



**Middle School
Student Handbook
Appendix**

BASTROP M.S. HANDBOOK

2015-2016

BASTROP MIDDLE SCHOOL
725 OLD AUSTIN HIGHWAY
BASTROP, TX 78602

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bms.bisdtx.org

Dr. Chris Julian, Principal
Chris Kelly, Assistant Principal
Lori Atkins, 8th grade Counselor
Linn Macejewski, 7th grade Counselor

Kristi Odom, Principal's secretary
Laura Bowen, Registrar
Lorena Gomez, Attendance Clerk

Principal Message:

Welcome to Bastrop Middle School! The staff at BMS believes that this is our community school. Whether you are a community member, a parent, a student or a teacher we want you to know that you are always welcome at BMS. Middle school is an important time in every child's life and we want to work with you to help your student explore their passion and interests. We are committed to learning who your child is and educating the entire child. Our goal at BMS is high achievement for all students and we believe that high expectations are the key to achieving this goal.

The staff at BMS is dedicated to helping your young adults develop into articulate, responsible citizens; however, we cannot do it alone. The staff at BMS depends on the support of parents and the community. We invite your presence at every celebration and event. We want you to feel welcome here and to help us celebrate our successes to your neighbors. We also need your help in ensuring that every student is in attendance, on time, and ready to learn to the maximum extent possible. If your student is unable to be in attendance please help us by ensuring that your student completes missing assignments upon returning to school.

As the principal of BMS, I look forward to getting to know you and to learning how best we can help your children develop into life-long learners. My family and I could not be more excited to be given the opportunity to join the Bastrop community. I have known since my first day of teaching 15 years ago that education was my passion in life and I have spent the last seven of those years as a campus administrator. I earned a Bachelor of Arts in Education, Religion and Psychology and a Master of Arts degree in Secondary Education from Austin College in 2000 and 2002, respectively. I completed a Doctorate of Education from the University of North Texas in 2013. I have been married to my wife, Kathleen, for 10 years and have two children, Kara and Hunter. When I am not working, I enjoy reading, camping, fishing, kayaking, running, or doing any outdoor activities with my family.

Welcome to BMS! The Best Middle School in Texas!

Dr. Chris Julian
Bastrop Middle School Principal

Absences

Student attendance is an essential part of receiving a quality education and preparing to participate in the work world. As stated in the Student Handbook, the State of Texas requires that a student must attend at least 90 percent of the days a class is offered to receive credit for the class.

Upon returning to school from an absence, students should bring a note signed by a medical office or parent to the front office.

Attendance is taken every class period. Seven individual class periods missed equals one day of absence.

Students who accrue more than 18 unrecovered absences in a school year will be required to attend summer school in order to be promoted to the next grade.

Make Up Opportunities Students with too many absences must recapture the attendance hours in order to comply with the 90% requirement. When students are required to make up absences, they may do so by attending tutorials, the Beyond the Bell after school program, or Saturday School.

For more information on State requirements and District policy pertaining to attendance, please see the ABSENCES/ATTENDANCE section of the Student Handbook.

Awards

Bastrop Middle School strives to create a positive educational environment. Towards this end, we recognize student achievements in several ways throughout the year.

Each month, the academic departments at Bastrop MS select and recognize a student who exhibits the character trait being taught that month, in addition to recognizing respect every month:

August	Respect	January	Loyalty & Respect
September	Honesty & Respect	February	Justice & Respect
October	Responsibility & Respect	March	Self-Reliance & Respect
November	Compassion & Respect	April	Self-Discipline & Respect
December	Perseverance & Respect	May	Integrity & Respect

In May 2016, Bastrop Middle School will hold an awards ceremony celebrating student achievements for the previous school year. This ceremony will take place at the Performing Art Center. Invitations will be mailed home to parents / guardians of students receiving awards.

In addition, teachers may choose to recognize student achievement in their classrooms throughout the year. This will be at individual teacher discretion.

Arrival / Dismissal

The school day begins at 8:23am, when students are allowed into the building to go to class. Students will be allowed into the school building at 8:00am if they have arranged to attend tutorials with a teacher.

Breakfast is served from 8:00 – 8:23 each morning. Students may arrive early in order to eat breakfast in the cafeteria before school. Please note that students will not be allowed to purchase breakfast after 8:23 unless arriving on a late school bus.

School is dismissed at 3:50. It is important that students participate in the full school day. Please avoid picking up students early from school, except in extreme situations.

A student who will need to leave school during the day must bring a note from his or her parent that morning and follow the campus sign-out procedures before leaving the campus. The student will only be released to a parent, guardian, or approved adult. Adults should be prepared to show a driver's license (or other approved picture identification) to the attendance clerk in order for the child to be released. Students needing to leave school early, will not be released to walk home.

Parents or guardians must send a note to school for administration approval to request that their student ride a different bus or depart the bus at an unassigned stop. Bus requests must be turned in to the front office by 12:00pm the day of the request.

BYOT – Bring Your Own Tools (Electronic Devices)

Providing students and staff with a 21st century digital learning environment is a part of the Bastrop ISD mission statement. BISD allows students to possess personal mobile telephones and other electronic devices (laptops, smart-phones, eReaders, tablets, etc.) to use for instructional purposes at specified times during the day.

Usage:

- Use of devices to enhance learning in the classroom will be pursued when deemed appropriate at individual teacher discretion.
- BYOT devices must remain silenced and put away in the classroom unless they are being used for approved instructional purposes.
- Devices will remain off during all testing and students will be required to surrender devices during state testing.
- Students may use devices before school and after school.
- Device usage is not permitted in bathrooms or in locker rooms.
- If instructed by a BISD staff member, students must put away and silence the device no matter what the setting.
- If a student is listening to music – at any time - one earbud must be out so that staff may address the student when needed.
- Usage during passing periods will not be permitted. Earbuds and headphones are not permitted during passing periods.

Electronic Distractions: If a BYOT device becomes a distraction the district has the right to confiscate that device. The parent may pick up the confiscated telecommunications devices from the principal's office. If the device is repeatedly confiscated a \$15 fee may be imposed by the campus administration and the students BYOT privileges may be removed.

Escalation of consequences will be as follows:

- **1st Incident:** Device will be confiscated and a parent must come to school to pick it up during school hours.
- **2nd Incident:** Device will be confiscated, parent must come to school to pick it up and meet with a campus administrator during school hours
- **3rd Incident and all recurring incidents:** Device will be confiscated, parent must come to school to pick it up, parent will meet with a campus administrator during school hours, and a \$15 fine will be imposed.

Lost, Stolen, or Damaged Devices: The district will not be responsible for any damaged, lost, or stolen electronic devices. Students bring electronic devices to school at their own risk. BISD will not be held responsible if an electronic device or other item is lost, stolen, or misplaced. This policy includes lost or corrupted data on those devices. Parents are encouraged to notify campus administrators and file a police report for stolen devices, but campus principals are not responsible for investigating lost or stolen devices.

Dress Code

Bastrop MS will follow and enforce the dress code approved by Bastrop ISD Board of Trustees.

Hall Passes

Students should not leave the classroom during the class period. Only in case of emergencies or when requested by the office should students be allowed to leave the classroom. Students with permission to leave a classroom for any reason will be given a hall pass. Students in the hall without a pass may be considered truant and subject to disciplinary action.

Nurse's Office

The school nurse is on duty during school hours. When there is a need to go the nurse's office, a student must get a pass from the teacher. Upon returning to class, the student must have a hall pass signed by the nurse. Students will be sent to the nurse's office in case of illness or injury. Parents will be notified if their child will be unable to remain in school or if the emergency requires further medical attention.

Health Care Form: Parents shall complete a Health Care form each year including a place for parent consent for school officials to obtain medical treatment for the student, as provided by law. Parents must give other information that may be required in case of emergency, including health conditions and all medications that the student takes at home for each condition. Parents should update this information as often as necessary.

Medications at School: The Student Health Care form does NOT give consent for medications. If your child needs to take medication at school, complete a Medication Consent form which can be downloaded from the BISD website. Parents must make arrangements with the nurse to check in medications in the original prescription container. Ask the pharmacist to provide two labeled containers, one for school and one for home. For over-the-counter medications, please send the original sealed container. Medications may not be transported on the school bus. Students may NOT carry medications in their backpack or purse during the school day.

Tardies

Students are expected to be in their classroom when the bell rings, students who fail to do so are subject to disciplinary consequences. Repeated instances of tardiness will result in more severe disciplinary action, in accordance with the Student Code of Conduct. Consequences for tardies can include lunch detentions, Saturday School, ISS time, and/or loss of field trip privileges.

Visitors

- **Volunteers:** We welcome and encourage volunteers from the community. All volunteers will need to pass a background check before participating in any school functions. Applications for Volunteers in Public Schools, VIPS, are available in the front office or online. (Available in Spanish)
- **Raptor:** Raptor is the Visitor Management System used by BISD to ensure the safety of all children. When you visit Bastrop Middle School, your driver's license is scanned through this system.
- **IDs:** Picture identification (driver's license or approved picture identification) is required for all visitors to Bastrop Middle School.