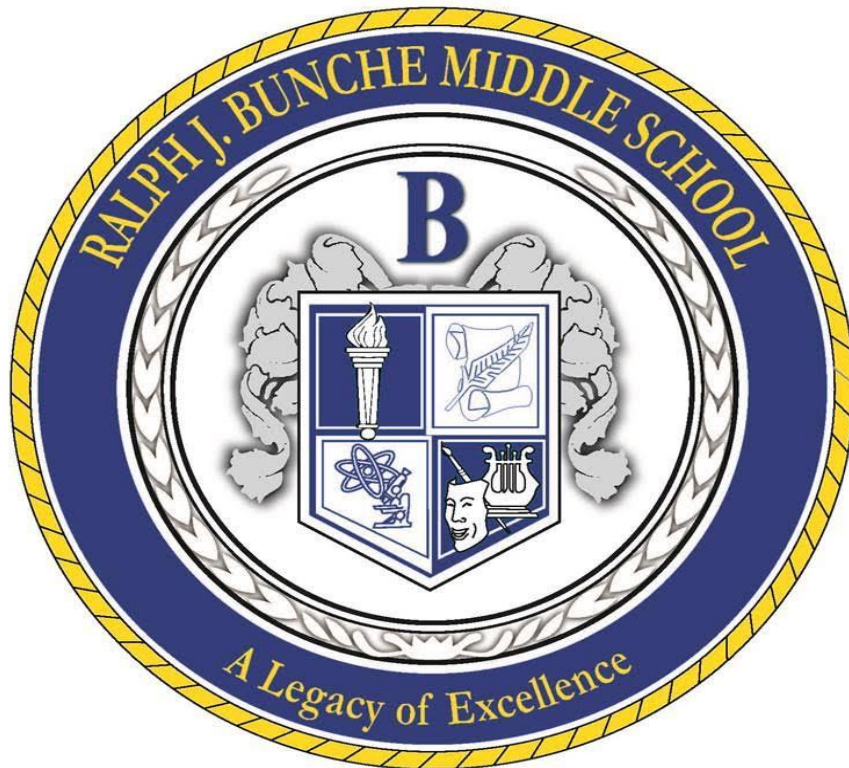


Ralph Johnson Bunche Middle School

**Parent/Student Handbook
2023-2024**



Kimberly Whitfield, Principal/ Head of School

Ms. Yolanda Sample, School Business Manager

Ms. Cephia Blassingame, 6th Grade Assistant Principal

Mrs. Zakia Gordon, 7th Grade Assistant Principal

Mrs. Durham-Martin, 8th Grade Assistant Principal

Student and Parent/guardian, you are responsible for knowing the content of this document. Please read and discuss this information together. Thank you.

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Ralph J. Bunche Middle School History



RALPH JOHNSON BUNCHE was born on August 7, 1904, in Detroit, Michigan. He attended UCLA, Harvard, Northwestern, and the London School of Economics. He was a political scientist and diplomat who received the 1950 Nobel Peace Prize for his 1940s mediation in Palestine; and was the first man of color awarded this honor. In 1963, Bunche was involved in the formation and administration of the United Nations, and he received the Medal of Freedom from President John F. Kennedy.

MISSION:

Ralph J. Bunche Middle School will develop 21st century lifelong learners who are competent, caring, and contributing members of a global society. Through rigorous learning experiences and a challenging international education program, we will rise to new heights of excellence in student achievement.

VISION:

Our vision at Ralph J. Bunche is to enhance and support the development of all stakeholders and provide an educational and professional experience that will increase their love of learning and professional development while creating a rich fertile ground of experiences. We will provide rich educational experiences to the Learners and staff alike to address their unique needs, interests, and strengths as involved and contributing citizens. A product of Ralph J. Bunche will be an effective communicator, socially responsible community member, a creative problem-solver, and a self-disciplined contributor to their family and society.

