



**UNITY BRAXTON MIDDLE SCHOOL
HOME OF THE JAGUARS**

**International Baccalaureate Middle Years Program -"High
Expectations Are the Foundation of our Success"**

**Student/Parent Handbook
2025-2026**

Unity Braxton Middle School
10100 Lomond Dr., Manassas, VA 20109
Main Office: 703-361-3185
[Website UBMS](#)

ADMINISTRATIVE TEAM

Dr. Erin Sikes-Thurston, Principal
Ms. Ruba Ayyad Assistant Principal (6th grade)
Dr. Darius Coulibaly, Assistant Principal (7th grade)
Ms. Carla Shaw, Assistant Principal (8th grade)
Mr. Eduardo Garcia, Dean
TBD, Administrative Intern
Ms. Jayna Cobbs, Counseling Director
Mr. Cannon Willard, School Security Officer

COUNSELING TEAM

Ms. Shawn Biegler (A-Cu)
Ms. Emma Dulin (Cv-Lal)
Dr. Beth Stephenson (Lam-Rami)
Ms. Pamela Thomas (Ramj-Z)

ACADEMICS

GRADING SCALE

Prince William County Public Schools has adopted the following grading scale for all middle schools:

Level	Percentage	Letter Grade	IB Scale
Mastery	100	A+	8
	90-99	A	7
Approaching Mastery	87-89	B+	6
Proficient	80-86	B	5
	77-79	C+	4
	70-76	C	3
Approaching Proficient	67-69	D+	2
Needs Support	60-66	D	1
	0-59	F/NHI	0

Marking period and final grades earned in sixth and seventh grade are computed using letter grade values. Grades, which are earned in the eighth grade and any high school level class, are computed using numeric (percentage) grades (high-school grading scale). The numeric average is then converted to a letter grade for the student report card or interim report. End of year exams may be given to all students who take high school level classes.

In all classes at UBMS, students complete IB (International Baccalaureate) assignments which are graded on the IB scale from 0-8. In the chart above, it provides the corresponding letter grade.

CONDUCT AND EFFORT GRADES

Each interim and marking period, students are evaluated on their conduct and effort in all classes. Please note, these are not academic grades and are evaluated by the following criteria:

Conduct

- Courtesy: Respects others and uses good manners
- Dependability: Demonstrates honesty and reliability
- Cooperation: Works for the mutual benefit of the group and is willing to assist others

Personal Habits: Exhibits self-control, conforms to school regulations and the Code of Behavior, and respects the rights and property of others

Effort

Timeliness: Student work is typically turned in on time
Work Habits: Student is prepared for class with the resources and materials necessary
Fidelity: Student work is typically of high quality or student seeks out help/guidance from the teacher

Students receive the following grades:

O-Outstanding: The student exceeds these expectations

S-Satisfactory: The student meets these expectations

U- Unsatisfactory: The student does not meet these expectations

RETAKES

The student's report card grade should reflect what the student knows and is able to do as measured during each reporting quarter. At Unity Braxton Middle School, we teach with the goal of student mastery for all students. Reporting dates are determined at the division level. At UBMS we believe in re-teaching and re-testing to allow students to master required curriculum objectives. Students should always go into their first test well prepared. However, if results indicate that the student has not mastered the content, students can do additional work and put in additional time to earn the opportunity to re-test.

To qualify for a retake students will require the following;

Key Guidelines:

- Retake must take place within a two-week window from when students received feedback/grade.
- The retake opportunity must be embedded within the normal class period.
- Remediation is required before a retake and may include activities such as small group instruction, one-on-one conferencing, targeted practice assignments, or reflection on errors.
- The highest score earned will be used to reflect the student's current level of mastery, not an average of the two attempts.
- Retakes are only for summative assessments.

This approach ensures that retakes are not simply a second chance, but a reflection of genuine learning and progress.

ATHLETIC ELIGIBILITY

To be eligible to play a sport, students may not have two or more Fs. This data is pulled at the beginning of each athletic season.

- 6th graders are automatically eligible at the start of the year.
- 7th and 8th graders are eligible based on the previous year's 4th quarter grades.

ACADEMIC SUPPORTS

UBMS offers several academic support options:

- **Tutoring:** Mondays & Wednesdays, 3:00–5:00 PM. Students may ride the 5:00 PM activity bus or be picked up.
- **Saturday Tutoring:** Offered twice a month with breakfast provided. No transportation is available.
- **Teacher Support:** Students can request after-school help from a teacher at a mutually agreed upon time.

SCHOOL SUPPLIES

Schoolwide we are only asking for students to purchase two items:

- USB-C Charger U
- SB-C **WIRED** earbuds

Additional school supplies needed will be communicated with families in the first weeks of school.

ATTENDANCE

Regular attendance is required by [Virginia law](#) for all students under 18 and is essential for academic success. [PWCS Attendance Guidelines](#)

In PWCS (Prince William County Public Schools), *chronic absenteeism is defined as a student missing 10% or more of the school year, regardless of whether the absences are excused or unexcused.* This means missing approximately 18 or more days in a 180-day school year.

Attendance matters! **Nothing replaces in-person learning!** We're glad when our students are here and thriving!

Parents should report absences using the UBMS website, ParentVUE, or the attendance line at **571-719-4233**. If not using online tools, a signed note with the reason, parent contact number, and signature must be submitted within five days of the student's return. Without this, absences will be marked unexcused.

Students have the number of days they missed to make up the work assigned for excused absences. Students absent fewer than three days should catch up upon returning. For unexcused absences, teachers can use their professional discretion to accept work for a grade. For longer absences, families are asked to contact the classroom teacher for assignments. School counselors will support this process as well.

Parents will be notified by the school's phone/email parent communication system of each student absence. The school will take the following actions in response to student absences regardless of excused or unexcused.

- Five or more unexcused absences will result in a parent notification from the student's counselor to alert our families and discuss a plan of action.
- Ten or more absences will result in a parent notification from the student's administrator to coordinate a meeting to develop and implement a plan between the parent, student, administrator, counselor and/or attendance officer to resolve attendance issues. Additional measures will be taken by the attendance officer if unexcused absences continue.

UNEXCUSED ABSENCES

The school will take the following actions in response to unexcused student absences:

Examples of unexcused absences include but are not limited to, the following reasons:

- Class or all-day truancy.
- Missing a ride, a bus, or car trouble.
- A virtual only student who does not meet attendance requirements for the course.
- Sibling care or childcare.
- Failure to timely produce an appropriate explanation for an absence or requested documentation.
- Family trips

EXCUSED ABSENCES

The administration may also contact a parent in the event of an excessive number of excused absences from school.

Examples of an excused absence may include, but are not limited to, the following reasons:

- Personal illness of the student (including mental health and substance use disorder in accordance with established school guidelines provided by the Virginia Department of Education)
- Medical and dental examination and/or treatment for the student
- Death in the student's immediate family
- Religious, Faith, or Commemorative Observances
- Emergency/Hazardous Conditions
- Civic Events: Middle and high school students shall be excused for one school day for the purpose of engaging in a civic event. Students should provide advance notice of the intended absence when possible.
- Court Appearances: A copy of the document requiring the student's appearance in court should be provided to the principal or designee in advance of the absence.
- Military-Connected Absence: For the purpose of visiting with a parent/guardian who has been called to active duty or is on leave from this duty.

CLASSROOM TARDIES

There are 3 rules at Unity Braxton, and students demonstrate that they are taking care of themselves, each other and this place when they show up to class on time.

Punctuality sets the tone for a successful school day. Arriving at each class on time helps students:

- Increase their achievement
- Build responsibility and time management skills
- Avoid disruptions to the teacher and classmates
- Stay informed through classroom routines

Consistent timeliness supports academic success and prepares students for future expectations in high school and beyond.

Students must be in first period by **8:15 AM**, regardless of traffic, unless arriving on a PWCS bus. [Late arrivals](#) via private transportation or walking are marked tardy.

Starting the second week of school, staff will be conducting tardy sweeps that will result in escalating consequences for arriving to class late. There will be unannounced tardy sweeps throughout the school year.

UBMS administration cannot stress enough how important being on time to class is for student success. Please see the discipline matrix for potential consequences.

Students who are late to class during a tardy sweep:

- **1st tardy:** verbal warning
- **2nd tardy:** administrator and student will call parents
- **3rd tardy:** administrator and student will call parents AND afterschool detention
- **4th tardy:** administrator and student will call parents, afterschool detention, AND community service (can include working with custodians, general office work) AND a loss of privileges (can include attendance at after school events, participation in sports for the day etc.)
- Increased tardies will result in the progressive ladder of discipline to include ISS AND student support plan in the Hub

This is cumulative, not by class period.

Students who are late to class while a tardy sweep is not being conducted, teachers will:

- **1st tardy:** verbal warning
- **2nd tardy:** verbal warning, school status message
- **3rd tardy:** school status message AND lunch detention with the Dean
- **4th tardy:** school status message AND afterschool detention with the Dean

This is by class period, not cumulative.

LATE ARRIVALS

Students arriving late to school between 8:15-8:30 am, are required to check in in the main office on the iPad device. Students are required to give accurate details and information. The front office staff will hand students a physical pass with a time stamp and students are required to proceed directly to class and provide the teacher with their time stamped pass.

Students arriving after 8:30 am students will also be required to check in in the main office on the iPad device and will be issued an e-hall pass. Students will then proceed directly to class where the teacher will stop the e-hall issued pass.

