



# BRUSLY MIDDLE SCHOOL



630 N. Vaughan Dr. Brusly, Louisiana 70719  
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<https://www.wbrschools.net/BMS>

# Parent-Student Handbook

## 2021-2022

TAYA LOUPE, PRINCIPAL

JACLYN BOURQUE, ASST. PRINCIPAL  
PATRICK HALL, ASST. PRINCIPAL

**Mascot: Panthers**

**Colors: Red, Gold, Black**

## **SCHOOL VISION**

*Together with the community, Brusly Middle School's positive, caring environment will grow empowered, productive citizens.*

## **SCHOOL MISSION**

*Students, staff, and parents at Brusly Middle School are collectively committed to inspiring academic achievement and productive citizenship through our BMS motto.*

**B**e Respectful  
**M**ake Good Choices  
**S**tay Positive

# Brusly Middle's Bell Schedule

<b>6th Grade</b>	<b>7th Grade</b>	<b>8th Grade</b>
1st Block 8:15 - 9:50	1st Elective 8:15 - 9:01 9:04 - 9:50	1st Block 8:15 - 9:50
2nd Block 9:54- 12:00	2nd Block 9:54 - 11:25	2nd Block 9:54 - 11:25
Lunch 10:45 - 11:15 (A) 11:15 - 11:45 (B)	3rd Block 11:29 - 1:45	3rd Block 11:29 - 1:45
3rd Elective 12:04 - 12:53 12:57 - 1:45	Lunch 11:45 - 12:15 (A) 12:00 - 12:30 (B)	Lunch 12:20 - 12:50 (A) 12:45 - 1:15 (B)
4th Block 1:48 -3:20	4th Block 1:48 - 3:20	4th Elective 1:48 - 2:33 2:36 - 3:20

<b>Breakfast</b>	7:45 a.m -8:10 a.m.
<b>Duty Teachers</b>	7:40 a.m. <b>Sign-in and check mailbox</b> 7:45 a.m. <b>At duty post (Actively monitoring students)</b>
<b>Non Duty Teachers</b>	8:00 a.m. <b>Sign in and check mailbox</b> 8:15 a.m. <b>Teachers standing outside their door to greet students.</b>
<b>Teacher dismissal</b>	3:45 p.m. <b>Check mailbox and work email before leaving campus</b>



**West Baton Rouge Parish Schools Calendar**  
Adopted 2.17.2021

August 2021						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**August**  
**Aug. 4-6:**  
 Teacher Inservice  
**Aug. 9:**  
 Students Return

September 2021						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

**September**  
**Sept. 6:**  
 Labor Day Holiday  
**Sept. 9:**  
 Progress Reports  
**Sept. 15:**  
 Teacher Inservice  
 ½ Day for Students

October 2021						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**October**  
**Oct. 8:**  
 End of the 1st Nine Weeks  
**Oct. 11:**  
 Fall Break: No School  
**Oct. 12:**  
 Teacher Inservice  
 Parent/Teacher Conferences  
 No Students  
**Oct. 13:**  
 Report Cards

November 2021						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

**November**  
**Nov. 15:**  
 Progress Reports  
**Nov. 22 - 26:**  
 Thanksgiving Holiday

December 2021						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**December**  
**Dec. 17:**  
 ½ Day for Students  
**Dec. 20 - Jan. 3:**  
 Winter/Christmas Break  
 Note: Teachers Return on  
 January 3rd - No Students

**January**

**Jan. 3:**  
 Teacher Inservice  
 No Students  
**Jan. 4:**  
 1st Day for Students in  
 January  
 End of 1st Semester  
 End of 2nd Nine Weeks  
 Report Cards  
**Jan. 17:**  
 MLK Holiday

January 2022						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**February**

**Feb. 8:**  
 Progress Reports  
 Teacher Inservice  
 ½ Day for Students  
**Feb. 28-Mar. 1:**  
 Mardi Gras Holiday

February 2022						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

**March**

**Mar. 11:**  
 End of 3rd Nine Weeks  
 Report Cards  
**Mar. 15:**  
 Teacher Inservice  
 Parent/Teacher  
 Conferences  
 ½ Day for Students

March 2022						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**April**

**Apr. 14:**  
 Progress Reports  
**Apr. 15-22:**  
 Spring Break

April 2022						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**May**

**May 12:** PAHS Graduation  
**May 13:** BHS Graduation  
**May 18-19:**  
 ½ Day for Students  
 Last Day for Students  
**May 20:**  
 Teacher Workday  
 Report Cards will be Mailed  
 End of Semester  
 End of 4th Nine Weeks

May 2022						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

# **PROGRESS REPORTS AND REPORT CARD SCHEDULE 2021-2022**

## **FIRST NINE WEEKS**

Progress Reports	Thursday, September 9, 2021
Parent/Teacher Conferences	Tuesday, October 12, 2021
Report Cards	Wednesday, October 13, 2021

## **SECOND NINE WEEKS**

Progress Reports	Monday, November 15, 2021
Report Cards	Tuesday, January 4, 2022

## **THIRD NINE WEEKS**

Progress Reports	Tuesday, February 8, 2022
Report Cards	Monday, March 11, 2022
Parent/Teacher Conferences (1/2 day)	Tuesday, March 15, 2022

## **FOURTH NINE WEEKS**

Progress Reports	Wednesday, April 14, 2022
Final Exams:	TBA
Report Cards(will be mailed)	Friday, May 20, 2022

## ABSENCES

### Compulsory Attendance

The State of Louisiana requires that all children from their seventh to their eighteenth birthdays must attend a public school, private day school, or must participate in an approved home study program. Any student above the compulsory attendance age who has excessive absences may be dropped from school with principal recommendation. School attendance is imperative, not only to satisfy requirements of the law but to help ensure student achievement and success.

Every missed day of school is a missed opportunity to learn.

Students participating in school sponsored activities/field trips that necessitate their being away from school shall be considered to be present and shall be given the opportunity to make up work. All excuses must be turned in within 5 days of the absence.

***The following policy reflects the current state law regarding attendance. Students are allowed ten absences. Absences are in four distinct categories:***

Type One: Exempted, excused. Make-up work should be provided.

Type Two: Non-exempted, excused. Make-up work should be provided.

Type Three: Unexcused. Make-up work should not be provided.

Type Four: Non-exempted, suspension Make-up work should be provided.

*Please see the district student handbook for more information. It is the student's responsibility to check with his/her teachers to set up a schedule for completion of all work missed.*

## LATE CHECK IN POLICY

Student punctuality is essential to educational success. Students who enter class late miss instructional minutes and disrupt other students' learning experience. Every effort should be made for students to arrive promptly to school. Students are considered tardy after 8:15 a.m.

Parents or guardians must accompany their child to the office to check in when late to school. The only excused late to school tardy is with a doctor's note or parental note explaining sickness of the student. The school bell rings at 8:15 a.m. for students to enter the building. All students should be in their classrooms by 8:15 a.m. ready for instruction.

***Students that are late to school with an unexcused tardy or late to class throughout the day will receive a tardy violation for each offense.***

## CHECK OUT PROCEDURE

Students will not leave the school grounds during school hours without explicit permission from the office. Students who become ill or injured during a school day or who have a doctor's appointment will be dismissed only after a parent, legal guardian, or person authorized by the parent comes to school and signs the student out. A student will not leave campus with any person other than that person designated on the emergency card. All persons authorized to pick up the student must be specified on the emergency card.

## EMERGENCY FORMS

It is critical that the school be able to contact parents if necessary. **Each student must have a completed and up-to-date emergency form on file in the front office.** Please notify the office of any changes in writing throughout the year. No student will be allowed to be checked out by an adult who is not designated on the child's emergency card.

## HEALTH SERVICES

When a child gets hurt at school, the extent of the injury is determined by the office and the parent is notified if deemed necessary. It is the parent's responsibility to notify and update the office of any special medical conditions a student may have.

No medication shall be administered by school personnel or self-administered by a student without a signed authorization form completed by the parent and the physician. All medication orders must be renewed at the beginning of each school year.

## VISITORS

Visitors, including parents, must check in to the office and receive a visitor's pass.

## SCHOOL FEES

Brusly Middle assesses a class fee for all students. This fee is used to purchase classroom materials and other necessities. Other nominal fees are assigned for certain clubs and electives.

## BANNED ITEMS

Electronic games and or devices, cell phones, smart watches, laser lights, etc...are not allowed at school. Any such items will be confiscated and sent to the office. BMS is not responsible for any of the above stated electronic equipment brought to school. Additionally, students should refrain from bringing large amounts of money to school.

Items such as whiteout, sharpies, pointed scissors, sports drinks, coffee, energy drinks and glass bottles are not allowed. These items will be confiscated. Additionally, students may not bring gum, sunflower seeds or candy on the campus. Students may bring a clear, plastic, sealed bottle of water to school. Cell phones or other electronic devices found in a student's possession will be confiscated and a parent must come to the office to pick it up.

**Offenses for gum/eating and electronic device violations will be disciplined as follows:**

### Gum/eating:

1st offense	Warning letter
2nd offense	Lunch detention
3rd offense	Friday morning detention
4th offense	1 full day in clinic
5th offense	2 full days in clinic and parent/student conference

### Electronic devices:

1st offense	1 full day in clinic
2nd offense	2 full days in clinic
3rd offense	Suspension

\*Each offense thereafter could result in a suspension.

## SNACKS

Snacks are to be consumed only after lunch has been served at each grade level designated lunch time. Students caught eating snacks in class will be disciplined according to the gum/eating violation policy.

## TRANSPORTATION

**ARRIVAL POLICIES:** Students are not allowed to be on campus **before 7:45 a.m.** This includes students riding the bus, walking to school, or car riders. There is no supervision before this time. Students who want breakfast should report immediately to the cafeteria when the 7:45 bell rings. Under no circumstances should students be dropped off in the bus area.

**DEPARTURE POLICIES:** Cars may line up on the (High School) side of the building for student pick up. The bus area and teacher's parking area is off limits. Car riders need to be picked up by 3:45 as there are no duty teachers after this time. Consequences will be given out for students who are habitually picked up late.

## WALKERS

Students who walk to and from school **must submit a written note** by the parent giving permission. A phone call giving permission is not permitted. Walkers should not arrive on campus before 7:45 a.m.

## DRESS CODE

All pants, shorts, skirts, and jumpers must be **tan uniform khaki. No cargo pants, overalls, leggings, carpenter pants or jean khakis are allowed.** All shirts or blouses worn should be red, navy, or white oxford style (long or short sleeve), with a collar. Red and white polo shirts must have a school logo, while navy polos can be worn with or without school logo. **Shirt tails must be tucked in at all times.** Backless and open-toe shoes are not allowed (**no slippers, sandals, slides, flip-flops, or crocs—plastic shoes**). Navy blue sweatshirts and approved Brusly sweatshirts may be worn in the school building.

- No headdress (such as hats, caps, hoods) will be worn in the building.
- If shorts or pants have belt loops, a belt must be worn and buckled snugly in place.
- No sweatbands or bandanas are allowed.
- No large necklaces or earrings are allowed

### Dress code/Tardy Policy for Students:

1st offense	Teacher Warning	6th Offense	Clinic (2 full days)
2nd offense	Teacher Warning	7th Offense	Clinic (3 full days)
3rd Offense	Detention	8th Offense	Suspension
4th Offense	Detention		
5th Offense	Clinic (1 full day)		

***Dress code is checked by the staff every morning. Students not in compliance will be sent to the clinic until appropriate uniform is supplied.***

*See WBR student handbook for more specific regulations pertaining to school uniforms.*

## BOOK BAGS

Students must have a clear or mesh book bag in all West Baton Rouge Parish schools. Students may not have rolling book bags at school or on the bus.

## DATA BINDERS

All students are issued a data binder at the beginning of the year. A student's schedule, school information, passwords, homework, academic data and general information is kept in the binder, as well as communication from school to home. Therefore, it is essential that students maintain the information in the binder and keep it in a safe place. **Replacement binders are available for \$5.00.**



## **LIBRARY**

The library is available for use by individual students and class groups. The librarian will set up schedules with the teachers. Students are responsible for any materials checked out of the library. Compensation is required for materials lost or damaged.

## **GRADING**

<b>93%-100%</b>	<b>A</b>
<b>85%-92%</b>	<b>B</b>
<b>75%-84%</b>	<b>C</b>
<b>67%-74%</b>	<b>D</b>
<b>0%-66%</b>	<b>F</b>

## **NINE WEEKS AND FINAL AVERAGES**

- Students must obtain a minimum of 5 quality points in order to pass any subject (English, Math, Reading, Science, Social Studies, or PE).
- Students must pass 4 subjects in order to pass to the next grade level. (ELA {combination of English and Reading, Math, Science, Social Studies, or PE}.
- Students in grades 6-8 will be administered a final exam on the content covered during the second semester. The final exam is not a comprehensive exam. Students in grades 6-8 will not be administered a first semester exam.

## **INTERIMS/REPORT CARDS**

Interim reports for all subjects will be available to view on OnCourse at the midpoint of each nine weeks. Please refer to the official parish calendar for information on the dates report cards are issued.

## **EMERGENCY/ROUTINE DRILLS**

Emergency drills are routinely conducted in accordance with the West Baton Rouge Parish policy. Practice drills shall be used to ensure orderly movement and evacuation of students to the safest area in the event of fire, weather, or other disasters.

## **COMPUTER USE**

All students at Brusly Middle School have access to Chromebooks and other forms of technology in classes. Acceptable Use of Technology forms are sent home at the beginning of the year for parents to complete and return to school. These forms must be returned in order for your child to have access to a chromebook and or internet.

## **P.E. UNIFORMS**

P.E. uniforms (Shirts and Shorts) are available for \$20.00. Students must wear school issued uniforms during P.E.

## **EXTRACURRICULAR ACTIVITIES AND CLUBS**

Brusly Middle School offers students the opportunity to be a part of many sports programs and clubs. Among those are football, volleyball, basketball, track, 4-H, BETA, Youth Legislature, Drama, Yearbook, and Cheerleading. Information regarding sign-ups, meetings, and tryouts will be announced through the office and on the school's website.

## **TRANSITION FOR STUDENTS**

To help 5th grades transition to middle school, a transition "field trip" will be scheduled in the spring. Students can tour the campus and learn important information. Also, students transitioning to the high school have the opportunity to take a field trip to Brusly High School and participate in a tour and learning sessions.

## **PARENT COMMUNICATION/CONFERENCES**

Parents are encouraged to make appointments for conferences as needed with teachers and/or the principal by telephoning the school office at 749-3123 or through their email. Teachers will not be called out of classrooms for a conference. The administration asks that parents contact teachers first to discuss academic/discipline concerns. Email addresses and school information are available through the school website. Parents may contact teachers through OnCourse.

## **POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORT**

BMS has implemented Social Shape Up as our school-wide positive behavior, interventions, and support program supported by our School Board and the Louisiana Department of Education. A school-based team has worked to enhance positive behavior through ensuring an effective and efficient school-wide approach to discipline. Our plan encourages personal responsibility for attitudes and actions. Rules for every area of the school are posted and thoroughly reviewed in both classroom and school-wide assemblies. Classroom teachers manage minor classroom disturbances, while more serious violations are referred to administration.

In addition, students will be rewarded for their positive behavior and efforts through pep rallies, classroom rewards, and fun Friday celebrations for good behavior.

## **STAY INFORMED**

### **BRUSLY MIDDLE SCHOOL'S WEBSITE**

- Go to [wbrschools.net](http://wbrschools.net)
- Click on Schools
- Scroll down to Brusly Middle School
- There is a link to our school website.

### **JOIN BRUSLY MIDDLE SCHOOL'S FACEBOOK and TWITTER PAGE**

- Brusly Middle

<b>SCHOOL WIDE EXPECTATIONS</b>	<b>SCHOOL MOTTO</b>
<b>BE RESPECTFUL</b>	<b>BE RESPECTFUL</b>
<b>ON TIME</b>	<b>MAKE GOOD CHOICES</b>
<b>BE POLITE</b>	<b>STAY POSITIVE</b>
<b>CLEAN AREA</b>	
<b>AREA AWARENESS</b>	<b><i>We're on the</i></b>
<b>TEAM PLAYER</b>	<b><i>Same Team!</i></b>
<b>STAY INFORMED</b>	

**Sign and return the form located on page 11 to your homeroom teacher by August 27, 2021**

# 2021-2022 PARENT/STUDENT HANDBOOK COMPACT

*My child and I have downloaded and read the Brusly Middle Student Handbook  
(located on the WBR website )and understand the policies and rules.*

Student's name (Print) \_\_\_\_\_

Student's signature \_\_\_\_\_

Date: \_\_\_\_\_

Parent's name (Print) \_\_\_\_\_

Parent's signature \_\_\_\_\_

Date: \_\_\_\_\_