WE BELIEVE THAT:

- Our priority is to prepare Learners to be college and career ready by delivering a quality education aligned with standards of excellence.
- Each student is a valued individual with unique physical, social, emotional, and intellectual needs.
- In order for Learners to achieve the home and school must have a partnership where communication is ongoing and consistent.
- Instruction must holistically enhance the mental, emotional, creative, physical, and moral attributes of each student.
- Learners, parents, community members, and other stakeholders are our customers and must be treated fairly and with respect.

WE ARE GUIDED BY OUR COMMITMENT TO:

- Provide extraordinary customer service to all stakeholders.
- Promote growth and building the capacity of all stakeholders.
- Develop 21st century, life-long learners who are prepared to compete in a global society.

SCHOOL COLORS

White, Royal Blue and Gold

SCHOOL MASCOT

Chargers

SCHOOL CREST



School Crest components:

- The "B" is for Bunche.
- The circular ring of leaves in white is a Laurel Wreath which is symbolic of the importance of education.
- The wing-shaped tapestry being the shield is called a "Mantling", symbolic of our Legacy.
- The Torch represents the "Enlightenment" of education.
- Quill and the Scroll represent "Honor and Scholarship."
- The Atom and the Microscope represent our focus on STEM.
- The Mask, Paintbrush, and Harp represent our emphasis on Fine Arts.

Attendance Expectations

Regular school attendance is essential for a quality education. Time missed from class results in loss of valuable educational experiences. **Make 100% attendance your goal for this year.** We want Learners at school every day.

Bunche Chargers' Instructional School Day is from 9:15 am – 4:15 pm

Learners may enter the building at 8:50 am

Learners are marked TARDY at 9:16 am

In case of a necessary absence from school, a student must bring a written excuse from a parent or guardian stating the reason for the absence. A student must be present at least half of the school day to participate in extracurricular/after school activities. In order for a student to be marked present, he/she must be in class by 12:30 pm. A student's absence may be considered unexcused if a parent's note is not received within 3 days of returning to school.

Tardies to Class:

Learners should arrive at all classes in a timely manner. Tardies will count towards student consequences on the Bunche Charger B.O.S.S. behavior matrix. Excessive class tardies will result in administrative intervention/consequence.

Chronic absences, truancy, and routine tardiness create a barrier to Learners' ability to reach their full academic potential. Regular school attendance also establishes a pattern of positive habits that can be carried over throughout your scholars' life.

Consequences for Class Tardies/Skipping:


1st Offense: Parent/guardian phone contact. Document tardy/skipping. Tier 1 Intervention.

2nd Offense: Parent/guardian phone contact. Lunch/Afterschool detention. Document tardy/skipping. Restorative Practices agreement signed. Tier 1 Intervention.

3rd and All Subsequent Offenses: Student will receive administrative intervention/consequences.

Uniform Policy

In support of student success, Ralph J. Bunche Middle School sets expectations for student dress and grooming to avoid disruption of the instructional process and offense of common standards of decency.

What Can We Wear?		
Clothing Items <u>Shirts/Tops</u> No Hoods/worn Solid Colors Only	Collared Polo Long or Short Sleeved 	Colors <u>Solid</u> 6 th Grade- White 7 th Grade – Blue 8 th Grade - Gold
Pants/Bottoms No Jeans No Sweatpants No Leggings No Yoga Pants No Athletic Shorts No Holes No Short Skirts (must be mid-thigh)	Khaki or Black Bottoms 	Black Khaki
Shoes No Slides No Flip Flops No Crocs No Sandals No House Slippers	CLOSED TOE SHOES OR SNEAKERS <i>No Slides, No Flip Flops, No Sandals, and No House Slippers Allowed!</i>	Clear Backpacks

Dress Code for Spirit Days:

Learners may participate in school planned spirit days and are expected to adhere to the dress code.

Consequences for Violating Dress Code:

1st Offense: Parent/guardian phone contact/documented. The parent/guardian should bring a change of clothes/shoes. If the parent is unable to provide proper clothing, the student may be provided a Bunche uniform/shoe if available.

2nd Offense: Parent/guardian phone contact/documented. Afterschool detention. Restorative Practices Agreement signed.

3rd and All Subsequent Offenses: Student receive administrative intervention/consequences.

Cell Phone/Mobile Device/Earbuds/Headphones Policy & Usage

Bunche Middle School is a **NO CELL PHONE ZONE**. Learners are instructed to turn their phones off when they enter the building and keep them off until dismissal. Earbuds/headphones are not allowed to be worn in the hallway. The expectation of Bunche Chargers is there is **ABSOLUTELY NO CELL PHONE** usage during the instructional school day unless permission is granted by the classroom teacher. The cell phone should only be used for instructional use and only for that class period granted permission by the teacher. Devices must be out of sight and turned off. **Any cell phone/personal electronic device(s) that Learners will bring to school must be registered by the parent/legal guardian completing the consent form found in the student handbook using the QR code.**

All staff members have the right to confiscate cell phones/electronic devices when used in violation of policy JCDAF and its implementing regulation. If a student refuses to relinquish a phone or other device to a school staff member, the staff member may refer the student with the device to the grade level assistant principal or counselor. Confiscated cell phones must be picked up by a parent from the main office.

Some parents communicate with Learners by texting and calling them during the school day. This is against school district policy. Cell phone use of any kind is a distraction from the learning environment. Parents are asked to send all emergency communication through the main office or grade level administrators during the instructional day. ***Atlanta Public Schools and Bunche Middle School assume no liability for the theft, loss, or damage of mobile telephones and other PED (personal electronic devices).***

Consequences for violating the cell phone/earbud/headphones policy:

1st Offense: Verbal warning to turn off device and place it out of sight.

2nd Offense: The device will be confiscated, and the telephone or device will be returned only to the parent/legal guardian who must schedule a conference at the school to retrieve the item. Restorative Agreement signed.

3rd Offense: The device will be confiscated and will result in the student's loss of the privilege of possessing a cell phone on school property for one semester. Written notice will be mailed to the parent/guardian, and the telephone or device will be returned only to the parent/legal guardian who must schedule a conference at the school to retrieve the item. Possible further administrative consequences.

4th Offense and ALL further offenses: The phone will be confiscated, and the student will lose the privilege of possessing a cell phone on school property for one calendar year. Written notice will be mailed to the parent/guardian, and the telephone or device will be returned only to the parent/legal guardian who must schedule a conference at the school to retrieve the item. Possible further administrative consequences.

Bus Expectations and Policy

The safety of your child is our number one concern. The bus expectations and policies promote personal accountability as it relates to bus safety because unsafe choices endanger the safety of all passengers.

The use of Atlanta Public Schools transportation is a privilege not a right. Learners are expected to adhere to the expectations and directions given by the bus drivers at all times. Refusal to do so can and will result in loss of privilege.

Unsafe Behavior on the Ride Home

If unsafe behavior occurs before the bus leaves the school; the student will be provided with two options: (1) Correct the behavior and continue home (behavior documented) or (2) be removed from the bus by school personnel or administration until a parent or guardian can pick up the student (behavior documented.)

If unsafe behavior occurs after the bus leaves the school the driver will contact their Dispatch or Regional Supervisor.

Transportation staff will assess the situation via video and driver statement.

If either of the above instances occurs, the graduated discipline plan will be in effect.

We need your partnership as we move forward in making Atlanta Public Schools, buses safer and a more enjoyable part of the student's day. Please review the Safe Rider Policies and Regulations with your student. Please complete and sign the Safe Rider Contract/ Emergency Form with your child and return it within 5 days.

Consequences for violating Bus Safety and Policy:

1st Offense - Driver Student Conference & Parent Contacted. (Disciplinary Referral). Student on probation and re-assigned to the front of the Bus for 1 week.

2nd Offense - Driver Student Conference & Parent Contacted. (Disciplinary Referral). Student on probation and re-assigned to the front of Bus for 2 weeks.

3rd Offense - (Disciplinary Referral), 3 Days Bus Suspension. Upon return student placed on probation and re-assigned to the front of Bus for 1 week. *Safe Rider Class and Behavior Contract Required.

4th Offense - (Disciplinary Referral), 5 Days Bus Suspension. *Conference required before returning to school bus.

5th Offense - (Disciplinary Referral), Transportation Director recommends bus suspension for the remainder of the year.

BUS POLICIES & BEHAVIOR EXPECTATIONS

1. Learners who are being transported on Atlanta Public Schools buses. must always show respect to the bus drivers by following the instructions given; as well as all "SAFE RIDER" contract rules. All Learners must comply with reasonable instructions given by any employee of the Atlanta Public Schools system. Failure to do so is considered an act of insubordination.
2. All APS Learners must provide the correct personal information (i.e., name, grade, contact number, parents name, etc.) if an employee of the Atlanta Public Schools system asks for their information.
3. Learners of primary and middle schools will be assigned a seat on a school bus. (High school assigned seating may be required at the discretion of the school bus driver). During transportation, Learners must always remain seated.
4. Learners are required to be at their bus stop no less than five (5) minutes before their scheduled pick-up time. Learners must wait at the stop in an orderly manner. When crossing the street, Learners must wait for instructions (signal by hand) by the driver. Learners must physically look at the school bus driver, and cross in full view of the driver when instructed to do so.
5. Learners may use cell phones while on the bus. but at no time are they allowed to use phones (for taking pictures. recording audio. Or creating videos. All other electronic device to include. iPads, notebooks, etc., can be used with headphones only, and should not be overheard by others. IMPORTANT: Learners shall not have headphones on or earbuds on their ears while loading or unloading the school bus. Learners must be able to hear the driver of the bus at all times. Under no circumstances should Learners use any electronic device to record video or audio while they are on the school bus.
6. At the conclusion of the school day, Learners must immediately board their bus. Once on the bus, Learners are not allowed to disembark the bus unless directed by a school administrator in emergency cases only. Learners getting off the bus without permission may be required to find alternate transportation as buses will be released at their regular time.
7. Learners must get on and off the school bus at their bus stop only. If Learners miss their bus. parents must transport student to school, and not to another bus stop. Alternative transportation arrangements must be submitted in writing to the school for approval; and a bus pass must be given to the driver signed by the school administration before alternate transportation is approved.
8. Learners must remain completely quiet and silent all noise making devices at all railroad crossings until the bus completely crosses the railroad tracks. Extremely loud talking, and the use of noise making devices is prohibited on the school bus.
9. Due to the possibility of allergic reactions and/or choking: food items, chewing gum, candy, chocolates, and sodas cannot be opened and/or consumed while on the school bus. Water is allowed during extreme heat temperatures; but containers must have scalable lids.
10. Tobacco products, illegal drugs and/or alcoholic items are not permitted at the bus stop, on the bus or on school grounds at any time.
11. No guns, knives (or objects that appear to be or can be used as weapons) are allowed at the bus stop, on the bus, or on school grounds at any time. Dangerous and/or combustible items are not allowed on the school bus. Items containing glass, lighters or matches, animals, balloons, flowers/plants, perfume/cologne, aerosol spray containers, insects, sharp objects, objects that cannot be comfortably placed on the lap of the student or any other dubious object that can represent a security risk are prohibited and shall not be brought onto the school bus at any time.
12. Fighting and Bullying on the school bus. or at the school bus stop is strongly prohibited. Play fighting, horse playing, or any inappropriate and/or suspicious acts or gestures will be allowed. Obscene language, physical or verbal harassment, intimidation of any sort, threats or abuses of any kind are also prohibited on the school bus and at the school bus stop.
13. Destruction and/or vandalism on any part of the school bus is prohibited. The costs and replacement of all damages will be the sole responsibility of the student(s) and/or family of the student(s) responsible for the damages.
14. Learners shall not use mirrors, x-ray lasers, flashlights, or any other light or surface that reflects light as these may distract or interfere with the driver's ability to safely operate the school bus.
15. Musical instruments used in band, sports team equipment. and projects for school classes can be transported if there is room enough after all Learners have been properly seated. These objects can be placed on the seat, under the seat, or on the lap of the person to whom they belong. Skateboards are not allowed on buses. Learners must also keep their personal items secured. and all physical body parts must always remain inside the school bus.

Lunch/Outside Foods/Celebration Policy

Ralph J. Bunche is a school community that promotes healthy eating which aligns with our vision for learners to live healthy lifestyles as adults. Learners are not allowed to bring in food items that do not support the practice of developing healthy eating habits. Learners are welcome to bring in a complete lunch that would mimic the nutritional value of the lunches offered in the school cafeteria.

The following items are allowed: water, personal sized snacks, fruit, unopened juices/Gatorade

The following are items Learners are **NOT allowed to bring to school: large bags of chips, excessive amounts of candy, soda, glass bottled drinks, pre-mixed drinks, sunflower seeds.**

We understand learners love celebrating their birthday with friends but due to food allergies, we DO NOT allow Learners to bring in birthday treats. This includes birthday cakes, cupcakes, cookies, ice cream, candy, or any other food items.

Homework Expectations

At Bunche Middle School, we strive to increase our learners' opportunity to succeed. Homework is a way to help scholars develop work and study habits that will assist him/her throughout their years spent in grade school and college. Homework also serves as the link between school and home; allowing parents/guardians the opportunity to stay informed with the materials their scholar is learning. It allows them to help reinforce and extend concepts learned in class, assist their scholar with time management, and show interest with questions about their scholars' schoolwork.

Learners Expectations Regarding Homework

Learners are expected to...

- Allocate 60 – 90 minutes a day away from school to study, complete assignments and/or projects.
- Practice and reinforce reading and math skills using HMH, Math 180, Read 180, System 44, Common Lit, EdPuzzle, Flocabulary, Progress Learning, or iReady every night.
- Submit all homework assignments are submitted on time.

Parents/Guardians Visits and Conferences

If a parent/guardian would like to meet with their learner's teacher(s), counselor, or administrator they are asked to call or email requesting an appointment. Appointments can be held virtually or in person. Teacher and administration will return calls and email within 24- 48 hours.

Also, the 3rd Tuesday of each month is set aside for in-person parent-teacher conferences schoolwide.

The Bunche Charger Way (B.O.S.S.)

Be Responsible. Take Ownership. Show Respect. Be Safe.

Positive Behavior Intervention and Supports (PBIS)

Positive Behavior Intervention and Support is a program used at BMS to teach behavior and model our Charger **B.O.S.S.** expectations.

PBIS is an evidence-based, data-driven framework proven to reduce disciplinary incidents, increase a school's sense of safety and support improved academic outcomes. More than 16,000 U.S. schools are implementing PBIS. The premise of PBIS is that continual teaching, combined with acknowledgement or feedback of positive student behavior will reduce unnecessary discipline and promote a climate of greater productivity, safety, and learning.

Following a behavioral incident, the student will move through the flowchart below before receiving an office referral.

1. Verbal Warning/ Student Conference/Tier1 Intervention
2. Parent Call/ Conference/Tier 1 Intervention
3. Silent Lunch/Restorative Practices Agreement/Tier 1 Intervention
4. Office Referral

This year, BMS will be utilizing PBIS Rewards to monitor behavior and provide recognition, acknowledgement, and incentives for demonstrating Charger B.O.S.S expectations.

WHAT IS PBIS REWARDS?

PBIS Rewards is an app that helps your child's school create a positive learning environment. Teachers can reward points for following the Bunche Way and hard work, as well as document negative behavior and corresponding comments. By working hard on a regular basis, your child will be able to earn rewards and participate in fun events and earn incentives.

WHAT IS THE GOAL OF THE PROGRAM?

When Learners meet positive behavior expectations, they will be recognized through incentive programs and events celebrating their efforts and success. Parents of award recipients may be invited and encouraged to attend.

(PBIS) School Wide Expectations



Bunche School Wide Expectations

Charger B.O.S.S.



Be Responsible. Take Ownership. Show Respect. Be Safe.

What does it mean to be a B.O.S.S in the following areas at Bunche M.S.?

Expectations	All Locations	Classroom	Cafeteria	Restroom	Hallway & Transitions	Auditorium/ Assembly	
	<ul style="list-style-type: none">Ask permission and carry a hall pass before leaving.Need a Calming Break: -Ask an adult for time in the peace corner. -Stop and take a few deep breaths before reacting.Keep hands, feet, and objects to yourself.Listen and Follow directions of adults.Cell phones are off and out of sight.	<ul style="list-style-type: none">Be on time for class daily.Be prepared and ready to learn.Use appropriate language.Listen and follow the directions of adults.Keep hands, feet, and objects to yourself.	<ul style="list-style-type: none">Walk and wait to be called to line up.Stay seated.Clean up around you.Listen and follow the directions of adults.	<ul style="list-style-type: none">Ask permission and carry a hall pass before leaving.Go, Flush, Wash, and Leave.Keep the facilities clean.Keep hands, feet, and objects to yourself.	<ul style="list-style-type: none">Ask permission and carry a hall pass before leaving.Walk to your right and directly to your destination.Listen and follow the directions of adults.Keep hands, feet, and objects to yourself.	<ul style="list-style-type: none">Keep cell phones silent and out of sight.Stay seated.Listen to the presenter.Applaud appropriately and show appreciation.Raise your hand if you have a need.	
	Voice Level	Voice Level 0,1,2, or 3 Teacher will determine.	Voice Level 0,1,2, or 3 Teacher will determine.	Voice Level 0-2	Voice Level 0-1	Voice Level 0-1	Voice Level 0
	Conditions for Learning (Adult Expectations)	Teacher/Staff will: <ul style="list-style-type: none">Arrive and pick up students on time.Walk students into the cafeteria.Positively recognize appropriate behavior.Utilize passes.(Use affective statement. ex. I am feeling..., I am concerned about..., I am so pleased by/to see/to hear...)	Teacher/Staff will: <ul style="list-style-type: none">Supervise students.Teach/review procedures and routines.Utilize passes.Positively recognize appropriate behavior.(Use affective statement. ex. I am feeling..., I am concerned about..., I am so pleased by/to see/to hear...)	Teacher/Staff will: <ul style="list-style-type: none">Arrive and pick up students on time.Walk students into the cafeteria.Utilize passes.Positively recognize appropriate behavior.(Use affective statement. ex. I am feeling..., I am concerned about..., I am so pleased by/to see/to hear...)	Teacher/Staff will: <ul style="list-style-type: none">Stand by restrooms and monitor noise and behavior.Utilize passes.Allow no more than 3 students in at a time.Positively recognize appropriate behavior.(Use affective statement. ex. I am feeling..., I am concerned about..., I am so pleased by/to see/to hear...)	Teacher/Staff will: <ul style="list-style-type: none">Enforce safety.Monitor students by classroom door and/or hallway.Positively recognize appropriate behavior.Utilize passes.(Use affective statement. ex. I am feeling..., I am concerned about..., I am so pleased by/to see/to hear...)	Teacher/Staff will: <ul style="list-style-type: none">Supervise students.Teach/review procedures and routines.Utilize passes.Positively recognize appropriate behavior.(Use affective statement. ex. I am feeling..., I am concerned about..., I am so pleased by/to see/to hear...)
	Voice Levels 0 Silent 1 Whisper 2 Table Talk 3 Presenter			Schoolwide Attention Getter for Group Silence: Give Me Five: State "Give Me Five". Then raise your hand high so that students can see you. As each student sees the signal, they will also raise their hand. This will continue to spread until all students are silently raising their hands and looking to you for further directions.			

Most Common Disciplinary Offenses

In this community, we believe that learners should always demonstrate being a Charger B.O.S.S. by doing things the Bunche Way. We believe that Learners deserve to have an engaging, rigorous, and safe learning environment free from behavioral distractions.

The offenses below are the most common discipline offenses at Bunche Middle school.

#1. Fighting: Two individuals mutually participating in a physical altercation.

#2. Offensive Language: No student shall use any type of profane, vulgar, obscene, or ethnically and culturally offensive language (written or oral) and actions.

#3. Insubordination: All Learners shall comply with reasonable directions or commands of all authorized APS personnel or designees.

#4. School-wide Disruption: No student shall, in any manner, by the use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct, intentionally cause the disruption of any lawful mission, process or function of the school, or engage in any such conduct for the purpose of causing the disruption or obstruction of any such lawful mission, process or function.

#5. Battery: Intentionally making physical contact of an insulting or provoking nature with another person.

#6. Unauthorized Area: Learners may not be present in an unauthorized area of school property which may include school roofs and custodial areas.

#7. Skipping Class: No student, without a valid excuse, shall miss a class or activity for which he/she is enrolled.

#8. Battery of School Employee: Intentionally make physical contact of an insulting or provoking nature with a school employee, unless such physical contact was in self-defense as provided by O.C.G.A. § 16-3-21.

#9. Cyberbullying: Electronic communication made on or off school property, through school or personal devices that is directed specifically at Learners or school personnel AND is maliciously intended for the purpose of taunting, teasing, fear, harm or threatening the safety of those specified.

#10. Offensive Material: No Learners shall possess, share, or distribute, profane, vulgar, pornographic, obscene, or ethnically, offensive materials.

#11. Vapes/E-cigs/E-liquids: No learner shall possess, consume, or transmit inhalants.

Progressive Discipline is used to determine punishment. Repeat offenders will face more severe consequences.

APS Code of conduct can be found here:



<https://www.atlantapublicschools.us/cms/lib/GA01000924/Centricity/Domain/10589/Final%20APS%20Handbook%2022-23%20WEB-%20PDF.pdf>

Ralph Johnson Bunche Middle School

2023-2024

PARENT/STUDENT HANDBOOK ACKNOWLEDGEMENT FORM



Student Values	Parent Values
We will: <ul style="list-style-type: none">• arrive to class on time• pay attention in class.• remain on task.• demonstrate good behavior and not interfere with the learning of other Learners.• demonstrate good social skills and give encouragement when needed.• communicate with our parents and teachers.• be prepared and use good study skills.• be respectful of other Learners' learning styles.• respect the diversity at BMS and treat others as equals.	We will: <ul style="list-style-type: none">• model and teach our children to show support and respect for all teachers, administrators, and staff.• support our children by instilling good study habits, proper nutrition, and regular sleeping routines.• show that we are interested in what our children are doing by making time to be involved with school activities and programs.• support our children by making sure they attend school daily.• communicate regularly with our children's teachers.• support our children by reinforcing homework skills and providing assistance as needed.• reinforce the importance of reading at home by reading with our children and discussing the material read.

My signature acknowledges that I have read, understand, and agree to abide by the policies, procedures, and student expectations for the BUS, UNIFORM/DRESS CODE, CELL PHONES/HEADPHONES/EARBUDS, BEHAVIOR, and ALL other expectations outlined in the 2023 - 2024 Ralph J. Bunche Middle School Student Handbook.

Parent Name: _____ Parent Signature: _____

Student Name: _____ Grade: _____

Digitally sign by scanning the QR code:

