects of their personal and educational lives, in successful and positive transitions to middle school, and in conjunction with staff members should extraordinary or difficult situations arise for students.

### **Health Services**

A RN or health aide will be available in the health office for minor illnesses, health concerns, and emergency situations. Except in the case of an emergency, students must have a pass from a teacher before being allowed in the health office. An early dismissal slip must be obtained from the health office before a student with an illness or injury is allowed to leave the building.

**MEDICATIONS:** The health office cannot dispense medication of any kind without written physician and parent permission. In the case of prescription medications, the labeled prescription bottle indicates written physician permission. The medication must be in the prescription bottle and be accompanied by the district [Medical Permission](#) form with the required physician and parent signatures.

### **Emergency Drills**

Emergency drills at regular intervals are required by law and are an important part of safety practice. It is essential that when the first signal is given, everyone obeys instructions promptly and clears the building by the prescribed route as quickly as possible. Always follow directions from teachers and BRMS staff. We want all of us to be safe at Bill Reed Middle School.

## **School Breakfast and Lunch**

Nutrition Services encourages **ALL families to apply for meal benefits. Apply online at: [www.myschoolapps.com](http://www.myschoolapps.com)**

Breakfast is served at BRMS from 8:30-8:50 a.m. (M, T, Th, F) and 9:30 am on Wednesdays. You may eat breakfast in the cafeteria before the school bell rings. School lunches are served daily during scheduled lunch times. Students are encouraged to wash their hands before and after eating lunch. They may use their own hand sanitizer if they prefer.

It is important to follow cleaning directions and get dismissed before heading outside. All trash must be deposited in the trash cans located in the lunchroom. **Food and drinks are NOT permitted to leave the cafeteria**

Students are not allowed to leave campus during lunch unless accompanied by their parent/guardian. If you eat your lunch in a classroom with a teacher's permission (written pass), you must remain there for the duration of the lunch period.



## **Dress Code**

A safe and disciplined learning environment is essential to a quality education program. District-wide standards on student attire are intended to ensure that all students are treated equitably and benefit from a safe learning environment. The Board of Education recognizes that students have a right to express themselves through dress and personal appearance and the responsibility for the dress and appearance of students generally rests with the student and their guardians. However, students shall not wear apparel that is deemed disruptive or potentially disruptive to the classroom environment or to the maintenance of an overall safe and equitable school environment for all students. Students are expected to dress appropriately for all school activities. The following general guidelines will be in effect:

- ❖ Shoes, sandals, or boots must be worn in the buildings in order to avoid injury and disease.
- ❖ Students must wear tops (shirts) and bottoms (pants, sweat pants, shorts, skirts, dresses, leggings)
- ❖ Traditionally known private parts of the body must be covered with non-transparent material
- ❖ **The following articles are not allowed:**
  - Hoods, bandanas, or sunglasses*
  - Chains hanging from pockets*
  - Pajamas and slippers*
  - Laser pointers*

*Hoods* can pose safety and security issues in that they make people harder to identify and contraband easier to conceal. Please remove hoods when in the school building.

- ❖ The following will not be allowed: Any clothing, paraphernalia, grooming, jewelry, hair coloring, accessories, or body adornments that are or contain any advertisements, symbols, words, slogans, patches, or pictures that:
  - refer to drugs, tobacco, alcohol, or weapons
  - are of a sexual nature
  - by virtue of color, arrangement, trademark, or other attribute denote membership in gangs which advocate drug use, violence, or disruptive behavior
  - are obscene, profane, vulgar, lewd, or legally libelous
  - threaten the safety or welfare of any person
  - promote any activity prohibited by the student code of conduct
  - are racist in nature or include derogatory comments or slurs against groups of people
  - otherwise disrupt the teaching-learning process
  - All middle and high school students are required to have in their possession an unaltered school-issued photo identification card (ID) during school hours, or at such times, locations, and activities specifically identified by the building principal.

**Consequences for Dress Code Violations:** The administration reserves the right to determine whether clothing is distracting, indecent, or inappropriate to wear in the school environment. Violations of the dress code are subject to disciplinary action. The discipline measures taken will be based upon the degree and frequency of violations. All staff members will enforce the dress code. This dress code will be enforced beginning in the first period and for the entire school day. Students wearing unacceptable apparel will be asked to change, cover their clothing, or have parents bring a change of clothing. BRMS spirit wear will be available in the office for students in violation of the dress code to wear and borrow for one day.



## Personal Electronic Devices (Cell Phones, iPods, iPads, Tablets)

Bill Reed Middle School wishes to provide each student and teacher a distraction-free learning environment every school day. Research shows that when access to personal electronic devices is moderated during the school day, students are more engaged socially and academically. For more information and research on the effects of cell phones and other personal electronic devices on the middle school student, please visit [awayfortheday.org](http://awayfortheday.org).

To ensure such a learning environment, BRMS will be implementing the following cell phone/personal electronic device (PED) policy for the 2023-2024 school year. Please review the specifics of this policy with your student. We will also go over it with students.

Cell phones and/or any personal electronic devices (PEDs - any device that can connect wirelessly to a network) may be brought to school; however, these items must remain off or silent and placed in the student backpack for the entire school day **unless a specific teacher has requested students to bring it to class for use**. Specifically, this includes hallways and other unstructured times. For the purposes of BRMS policy and to ensure a distraction-free learning environment, this also prohibits the personal use of headphones, earbuds, and AirPods. Having a cell phone or PED is a privilege, not a right as defined by Thompson School District Board Policy.

Medical exemptions to this policy may be coordinated with a school administrator.

**It is the student's choice to bring personal electronic devices to school, and Bill Reed Middle School accepts NO RESPONSIBILITY should any of these devices be damaged, lost, or stolen.**

### Student Expectations:

- I understand that I am allowed to have my PED at BRMS, but I am asked not to use it during the school day unless specifically asked by a teacher. Specifically, PEDs are not allowed in hallways and restrooms, and other locations around BRMS. **PED shall be stored in a student's backpack or locker during the school day.** If I do not want to keep it my backpack, I can turn in my PED to the front office for safe keeping
- I understand that I am responsible for the safekeeping of my PED
- I understand if I need to make an emergency call during the day, I am able to come to the main office, check-in, and either use my personal device or a school phone
- I understand I may have my smartwatch on, but only in airplane mode and receiving/sending text messages may result in the loss of this privilege.

Our "away for the day" starts upon entering the building and continues until exiting the building at the end of the school day except for lunch. **"Away for the day" means phones will be stored in backpacks or lockers from the start of the school day until the end of the school day. If a student does not want to keep their PED in their backpack or locker, it may be turned in to the front office.** Violation of our policy may result in the following:

- **1st Offense:** A first offense of a cell phone or PED in view and on-site will result in the device being confiscated,

logged and securely held in the office until the end of the school day, at which point it can be collected by the student.

- **2nd Offense:** The second violation will result in the device being confiscated, logged and securely held in the office until the end of the school day, at which point it can be collected by the student's parent/guardian.
- **3rd Offense:** A third violation will result in loss of privileges wherein the student will not be allowed to have personal devices on campus for a semester or period of time as determined by the administration.
  - The default consequence will be that the phone be left at home. If safety concerns arise, the phone may be checked in each morning at the front office.

Any further incidents will result in discipline per the TSD Code of Conduct for insubordination/ defiance and will result in consequences ranging from detention to out of school suspension.

*\*\*Per district policy Thompson School District is not responsible for damaged, lost or stolen personal property.*

**Thank you for your support for helping us provide your students with a distraction-free learning environment at BRMS!**

## **Student Chromebook Summary**

During the 2023-24 school year, students will be issued Chromebooks for academic use. These devices will remain with the student for the duration of their time in middle school. Students will be responsible for:

- Following the [Student Technology User Agreement](#)
- Picking up their iPad in the morning as part of their entry routine
- Returning their iPad to their assigned slots and plugging them in to charge at the end of the day
- Handling iPads with two hands
- Handling, touching, and using ONLY their OWN machines
- Reporting any damage to school personnel promptly

Chromebooks are to be used for school purposes only. Any misuse of district property may result in disciplinary action. Students and parents/guardians will be responsible for any damage to the district device as a result of student misuse or abuse.

## **BRMS Middle School Chromebooks**

*The use of a district Chromebook is a privilege, not a right. Failure to comply with these commitments (and our broader student handbook and Responsible Use Policy) may lead to privileges being terminated and/or disciplinary action to be applied.*

- I will not remove, edit or alter the Thompson School District iPad management profiles installed on the school device.
- I will not access or display materials on the Chromebook – websites, apps, games, videos, images, music, etc. – while on campus that are inappropriate for the school environment or my age group, i.e. profanity, weapons/violence/blood, sexual content, alcohol/drug use, etc.
- I will not access social media websites or apps during school on my Chromebook without permission from a teacher or administrator.
- I will not acquire and/or share images, audio, or video of others without their permission.
- I will not use the TSD Chromebook during lunch or other non-class times (passing period) unless under the direct permission and supervision of a teacher.
- I will not play games on the TSD Chromebook during the school day unless I have specific permission from my teacher or administrator.
- I will not access, upload, download, share, or distribute offensive, profane, threatening, pornographic, obscene, or sexually explicit materials for any reason.
- My sound will be muted at all times unless my teacher gives me permission to use the sound or headphones.

- I will not touch or use other people's devices (including hardware, apps, media, etc.) without their permission.
- I will keep the TSD Chromebook protected in an approved case, charged and ready to use each school day.
- I will not alter or remove the Chromebook case or name tag.
- I will never leave the Chromebook unattended or loan out my Chromebook
- I understand that the Chromebook is subject to inspection at any time without notice and remains the property of Thompson School District.
- I agree to return the TSD Chromebook and charging cord in good working condition.

## **Communication**

Communication is the key to a successful year. Information can be obtained in a variety of ways. Due to increased postage rates, an effort to 'go green' BRMS operates under a paperless system for the reporting of grades, student schedules, discipline and attendance. **Therefore, information may only be available via Campus Portal.** This [guide](#) can assist you in setting up your account.

### **Communication Formats:**

- Formal semester and year-long grades can be found in Infinite Campus Parent Portal.
- Weekly Online Newsletters sent to email and posted on our web page (S'Mores)
- Parent-teacher Conferences (2/year-- October and February)
- Contacting the teacher directly through the voice mail or email
- Infinite Campus Parent Portal and Messenger
- BRMS [WebPage](#) and Facebook
- Daily announcements
- Bulletin boards/displays
- Attending meetings of school organizations

**School Closures or Early Dismissals:** If the school schedule is changed for inclement weather, emergency or other situation, announcements will be made on the following:

- Thompson School District website at <http://www.thompsonschoools.org>
- Thompson School District School Closure Line at 613-6788
- Thompson School District Transportation Hotline at 613-5192
- Thompson School District Website or Facebook Page
- Please listen or watch: KOA (85 AM) KLMO (1060 AM) KCOL (600 AM) KTRR TRI 102 (102.5 FM) KCNC Channel 4 KMGH Channel 7 KUSA Channel 9

### **Media Center**

Students must have a pass to use the library before the start of school. Students may check out most of the library materials by using their school-issued IDs; however, there is a fine for any overdue materials so pay attention to due dates.

Students can also check out books online with the Sora App. Your student can access that from our BRMS website (click resources at the top, then library, then scroll down). A video tutorial will be pushed out to your child's ELA class shortly to help them learn about and explore Sora. We are excited to help you get books in your child's hands! Please contact [kimberly.secord@tsd.org](mailto:kimberly.secord@tsd.org) if you have more questions.

### **Assemblies**

When we have a school assembly, your behavior must be courteous and appropriate at all times. The reputation of our school is based on the conduct of its student body at assemblies when guests are present in our school. Prior to each assembly, student behavior expectations will be reviewed.

### **Dances**



Several dances will be scheduled throughout the year. All students are invited to these dances unless they have received a discipline referral or habitually tardy the week of the dance. **A student must attend school the day of any dance in order to attend the dance.** Proper dance behavior will be reviewed before each dance. We do our best to schedule dances to accommodate as many schedules as possible. However, there are times when dances are scheduled during an athletic event or practice.



## **ATHLETICS AND ACTIVITIES (CLUBS)**

**Athletic Director: Jayna Custer**

**We offer the following sports:**

**Fall:** Cross Country, Volleyball, Swimming/Diving

**Winter:** Boys & Girls Basketball, Wrestling

**Spring:** Track

All students who try out for a sport will make either the varsity or an intramural team for the above sports. All students participating in any school sport must pass an annual physical, have insurance, pay sports fees, and sign appropriate paperwork prior to trying out for teams.

**Eligibility:** Athletics in middle school is the start to understanding that academics come first followed by athletics. Together they are powerful for the student/athlete's growth. We want to encourage every athlete to work hard in both academics and athletics.

The Athletic Director (AD) at BRMS will pull Work Habit scores at the beginning of the week. If an athlete is ineligible, they will be unable to participate that week when new eligibility begins. The AD will talk with the coach to explain what classes are causing the athlete to be ineligible. They will help work on a plan to progress the athlete on a path to understanding and working harder to improve the Standards Based Scoring (SBS) to regain eligibility. We encourage students to talk with their teachers about these scores.

Two (2) substandard work habit scores make an athlete ineligible in one week or two weeks in a row in the same class. The AD and teacher will discuss all SBS scores that are 2.0 or lower and look at the trends with the habits/work ethic of the athlete as well. Please do not hesitate to reach out to our AD for assistance in understanding this process.

**Activities:** Other activities for student involvement may include: Drama, Honor Choir, Jazz Band, Math Club, Yearbook, LUC Club, Tutoring, Yearbook, Student Council, Honor Orchestra, etc.

The sponsor is responsible for the conduct and citizenship of the members of the group, when involved in an official function. In addition, if there are specific scholastic or citizenship requirements for membership in the group, it is the responsibility of the sponsor to hold students accountable.

**Listen to morning announcements to hear when your club or activity might meet!**