BELL SCHEDULE

Monday, Tuesday, Thursday and Friday

MONDAY-TUESDAY-THURSDAY-FRIDAY					
6 th Grade		7 th Grade		8 th Grade	
1 st Period	8:15 – 9:07 (52 mins) ENCORE	1 st Period	8:15 – 9:07 (52 mins)	1 st Period	8:15 – 9:07 (52 mins)
2 nd Period	9:10 – 9:58 (48 mins)	2 nd Period	9:10 – 9:58 (48 mins)	2 nd Period	9:10 – 9:58 (48 mins) ENCORE
3 rd Period	10:01 – 10:49 (48 mins)	3 rd Period	10:01 – 10:49 (48 mins) ENCORE	3 rd Period	10:01 – 11:31 Lunch A 10:10-10:35 Lunch B 10:40-11:05 (90 mins)
4 th Period	10:52 – 12:22 Lunch A 11:10-11:35 Lunch B 11:40-12:05 (90 mins)	4 th Period	10:52 – 11:40 (48 mins)	4 th Period	11:34-12:22 (48 mins)
5 th Period	12:25-1:13 (48 minutes) ENCORE	5 th Period	11:43 – 1:13 Lunch A 12:10-12:35 Lunch B 12:40-1:05 (90 mins)	5 th Period	12:25– 1:13 (48 mins)
6 th Period	1:16 – 2:04 (48 mins)	6 th Period	1:16 – 2:04 (48 mins)	6 th Period	1:16 – 2:04 (48 mins) ENCORE
7 th Period	2:07- 2:55 (48 mins)	7 th Period	2:07 – 2:55 (48 mins) ENCORE	7 th Period	2:07- 2:55 (48 mins)

Wednesday Schedule- Advisory

WEDNESDAY					
6 th Grade		7 th Grade		8 th Grade	
1 st Period	8:15 – 9:00 (45 mins) ENCORE	1 st Period	8:15 – 9:00 (45 mins)	1 st Period	8:15 – 9:00 (45 mins)
2 nd Period	9:03 – 9:45 (42 mins)	2 nd Period	9:03 – 9:45 (42 mins)	2 nd Period	9:03 – 9:45 (42 mins) ENCORE
3 rd Period	9:48– 10:30 (42 mins)	3 rd Period	9:48– 10:30 (42 mins) ENCORE	3 rd Period	9:48-11:10 Lunch A 10:00-10:25 Lunch B 10:25-10:50 (88 mins)
4 th Period	10:33 – 11:55 Lunch A 10:50-11:15 Lunch B 11:15-11:40 (82 mins)	4 th Period	10:33 – 11:15 (42 mins)	4 th Period	11:13-11:55 (42 mins)
5 th Period	11:58-12:40 (42 mins) ENCORE	5 th Period	11:18 – 12:40 Lunch A 11:40-12:05 Lunch B 12:05-12:30 (82 mins)	5 th Period	11:58-12:40 (45 mins)
6 th Period	12:43-1:25 (42 mins)	6 th Period	12:43 – 1:25 (42 mins)	6 th Period	12:43 – 1:25 (42 mins) ENCORE
Advisory	1:28– 2:10 (42 mins)	Advisory	1:28– 2:10 (42 mins)	Advisory	1:28– 2:10 (42 mins)
7 th Period	2:13-2:55 (42 mins)	7 th Period	2:13-2:55 (42 mins) ENCORE	7 th Period	2:13-2:55 (42 mins)

ARRIVAL & DISMISSAL

SCHOOL HOURS

UBMS hours of operation are 8:00 AM to 4:00 PM.

ARRIVAL EXPECTATIONS

Students may enter the building at 7:50 AM.

Students are required to pass through our EVOLV security system upon entering the building.

All students proceed through the cafeteria. Breakfast is served daily.

Students not getting breakfast immediately after entering the building will not be permitted to return to the cafeteria at a later time once dismissed from the cafeteria at 7:58.

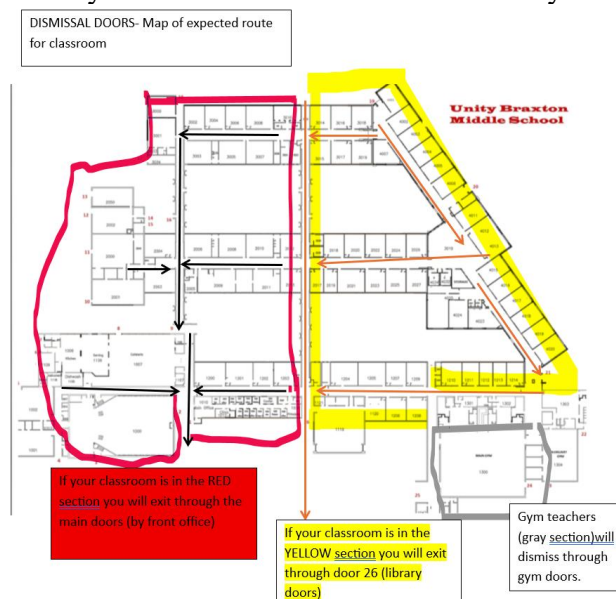
The school instructional day begins at 8:15 AM with the Pledge of Allegiance, Moment of Silence, and announcements. Students arriving after 8:15 AM are required to check in at the front office for their tardy pass.

DISMISSAL EXPECTATIONS

Dismissal begins with afternoon announcements at 2:55 PM.

- Car riders will be dismissed first.
- Bus riders will be dismissed second
- Walkers /athletes/clubs/detention will be dismissed last

Students are required to follow the new dismissal route and exit the building promptly. Students are not permitted to walk in any direction that does not lead directly outside.



EARLY DISMISSAL

When picking up students during the school day, all parents/guardians are required to report to the main office and show a government-issued photo ID. Students will only be released to people designated on the emergency card as having permission to pick up the student. You may

add additional people via ParentVue or by coming into the school in person throughout the school year. Early dismissal is allowed until 2:30 pm.

RIDING THE BUS

Students must follow the Code of Behavior while riding the bus. The driver is responsible for safety and must be respected. Misconduct may result in assigned seating or temporary removal. Additional disciplinary actions may be taken. Bus riding is a privilege, not a right. Students must ride their assigned bus and use their designated stop. All students have equal seating rights. There are no specific grade-level sections. To ride a different bus, students must submit a signed parent note with a contact number to the front office by the morning of the requested change.

WALKING TO SCHOOL & BIKE RIDERS

Students living within a designated walking zone are identified as walkers and notified during summer or registration. At dismissal, walkers will exit the building through door 26, next to the library after buses have departed. They must use sidewalks, avoid private property, and go directly home without lingering. Re-entry into the building is not permitted after exiting the building. The school is not responsible for bikes; we recommend using a lock at the bike rack.

FRONT OFFICE, SCHOOL COUNSELING AND CLINIC EXPECTATIONS

Students may not enter these areas during the school day unless they have a staff-issued pass, or it's an emergency. To see a counselor, a pass is required. **Students should not linger in the front office during arrival or dismissal due to high activity.**

STUDENT BEHAVIOR

The philosophy of PWCS is directed towards a preventative approach to irresponsible behavior. The rules and regulations of the Code of Behavior are intended to guide student behavior in the school building, on school buses, to and from school and during participation in any activity sponsored by PWCS. The School Board holds all students responsible for appropriate conduct, as defined in the PWCS Code of Behavior. Under Virginia law, parents are responsible for knowing the Code of Behavior, promoting proper student conduct, assisting the school with the discipline of the student, and meeting with school officials if requested to discuss matters related to discipline.

RULES OF UBMS

- 1) Take care of yourself.
- 2) Take care of each other.
- 3) Take care of this place.

If student behavior is aligned with our 3 rules at UBMS, then they are following the [PWCS Expectations](#). If a student commits a violation of the Code of Behavior, there are disciplinary consequences in accordance with [PWCS Code of Behavior](#).

CORRECTIVE MEASURES

Middle school is a time of learning and growth. At UBMS, we help students learn from their mistakes by teaching them to understand the impact of their actions and make better choices. Discipline is two-fold: education and consequences.

2025–2026 UBMS Discipline Matrix for more details.

*This chart shows typical consequences for the most common infractions of the PWCS Student Code of Behavior. These consequences are used as guidance and can change based on several factors such as egregiousness, frequency, and impact on our school.

UB Violation	COB	1st Offense	2nd Offense	3rd Offense
<i>Physical</i>	Zero Tolerance Physical Harassment			
Horseplay		Warning	Detention	ISS
Physical Altercation		-Detention -RC	-ISS -RC -No contact	-OSS -RC -MTSS Core
Mutual Fight (RC in class if needed)		-3 OSS -Reentry -RC -No Contact	-3-5 OSS -Reentry -RC -MTSS Core	-5 OSS -Reentry -RC
Assault		-3-5 OSS -Reentry -RC -MTSS Core	-5 OSS -Reentry -RC	-5-10 OSS -SMAPD
“Pantsing”	Zero Tolerance Sexual Harassment	-1 OSS -1 ISS - Title IX	-2 OSS -1 ISS -Title IX -MTSS Core	-3 OSS -1 ISS -Title IX
<i>In Class</i>	Responsibility			
Class Cut		-Detention -Parent Contact -RC	-Detention -1 ISS -PTC	-1 OSS -1 ISS -PTC
Defiance		-Warning -Parent contact -RC	-Detention -PTC -RC	-1 ISS -Counseling
Disruption		-Detention -Parent Contact	-1 ISS -PTC	-1 OSS -1 ISS -MTSS Core
<i>Class/Hallway (Verbal)</i>	Respect			
Disrespectful Speaking		-Warning -Parent contact -RC	-Detention -PTC -RC	-1 ISS -MTSS Core
Obscene Language		-Warning -Parent contact -RC	-Detention -PTC -RC	-1 ISS -MTSS Core
Racial Slurs	Zero Tolerance Verbal/ Discriminatory Harassment	-1 OSS -1 ISS (Racial Awareness Course) -Parent Contact	-2 OSS -1 ISS (Racial Awareness Course) -PTC	-3 OSS -1 ISS (Racial Awareness Course) -MTSS Core

Technology	Technology Use			
Cell Phone	VDOE Policy			
iPad Use	<i>Teachers do not confiscate iPads unless it is contraband video (student vaping, fighting, pornographic etc.)</i>	-Detention (Digital Citizen Course) -Parent Contact -RC	-1 ISS (Digital Citizen Course) -Blocked Websites	-2 ISS (Digital Citizen Course) -MTSS Core
Prohibited Substances	Zero Tolerance (Use, Possession, Distribution)			
Violating School Board non-prescription (OTC) or look-alike drug policy		Level 3 Response according to COB	Level 4 Response according to COB	Level 5 Response according to COB
Possession of controlled substances or using illegal drugs or hallucinogens or unauthorized prescription drugs		Level 3 Response according to COB	Level 4 Response according to COB	Level 5 Response according to COB
Using controlled substances or using illegal drugs or hallucinogens or unauthorized prescription drugs		Level 3 Response according to COB	Level 4 Response according to COB	Level 5 Response according to COB
Illegal possession of controlled drugs and substances with intent to distribute or sell		Referral for Further Disciplinary Action Mandatory report to law enforcement		
Tobacco: Possession, use, or distribute		Level 2 Response according to COB	Level 3 Response according to COB	Level 4 Response according to COB

Key for Acronyms

COB: [Code of Behavior](#)

RC: [Restorative Conference](#)

ISS: In School Suspension

OSS: Out of School Suspension

Re-entry: A re-entry meeting is a structured process designed to help students who have been suspended or otherwise disciplined reintegrate back into the school environment.

MTSS/Core: [Multisystem of Support](#) (Student Support Team)

SMAPD: [Student Management Alternative Placement Department](#)

Title IX: [Title IX](#) is a federal anti-discrimination law that protects PWCS students and staff from sex-based discrimination (including sexual harassment and sexual assault) in PWCS educational programs and activities.

PTC: Parent-Teacher Conference

Parent Contact: Family will receive communication from school

Warning: Verbal warning from staff

Detention: Time spent after school from 3-5pm

Racial Awareness Course: asynchronous course to support understanding of racially motivated behavior

Digital Citizen Course: asynchronous course to support understanding of appropriate use of technology

Zero Tolerance: Behaviors that are not accepted in any form

RACIAL SLURS

At UBMS we are committed to fostering a safe, respectful, professional and inclusive learning environment for all students and staff. We have a **zero-tolerance policy** for the use of racial slurs in any context or any language that demeans, discriminates, or targets individuals based on race, ethnicity, or cultural background.

Any student found using racial slurs, whether spoken, written, or shared digitally, will face immediate disciplinary action in accordance with the Code of Behavior. This may include suspension, parent conferences, and other appropriate consequences as determined by the school.

We believe that every student deserves to feel valued and respected. We ask all students and families to join us in upholding these standards and promoting a culture of kindness, empathy, and mutual respect.

BATHROOM USE

To ensure safety, accountability, and respect for school property, the following bathroom guidelines are in place:

- Backpacks/bags are not permitted in restrooms at any time.
- Restroom use or leaving the classroom for any reason is not allowed during the first or last 10 minutes of class, unless a student has been issued a Flash Pass. (10-10 rule)
- Staff will be stationed near restrooms to monitor usage and limit the number of students entering at one time.
- Any property damage or restroom malfunctions must be reported immediately to a staff member and students will be held financially responsible.

These rules are designed to maintain a safe, clean, and respectful environment for all students.

SUBSTANCE USE, VAPING & DRUGS

In accordance with Virginia state law, it is illegal for individuals under the age of 21 to purchase, use, possess, or be under the influence of alcohol, vaping products, or other controlled substances.

To maintain a safe and healthy school environment, the use, possession, or distribution of vaping devices, THC products, or any illegal substances is strictly prohibited on school grounds, during school-sponsored events, and on school transportation.

- Students may not use, possess, or distribute vaping devices or materials (including e-cigarettes, vape pens, cartridges, or similar items).
- Any violations will result in disciplinary action as outlined in the Disciplinary Matrix and Code of Behavior.
- Repeated offenses may lead to more serious consequences, including referral to law enforcement and possible removal from UBMS.
- Vaping devices and related materials will be confiscated immediately if found in a student's possession.
- Educational support and resources may be offered to help students understand the health risks and consequences associated with substance use.

We are committed to supporting students in making healthy, informed choices. We ask all students and families to partner with us in promoting a safe, substance-free school environment.

STUDENT DRESS CODE AND APPEARANCE

Students are expected to dress for success in a way that supports a focused learning environment, both on campus and at school-sponsored events.

Prohibited Clothing Includes:

- Items that expose undergarments, *it is recommended students keep an extra t-shirt or sweatshirt in their backpack in case they get asked to put it on*
- Clothing with vulgar, discriminatory, or obscene content
- References to violence, drugs, alcohol, or gang symbols
- Cause or may foreseeably cause a disruption to the learning environment
- Jewelry or accessories that could be used as weapons

Headwear is not allowed unless for religious, medical, cultural, or approved reasons.

[Dress code](#) concerns will be addressed privately and respectfully.

COMMUNICATION AND ELECTRONIC DEVICES

The Prince William County School Board reviewed all guidance from the VDOE and developed and approved [Policy 729, “Cell Phone-Free Education”](#). The PWCS cell phone and wireless device policy intends to support students in their academic success by removing a major distraction.

All cell phones and personal electronic communication devices must be turned off and **stored** away during the bell-to-bell school day and during any instructional periods, regardless of location – including field trips. Students may not use personal headphones/earbuds during the school day.

What is the definition of “stored”? **Device not being carried on the student’s person, including not being kept in the student’s pocket.**

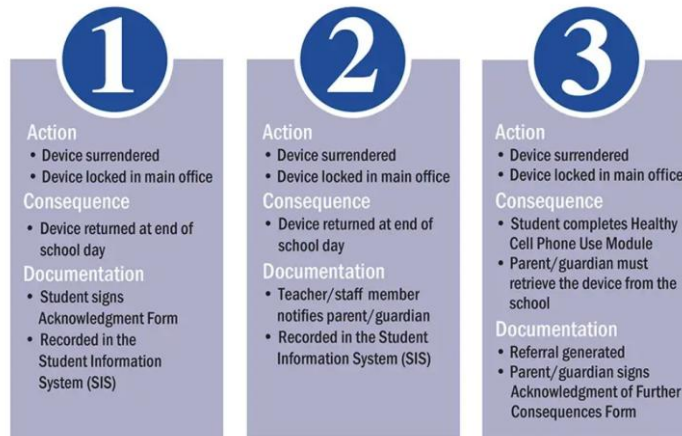
Appropriate storage options include:

- Backpack
- Designated place in classroom
- Locker, *upon parent request*

Parents/guardians should not contact their student(s) on their personal device during school hours. Urgent messages that are non-emergencies but still a priority should be directed to the school office, which will facilitate communication. Students needing to contact their parent for emergency reasons during the instructional day are required to use the phone in the main office.

Students who disrupt the school’s educational environment by using wireless communication devices inappropriately (e.g., cheating, bullying, harassment, unlawful recording, violating behavior expectations) will be subject to disciplinary actions. The following actions will be taken if a student violates PWCS Policy 729, “Cell Phone-Free Education.” Failure to adhere to the terms of the policy will result in the following progressive discipline:

Confiscation of cell phones that violate the new policy will begin on Wednesday, August 20th.



- **First Offense** – The device is surrendered, locked in the main office, and returned at the end of the school day. The student signs an [acknowledgement form](#) and the event is recorded in the student information system, the Hub. The students will need to pick up their phone in the main office at the end of the day when their group is dismissed. Teachers will not be allowing students to go to the office to do this during 7th period.
- **Second Offense** – The device is surrendered and a second [acknowledgement form](#) to identify the phone is signed by the student. The phone will be locked in the main office, and returned at the end of the school day. The Dean, Mr. Garcia notifies the parent/guardian, and the event is recorded in the student information system, the Hub. The students will need to pick up their phone in the main office at the end of the day when their group is dismissed. Teachers will not be allowing students to go to the office to do this during 7th period.
- **Third Offense** – The device is surrendered and locked in the main office. The student completes the Health Cell Phone Use Module in Canvas, and the parent/guardian must retrieve the device from the school during approved school hours. A discipline referral will be generated, and the parent/guardian signs the [Acknowledgement of Further Consequences Form](#).
 - o Further consequences could include, the student surrendering the phone every morning to the auditorium with security/admin. The students will need to pick up their phone in the main office at the end of the day when their group is dismissed. Teachers will not be allowing students to go to the office to do this during 7th period.
- Infractions are cumulative. Ms. Estrada will be keeping track of the infractions when the acknowledgement forms are turned in.

Further information on PWCS [Wireless Communication Device Usage](#)

Please note: Students assume the risk of damage, theft, or loss when choosing to bring a phone or wireless communication device to school.

iPADS

The use of digital devices in PWCS is an integral part of the PWCS learning environment, and the policies governing the use of digital devices support all academic use. To maintain the integrity of the use of digital devices, all students and parents/guardians must acknowledge and agree to the following conditions of use, per [Regulation 350.02-2](#): iPads are the property of PWCS. Use this link to view the [PWCS Digital Device Handbook](#). iPads will have a county code sticker which is not to be removed. Each student will be issued one iPad, one charging block, and one case which is not to be removed. Families are encouraged to purchase additional insurance through <https://securranty.com/pwcs>. If lost or damaged, students may be financially responsible for the cost of replacement

PRIVACY

Respecting the privacy of others is emphasized; **taking photos, audio recording, or videos of classmates, peers, and staff without permission is strictly prohibited** on school property or while involved in school-related activities without prior approval.

Videotaping misconduct is strictly prohibited and may result in disciplinary actions. This includes unlawful use of cell phones or iPads in restrooms, locker rooms, or school buses.

Using, producing, distributing, or receiving profanity, obscenity, or material that bullies, harasses, offends, threatens, or degrades others is strictly prohibited including the use of artificial intelligence to impersonate others.

SCHOOL SAFETY

Every adult at UBMS is committed to keeping students safe. Our Safety and Security Director, Mr. Cannon Willard, works to identify and address safety concerns. For any safety-related questions, please contact Mr. Cannon Willard at willarCR@pwcs.edu.

HALLWAY SAFETY

During class changes, students are expected to walk calmly, keep to the right of the hallway stanchions, and avoid blocking traffic. The vertical middle hallway will be closed during transitions.

- Use low voices—classes are still in session
- No running or jumping to touch objects or each other
- Use trash cans to help keep our school clean
- Staff will be present to monitor hallways

E-HALL PASS

UBMS uses the e-hall pass system. Students request to leave class using their school-issued iPad, and teachers approve or deny the request. This helps track hallway movement and destinations. Students must bring their iPad and charger daily- **teachers will not be creating passes for students**. Students are advised to use their 3 passes wisely. **Teachers will be allowing 1 student out of their classroom at a time**. If a student needs to use the restroom during lunch, they will be escorted by a staff member to and from the restroom and will not need to create an ehall pass.

- Students get 3 passes daily
- No paper passes will be issued
- Must use the nearest restroom to their classroom—no exceptions

- Restrooms are monitored, with student limits
- Administrators can set more restricted restroom use guidelines as needed

EMERGENCY PROCEDURES AND FIRE DRILLS

State law requires quick, orderly evacuation during fire drills. Fire drill procedures are posted in all classrooms. Students must walk out in a straight line and must remain quiet to hear staff instructions. Fire drills are conducted monthly with the exception of the first month of school, when they occur twice.

In addition, UBMS conducts 2 lockdown drills during the first month of school and an additional two lockdown drills for the remainder of the school year. We will conduct one tornado drill and two bus evacuation drills (fall and spring). For drills, students must follow all staff instructions. Failure to do so may result in disciplinary action.

In an emergency (e.g., fire, utility loss), UBMS's shelter location is Unity Reed High School. Parents will be updated via the school's auto-dialer system.

BULLYING

UBMS does not tolerate physical, verbal, emotional, or cyber bullying. **Bullying is defined as repeated intentional harm involving a power imbalance.** This includes taunting, threats, gossip, teasing, physical aggression, and online harassment.

Students are held accountable for inappropriate behavior at school, on the bus, at bus stops, during school events, and in the community if it affects the school environment. Consequences may include suspension or expulsion. For more details, refer to the [PWCS Regulation 733-1](#).

SCHOOL VISITORS

All visitors, including family members, must check in at the main office using the RAPTOR system, present a government-issued photo ID, and wear a visitor pass while in the building. Visitors must also pass through the EVOLV security system and be escorted by a staff member at all times.

TIP LINE

PWCS has the [Say Something](#) anonymous reporting system. The number is 1-844-572-9669. Students are encouraged to use the tip line if they see something to report concerning behavior. Please note that these are recorded message systems and should not be used in cases of emergency or when an immediate response may be required. In case of an emergency dial 911.

Please contact the police in case of emergency. Specific incident/statement report forms can be found in the main office or through any administrator. It is important that each member of our UBMS community works together to help ensure a safe learning environment for every child. Students should speak with a school counselor or administrator if they have concerns or need additional information. UBMS participates in [No Place for Hate](#) to help create a safe school environment.

CAFETERIA EXPECTATIONS

All students have access to breakfast and lunch. [Menus](#) are posted on the PWCS website.

Cafeteria Expectations:

- Be on time to 1st period—no lingering after breakfast
- Follow adult directions and leave when instructed
- Clean up all trash, including anything dropped
- Sit at your assigned table during lunch
- Classrooms will stop in front of the restrooms either before or after lunch, therefore no passes will be issued during lunch blocks

Outside Food:

Students may pack their own lunch. Food delivery services (e.g., DoorDash) are not allowed.

LOCKERS & BACKPACKS

Lockers are available for all students if they are requested. To request one, students should see their grade-level administrator. Administration may search lockers or backpacks if necessary for a specific reason. [Regulation 737-1](#) Students may carry backpacks between classes, but backpacks are not allowed in bathrooms. Students are responsible for keeping their lockers and backpacks clean and organized.

FRAGRANCES & SPRAY BOTTLES

For the health and safety of all students, perfumes, body sprays, and spray bottles of any kind are not permitted at our school. These items can trigger allergic reactions and respiratory issues in sensitive individuals. Students found using or bringing these items will have them confiscated.

The following will happen:

1st offense: Pick up bottle at the end of the day.

2nd offense: Parent will need to pick up bottle during hours of operation

***Weekly disposal** of all spray bottles/perfumes not picked up will occur weekly on Friday at 4:00 pm.

MEDICATIONS

Whenever possible, parents/guardians should administer medications outside school hours. If medication is needed during the school day, a completed Medication Form signed by a physician is required. All medications—prescription and over-the-counter—must be brought by an adult in the original, unexpired container to the school nurse. Students may not transport medication. Expired or improperly packaged medications will not be accepted. Inhalers must have a pharmacy label, and students may only carry them with nurse approval. All medications must be picked up at the end of the school year. For full guidelines, refer to [PWCS Policy 757](#) and the [PWCS Student Health and Wellness website](#).

The clinic bathroom is **reserved exclusively for students receiving care from the nurse** or those who have been **specifically directed to use it by an administrator**. It is not available for general or everyday student use.

GETTING INVOLVED

It is an expectation that all students at UBMS are involved in school activities, clubs, or sports. Educational research clearly demonstrates a positive correlation between school activities and

academic achievement. Below are the lists of clubs and activities as well as our school-sponsored sports.

SPORTS

For any athletic questions, please contact Ms. Delaney Hansen, our Activities and Athletics Director, at hansendd@pwcs.edu.

CLUBS

For a list of updated clubs, please go to our school website.

https://unitybraxtonms.pwcs.edu/about/student_activities/clubs_and_activities/index

NJHS-National Junior Honor Society

NJHS focuses on community service projects for the school and the surrounding community as well as providing members with leadership opportunities. Members have been sworn in during an induction ceremony at the end of the previous school year by chapter officers. 6th grade students will have the opportunity to go through the application process in the spring.

SGA-Student Government Association

SGA provides leadership opportunities for members as well as opportunities to plan activities and events for the school community. SGA will include 2 students from every house at every grade level. There will be nominations and a voting process.

SVC-Student Voice Committee

The Student Voice Committees are meant to represent all of the diverse perspectives from your school community and discuss and provide input on issues important to a student's daily life. There is an application process to be included.

HONOR ROLL

At the end of each nine-week grading period, students who have succeeded in making above-average grades in all subjects in which they are enrolled are named to the honor roll. Their names will be displayed on our bulletin board close to the cafeteria and receive recognition from the principal. We have two honor rolls:

- Principal Honor Roll- Students who have achieved an "A" in every subject.
- Honor Roll- Students who have achieved only "A" and "B" in every subject.

COUSELING DEPARTMENT

Our middle school counseling program supports students' academic success and personal growth. It helps students develop lifelong learning skills, explore career interests, and prepare for future goals. Counselors are assigned by students' last name and work closely with families, staff, and the community.

Middle school is a time for students to build decision-making, academic, and interpersonal skills. Students are encouraged to meet with counselors for:

- Peer or friendship concerns
- Academic challenges
- Classroom or teacher issues

- Family or personal matters
- Stress or emotional well-being
- Conflict or bullying
- Course planning and goal setting
- Organization and time management

Students can schedule an appointment to see a member of the counseling team through the Counseling Canvas page, using the Bookings link at the bottom of the counselor's email signature, or by emailing the counselor.

A student will receive a pass-through e-Hall pass when their request has been processed.

Parents may also contact counselors to discuss their child's progress or concerns. Counselors are a safe, supportive resource. Students are encouraged to reach out when they need help. School counselors deliver several classroom lessons per grade level each year, focusing on academic success, social-emotional development, and career readiness



UNITY BRAXTON MIDDLE SCHOOL

International Baccalaureate Middle Years Programme - "High Expectations Are the Foundation of our Success"

Your signature confirms that you have received a copy and reviewed the Parent/Student Handbook for UBMS for the 2025-2026 school year with your student(s).

A student and/or parent/guardian's failure to read the UBMS Parent/Student Handbook does not exempt a student from the responsibility to follow these rules.

Parent/Guardian Signature: _____

Date: _____

Student Name Printed:	Grade	Student Signature: