

SCOTT M. BRAME

MIDDLE SCHOOL



STUDENT HANDBOOK

Table of Contents

Principal's Message	1
Administrative Staff	2
School's Vision and Goals	3
Gator Rewards	4
General Information	5
• School fees	
• Collection of fees	
• School Supplies	
• Insurance	
• Guidance	
• Library	
• Food Service	
Grading Scale	6
• Progress Reports & Report Cards	
• Technology Take-Home Contracts	
Lost & Confiscated Items	7
• Policies	
• Closed Campus	
• Arrival at School	
• Tardy to School Policy	
• Late Arrivals	
• Check Out Policy	
Dismissal from School	8
• Rules for Riding Buses	
• Cafeteria Rules	

Attendance	9
• Tardy/Truancy Policy	
• Restroom and Hall Passes	
Office Telephone Use	10
• Electronic Communication Devices	
• Airpods/Headphones	
Immunizations	11
• Medication Policy	
Homework	12
• Contraband	
• Major Disciplinary Violations	
Bullying & Cyberbullying	13
Dress Code Policies	14-15
Daily Procedures	16
• Arrival at School	
• Reporting to Breakfast and/or Patio	
Entering the Building	17
• Hallway Transitions	
• Lunch	
• Canteen	
• Student Office Request Form	
• Absences from School	
Detention Forms & Policies	18-19
ISS (In-School Suspension Contract)	20
Faculty List by Grade & Subject	21
Bell Schedules (Regular & Pep Rally)	22
Brame Athletics, Clubs, & Organizations	23

RPSB Calendar List
School Map

24-25
26

SCOTT M. BRAME MIDDLE SCHOOL

Principal's Message

Welcome Back, Brame Gators!

As we begin another exciting school year, I want to take a moment to recognize the entire Scott M. Brame community for your continued dedication and tireless investment in our students, faculty, and staff. It was truly an honor to return last year as your principal, and I am grateful for the opportunity to continue serving in this role for a second year.

To our eighth-grade leaders,

You are now the leaders of our campus. I challenge each of you to rise to that role with integrity and pride. Take ownership of your actions, lead by example, and show your peers what it means to be a responsible, engaged citizen. This is your moment to embody Coach Edwards's motto: *"Leave it better than you found it."* I wish you a memorable, meaningful, and high-achieving eighth-grade year.

To our seventh-grade students,

You did it—you made it through a challenging transition year. That first step into middle school is never easy, but you showed courage and resilience. I hope the lessons you've learned help shape your character and guide you forward. This year is your chance to grow, contribute, and shine. I can't wait to see what you accomplish.

To our new Gators,

Welcome to *The Swamp*! I'm thrilled to have you join our Brame family. I hope this becomes a place of joy, discovery, and lasting memories for you. Our dedicated faculty and staff are committed to your success and work daily to create a safe, supportive, and dynamic learning environment. With your help, we will continue building a campus culture grounded in acceptance, accountability, individual growth, and respect.

Let's work together to make this school year the best yet—and show our community why Brame is *"The Place to Be."*

With pride,

Coach Sons Pathoumthong

Principal, Scott M. Brame Middle School



Scott M. Brame Middle School

4800 Dawn Street

Alexandria, Louisiana 71301

Office: (318) 443-3688 Fax: (318) 442-3966

Cafeteria: (318) 445-4387

<https://sites.google.com/rpsb.us/brame/home>



ADMINISTRATIVE STAFF

Principal

Sons Pathoumthong

Assistant Principal - Curriculum Coordinator

Dr. Stacy Castenada

Assistant Principal - Disciplinarian

Ronald Heard

Lead Teacher

Amanda King

Athletic Director

Ronald Heard

Guidance Counselor

Regina Franklin

Title I Coordinator Librarian

Timonee McDonald

Secretary

Katherine Atkinson

Clerks

Christine Langston - Attendance
Angela Phillips - Front Desk

Lunchroom Manager

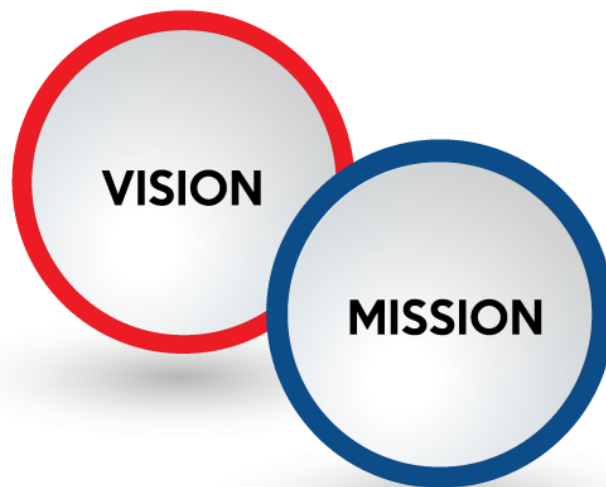
Pauline Martin

Head Custodian

Mr. Bobby Batiste

Vision Statement

Our Brame family actively invests in promoting excellence through a safe, supportive and innovative environment where everyone grows academically, athletically and artistically.



Our Mission

The faculty and staff of Scott M. Brame Middle School believe that each student can learn and that it is our responsibility to educate and develop well-rounded students.

- *We will provide an environment conducive to learning while providing students with opportunities to develop into lifelong learners and productive citizens.*
- *We will guide and encourage the growth of student maturity as we help students develop moral, social, ethical, and academic values needed in our democratic society.*
- *We will teach, not only for academic success, the importance of a love for one another and tolerance for differences, as well as promote diversity and acceptance among members of our school community.*

GATOR REWARDS



Cenla Play

Each grading period, we will distribute 50 admission tickets

Brame BUCKS

B = Be RESPECTFUL

U = UNSTOPPABLE

C = CAPABLE

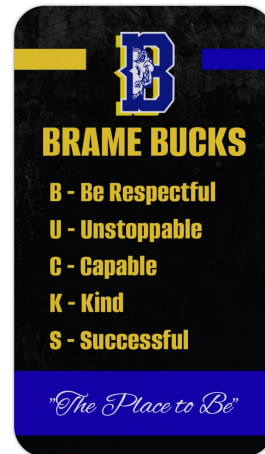
K = KIND

S = SUCCESSFUL

1 BB = one single item at canteen or jean pass

1 BB = quarterly drawing for gift cards and prizes

2 BB = one slice of pizza, quarterly



Who is NOT eligible for field trips, pep rallies, PBIS events, field day, and any other extracurricular activities?

Students who have:

- | | |
|---------------------------------|------------------------|
| • more than 4 Lunch Detentions | - renews each semester |
| • more than 1 Tuesday Detention | - renews each semester |
| • Excessive absences | - by semester |
| • ANY suspensions (ISS or OSS) | - by semester |
| • Expulsions | - full school year |

General Information

School Fees

The total school fees collected will be \$25. Additional monies may be required in other classes and/or programs and will be assessed by individual teachers. All fees are to be paid by the end of the first nine-weeks. Students with unpaid fees shall not participate in ANY extra-curricular activities or field trips.

Explanation of Fees:

General Fee

\$25.00 (To be collected by RTI teacher 2nd hour)

Collection of Fees

Checks will be accepted for fees in the amount \$150 or less. Please include the following on the memo line when paying with a check: **student's first and last name**. For fees in excess of \$150, **only cash or money order will be accepted**.

School Supplies

A complete list of supplies for each grade level has been established and may be found [here](#).

However, it should be noted that the following are the basic requirements for students to begin school.

- Binder
- Wired earbuds
- Loose leaf paper to be kept in binder
- Pens and pencils

Guidance

The number one goal of the school counselor is to provide students with the necessary tools to reach their full potential. Our counselor, Mrs. Franklin, will send weekly emails to students focused on pertinent issues that affect them. These emails are intended to be proactive in nature in order to address the needs of all students. Individual counseling sessions are also available for those facing academic, social, or personal issues. Students wishing to visit the counselor may complete a *Student Office Request* form (see page 21). Parents wishing to contact the counselor may email directly at regina.franklin@rpsb.us or contact her at (318) 443-3688.

Library

Students may access the library during school hours with their ELA class as a whole group. Students may also access the library during their ELA class with a pass from their teacher. Students will be assessed .10 cents per day for overdue books with a \$5.00 limit, and replacement cost will be assessed for any lost books. Additionally, please be aware that only one book may be checked out at a time. If you have any questions regarding the library or library books, please email our librarian at timonee.mcdonald@rpsb.us.

Food Service

Scott M. Brame Middle School qualifies for the federal Community Eligibility Provision (CEP) program that provides **free breakfast and lunch to all students** at qualifying schools, regardless of income.

What does this mean for you? All students enrolled at Brame Middle School are eligible to receive a healthy breakfast and lunch at school **at no charge** each day of the 2025-2026 school year regardless of income. Therefore, you will be able to participate in this meal program without having to pay a fee or submit an application. Lunch forms are required to be completed and returned back to school to their intervention teacher in order to report family income.

If you have any questions pertaining to the school lunch program, please contact our cafeteria manager Pauline Martin at (318) 445-4387.

Grading Scale

Grading Scale for All Courses Grade Percentage

A (100 - 90)

B (89 - 80)

C (79 - 70)

D (69 - 60)

F (59 - 0)

Progress Reports and Report Cards

Progress reports and report cards indicate what students know and can do and allow school officials, parents and students to monitor progress throughout the school year. Please see distribution dates below for both progress reports and report cards. Parents and students are also encouraged to sign up for the parent portal on OnCourse. This will allow you to view grades as they are entered by teachers. Additionally, alerts may be set up to notify you when changes to the students' grades are made.

Progress Report Distribution Dates		Report Card Distribution Dates	
Q1	9/10/25	Q1	10/13/25
Q2	11/12/25	Q2	1/6/26
Q3	2/5/26	Q3	3/19/26
Q4	4/20/26	Q4	5/22/26

Technology Take-Home Contracts

Devices that your child may be issued are educational tools and should be used in that capacity. Failure to comply with the ***Student Computer Acceptable Use Policy*** and guidelines will result in loss of take-home privileges.

Before a student is granted permission to take an assigned technology device home, he/she and his/her parent or guardian must sign a Technology Take-Home Contract. The original signed copy will be retained by the school, and a copy will be given to the parent.

When technology is taken home by the student, it must be returned to the school. Failure to return the equipment on the designated return date will result in the parent/guardian paying for a replacement device. **If the technology assigned to your child is lost, stolen or damaged through negligence, vandalism, or failure to follow the proper care guidelines, then you are responsible for the cost of replacement, which is currently \$350. Additionally, if a student removes a key from the keyboard, he/she will be assessed a \$25 replacement fee.** Again, the device must be returned to the school from which you received it on the designated return date. Failure to do so will result in the parent/guardian paying for a replacement device.

All technology is the property of the Rapides Parish School Board. RSPB reserves the right to demand the immediate return of the equipment at any time. The technology should only be used by the student whose parent/guardian has signed the agreement.

Lost and Confiscated Items

All items found at school should be turned into the school office.

- **Lost Items:** Lost books will be returned to the teacher who issued them. All clothing articles will be turned into the Physical Education Department. Wallets, purses, jewelry, etc. will remain in the office until the end of the school year.
- **Confiscated Items:** Confiscated items may be retrieved by a parent or guardian; otherwise, students will receive items on the last day of school. All unclaimed items will be donated to a local charity during the last week of May.

Policies & Procedures

Closed Campus

Brame is a closed campus. This means that all visitors to the school during normal business hours must check in at the office and secure a visitor's pass prior to reporting to any other area on campus. Beginning August 8, 2024, there shall be only one entry point into the school, which will be the front door to the main office. Additionally, all classroom doors shall be closed and locked during instructional hours.

Arrival at School

Students are not to report to the school campus prior to 7:20 each morning with the exception of the following reasons: (1) scheduled practice, (2) parent conference set prior to 7:20 A.M., (3) permission of administration, or (4) approved scheduled tutoring. Car riders shall be dropped off in the designated area on the side of the instructional wings. The bus port is in the front of the school. The bell sounds at 7:45 A.M. for students to report to their first class of the day. **Metal detectors** will be used daily to ensure the safety of our students, faculty, and staff.

Tardy to School Policy

Students arriving after 7:50 A.M. will be considered tardy and will receive a lunch detention unless a doctor's excuse has been provided. Each semester, every student will be allowed two unexcused tardies without penalty. A parent note must be provided. After two parent notes, the student will be assigned a lunch detention. **Eight lunch detentions are allowed per semester.**

Late Arrivals to School

Students who arrive after 7:50 A.M. shall report to the office to receive admittance to class. Students who do not have a proper excuse are considered truant under Louisiana State law. Truancy can be found in the *Rapides Parish School Board's Student Code of Conduct* manual. ***Arriving late to any class and missing the majority of the class period, will result in an unexcused absence and NOT an unexcused tardy.***

Check Out Policy

A student who becomes ill at school must secure a *Student Office Request* form from his/her teacher. The student will then be allowed to call a parent/guardian identified as an authorized contact in PowerSchool. **Parents or guardians must provide photo identification in order to check out a student.** Anyone checking a student out must also be identified as an authorized contact in PowerSchool. **Checkouts will not be permitted after 2:30 pm.**

Dismissal From School

Afternoon announcements are made at approximately 2:58 P.M. each day. After the last announcement is made, teachers shall release car riders and walkers riders first. Car riders and walkers will have 3 minutes to report to the car rider port or off campus. Bus riders will be dismissed at 3:03 pm. and expected to report directly to the designated area. Car riders remaining on campus **after 3:45 p.m.** shall serve a lunch detention on the following day. On the third offense, these students shall receive an in-school suspension and will be required to ride the school bus. A student leaving his/her assigned classroom prior to the student's dismissal group (walkers, car riders, athletes, bus riders, etc) being called or loitering in hallways, on the patio, or at the bus port will result in disciplinary action from administration. .

Students are not to ride home with other students or adults unless written permission by their parents or guardian is presented, verified by telephone, and approved by the principal. All notes needing approval must be brought to the office prior to the student reporting to first block. Remember to include telephone numbers of parents or guardians for verification.

Rules for Riding Buses: School bus operators are permitted to make reasonable rules for the safety of students and the proper operation of buses. The school bus is an extension of the classroom, and all students are expected to abide by all rules of the Rapides Parish School Board including the following safety rules as a minimum:

1. Students must be on time at the designated stop; the bus will not wait.
2. Loud talking will not be tolerated.
3. No student will be allowed to ride another bus or be discharged at a different stop unless the student has written permission from his parents and approved by the principal.
4. Students must remain seated while the bus is in motion.
5. If the student has been assigned to a seat, he/she must remain in that seat.
6. Do not extend any body part or objects from windows or doors.
7. Do not throw objects in the bus or out of the windows.
8. Do not eat or drink on the bus.
9. Do not damage the bus in any way.
10. School bus operators are allowed to make reasonable rules for the safety of students and operation of the bus.

Please see the [Brame Bus Behavior Contract](#) for normal discipline progression for bus behavior. Failure to abide by bus policies may result in disciplinary action which may lead to temporary or permanent dismissal from the assigned bus.

Cafeteria Rules: The cafeteria is an extension of the classroom; therefore, students are expected to follow a specific set of rules when in the cafeteria.

1. Students shall not carry food out of the cafeteria. Students may bring lunch from home in a lunchbox or container.
2. Students shall not transfer food from one tray to another.
3. Excessive noise, loud talking or horseplay shall not be permitted.
4. Throwing food or other items in the cafeteria is not allowed and will result in a suspension.
5. Any food or beverage consumed by children or adults in the food service department during the meal period shall be limited to a food or beverage normally served in the lunch or breakfast meal. Canned or bottled soft drinks, Kool-Aid or similar items shall not be carried into the cafeteria during meal periods.
6. Teachers will accompany all students to the lunchroom and remain with them until the last student is inside the lunchroom door.

Attendance

Absences are recorded daily in each class. As per district policy, a student shall be present for more than 50% of a period to be counted as being in attendance for that period. Additionally, students must be in attendance a minimum of 150 days per academic year for core subjects in order to be promoted.

Excused Absences

- As per district policy, a maximum of two parental notes per year or one parental note per semester will be accepted. Additionally, each parental note may only cover two (2) days of absence, totaling four (4) days per year.
- A doctor's excuse, with the doctor's original signature, is an EXCUSED absence. The student has three days beginning with the day he/she returns to school to submit a doctor's excuse for the day(s) absent. Please do not wait until the end of the school year to bring excuses.

Absences Due to Suspension

- Absences due to suspension are considered unexcused; however, students who have been suspended are encouraged and expected to complete all work missed.

Perfect Attendance

- Perfect attendance is awarded to those students who do NOT miss school, whole or partial days, for any reason. Excused absences (doctor's excuses) are recorded in PowerSchool.

Both parents and students need to familiarize themselves with state and local requirements regarding attendance found in the Rapides Parish School Board Policies Handbook. Per district policy, excessive absences shall be reported to parish officials. Please note that school officials are required to report students who have accumulated five (5) or more, and multiples of five unexcused absences, to the Ninth Judicial District Juvenile Court.

Tardy/Truancy Policy

The tardy and truancy policies are outlined below based on when they occur. For any other concerns regarding tardiness and truancy, please refer to Louisiana State Law - LA Rev Stat § 17:233, which may be found in the Rapides Parish School Board's Student Code of Conduct manual.

Leaving Campus: Students who leave campus without permission shall be considered truant and will receive a discipline referral, a report to the Truancy Officer, and a minimum penalty of a suspension.

Tardy to Class/Truant: A student is tardy to class if he/she is not in the classroom and in his/her desk when the bell rings.

Restroom and Hall Passes

Students are not permitted in the halls during class.

- Students are expected to use the restroom in between classes.
- Students are allowed to use the restroom before school, between classes, during PE, and at lunch.
- Students needing to go to the library must have a hall pass.
- Students are not allowed to remain in a teacher's classroom outside of their scheduled period without permission from administration.

Office Telephone Use

Only emergency phone calls will be delivered to students. Students may use the office phone for emergency purposes only. As per district policy, cell phones are not to be used for personal phone calls or text messaging during the school day; therefore, students are not to use cell phones to contact parents during the day. Refer to the policy on Electronic Communication devices below for further information.

Electronic Communication Devices

New state cell phone policy (ACT 313, SB 207)

(2)(a) Effective beginning with the 2024-2025 school year and thereafter, 17 no student shall possess, on his person, an electronic telecommunication device 18 throughout the instructional day. If a student brings an electronic 19 telecommunication device in any public elementary or secondary school 20 building or on the grounds thereof during an instructional day, the electronic 21 device shall either be turned off and properly stowed away for the duration of 22 the instructional day or prohibited from being turned on and used during the 23 instructional day.

The use of cell phones, wireless headphones, earbuds, smart watches and other electronic communication devices are prohibited on campus unless authorized by a teacher for academic purposes. As such, no device may be powered on, seen or heard during normal school hours.

- **First Offense:** The device shall be confiscated and released ONLY to parent or guardian. Pick up times for any electronic device will be during the school's office hours, 7:20 - 3:30 pm. As per district policy, a fee of \$15.00 will be assessed.
- **Second Offense:** The device shall be confiscated and released ONLY to parent or guardian. Pick up times for any electronic device will be during the school's office hours, 7:20 - 3:30 pm. As per district policy, a fee of \$15.00 will be assessed. Additionally, the student will receive a Tuesday Detention for the following Tuesday.
- **Third Offense:** The device shall be confiscated and released ONLY to parent or guardian. Pick up times for any electronic device will be during the school's office hours, 7:20 - 3:30 pm. As per district policy, a fee of \$15.00 will be assessed. Additionally, the student shall receive a 3 day ISS (In-School Suspension), complete an ISS packet, and complete a set of videos from Ripple Effects.
- **Fourth Offense:** The device shall be confiscated and released ONLY to parent or guardian. Pick up times for any electronic device will be during the school's office hours, 7:20 - 3:30 pm. As per district policy, a fee of \$15.00 will be assessed. Additionally, the student shall receive a 3 day OSS (Out of School Suspension).
- **Fifth Offense:** The device shall be confiscated and released to the parent or guardian on the last school day of the year, May 21, 2026.

Note: Recording, taking pictures, or creating videos during regular school hours (e.g. recording fights, taking pictures in the locker room, etc.) shall be considered a serious offense punishable by suspension or expulsion. Any exchange of inappropriate content or nudity during or after school hours can be punishable by law and means for an automatic recommendation for expulsion.

Airpods/Wireless Headphones/Smart Watches

Never are Airpods or any other wireless headphones allowed to be worn and/or used during the school day. Whether on or not, all wireless headphones will be confiscated and be charged \$15 to the parent/guardian only. The only exceptions are wired headphones allowed under a teacher or administrators permission. The use of smart watches will also be confiscated under the new district/school policy.

Immunizations

In accordance with R.S. 17:170.3, it is recommended for entry into 6th grade or as such a condition of entry into any other grade than 6th if the student is 11 years old or older and such evidence has been previously provided to the board, a student shall provide satisfactory evidence of current immunization against meningococcal disease commencing this school year and continuing thereafter. Additionally, all sixteen year old students shall require a second dose of meningococcal vaccine.

Medication Policy

The Rapides Parish School Board directs that, as a general principle, medications should not be given at school. Students are not allowed to have drugs or medicine of any kind, prescription or over-the-counter, in their possession on the school grounds. The Board provides further guidance with regard to long-term and short-term medication, as found on page 134 in the **Rapides Parish School Board Handbook and Student Code of Conduct**.

Long-term medication prescribed by a physician, to be administered at school for more than ten (10) days:

1. A *Rapides Parish Special Medication Card* must be kept in a separate file box in the main office or the counselor's office for each student requiring medication, care of a prosthesis, or any non-skilled or non-sterile procedure while attending school.
2. A signed doctor's order stating the name of the medication, the dosage, and the specific time to be administered during the school day must be received by the school. Medication forms can be picked up in the main office and must be returned before medications can be administered.
3. A parent/guardian or an authorized adult 18 years or older must bring the medication to school.
4. Medication must be in the prescription bottle marked with a proper pharmacy label stating the name of the student, the name of the medication, the dosage, and time to be administered at school.
5. Only twenty (20) doses of medication can be brought at one time and must be counted and verified by the adult bringing the medication and a designated school employee.
6. Any medication, such as an inhaler, eye drops, or cough drops, which a student is required to carry with them must fulfill requirements of regulations 3,4, and 5.

Short-term medication, prescribed by a physician, to be administered at school for ten (10) days or less:

1. Parents will make arrangements with the principal or designated employee for administering short-term medications at school.
2. Regulations 3, 4, 5, and 6 as written above also apply to short term medication.

Homework

Homework is assigned regularly in certain classes. It is extremely important that students complete their homework assignments, as it may be a vital part of their grade. As per the Rapides Parish Pupil Progression policy, the recommended maximum amount of homework per student per day shall be 90 minutes.

Make-Up Work

Students who are absent for any reason will be required to make up work missed in each class. When absent for one day, we suggest that parents call, email or message the teacher via school email or through Oncourse. Your child may also choose to ask someone in the class for homework assignments/updates.

When absent for an extended period of time (3 or more days), please contact the school counselor to secure assignments. This must be done before 9:00 A.M. in order to have assignments ready the same day. It is also recommended that parents reach out to teachers via school email or through Oncourse. As always, keep in mind that it is ultimately the students' responsibility to discuss makeup work with teachers.

Contraband

The following items are considered contraband and shall not be brought or sent to school:

- Flowers, balloons, or other gifts will not be accepted for delivery to students at school.
- Items that distract from an atmosphere of learning such as cards, laser pointers, fidget spinners, etc. are not permitted at school and may be confiscated.
- Do not bring any type of metal combs or hair picks to school.
- Outside food and drinks should be packed in a lunch box or container and shall only be consumed in the cafeteria during lunch.
- No fast food chains are allowed to be delivered to school for students.
- Students will not be allowed to sell items or candy unless authorized by the principal.

Major Disciplinary Violations

The following violations are considered serious disciplinary offenses subject to disciplinary action, which may include suspension or expulsion:

- Use of profane and/or obscene language either spoken, written, in gestures, or implied that includes swearing or name calling.
- Horseplay- This includes but is not limited to the following: chasing each other, jumping on another student's back, or hitting/slapping another student on the neck or any area of the body.
- "Slap boxing" between students
- Fighting or instigating a fight
- Threats and extreme disrespect to any person employed by the Rapides Parish School Board
- Threats of bodily harm to another student in a school setting or threats to damage the property of another person
- Damage, destruction, or defacement of property belonging to the school or others
- Refusing to comply with any reasonable request of a teacher or administrator while performing his/her official responsibilities.
- A student found carrying a knife with a blade that equals or exceeds 2.5 inches shall immediately be recommended for expulsion.

See other suspension/expulsion offenses in the *Rapides Parish School Board's Student Code of Conduct*.

Bullying and Cyberbullying

Louisiana Revised Statute R.S. 17:416 and the Rapides Parish School District's Bullying Prevention Policy prohibit bullying of a student by another student on school property, at a school-sponsored activity or event off school property; or on a school bus. Bullying by electronic means is also prohibited. Each report of bullying is handled in accordance with state law and district policy. Students found in violation of this policy shall be subject to appropriate disciplinary action. A bullying report form may be found [here](#).

Bullying is defined as **a pattern** of one or more of the following:

- (a) Gestures, including but not limited to obscene gestures and making faces.
- (b) Written, electronic, or verbal communications, including but not limited to calling names, threatening harm, taunting, malicious teasing, or spreading untrue rumors. Electronic communication includes but is not limited to a communication or image transmitted by email, instant message, text message, blog, or social networking website through the use of a telephone, mobile phone, pager, computer, or other electronic device.
- (c) Physical acts, including but not limited to hitting, kicking, pushing, tripping, choking, damaging personal property, or unauthorized use of personal property.
- (d) Repeatedly and purposefully shunning or excluding from activities.

ALL INCIDENTS OF BULLYING SHALL BE REPORTED TO AN ADMINISTRATOR.

SCOTT M. BRAME MIDDLE SCHOOL

DRESS CODE POLICY



Tops

- * Polos (black, white, yellow, or light blue)
- * Brame Approved Spirit Shirts
- * Only Brame Hoodies/Pullover

Shoes

- * Sneakers/Tennis Shoes
- * Shoes Must Have a Fixed Heel
- * Crocs, Slides, or House Slippers are NEVER Allowed

AirPods/Wireless Headphones/Smart Watches

- * NOT ALLOWED

Bottoms

- * Khaki or Navy Shorts, Pants, Skorts
- * Light Blue or Navy Dresses/Skirts
- * No Joggers or Athletic Shorts

Hats/Hoods

- * NO Hoods, Caps, or Beanies are allowed to be worn inside
- * Belts are optional, but NO Sagging

Cellphones

- * NOT ALLOWED (per Bill 207)

JEAN DAY POLICY

- Jeans w/ ANY holes, rips or tears MUST NOT expose skin
- Polos or Brame Approved Spirit Shirts must be worn with jeans on Jean Day
- Must have exact change for Jean Day, \$1
- Any student who fails to pay for jeans will be disciplined accordingly

OUT OF UNIFORM POLICY

- No Tank Tops or Sleeveless Shirts
- No Political, Vulgar, Profane, or Suggestive Prints
- Shorts MUST be NO higher than 4" from the crease at the back of the knee
- Again, NEVER Crocs, Slides, or House Slippers

Dress Code in Detail

Students shall abide by the delineated dress code following:

Uniform Bottoms: Pants, shorts and skirts shall be navy or khaki in color. Uniform bottoms for both boys and girls must be hemmed and no shorter than four (4) inches above the knee as measured from the back crease of the knee.

- No jeans will be worn in navy, khaki, or any other color.
- Only BLUE or BLACK jeans may be worn on designated days.
- Jeans with holes or tears may be worn as long as the holes and tears do not expose the students' thighs or are otherwise inappropriate, ie. show undergarments.
- Sagging or oversized pants shall not be worn. Waistlines of pants and shorts are not to be worn below the top of the hipline.
- Rolling up shorts is not acceptable.

Uniform Tops: Students shall have three options for daily uniform shirts: (1) spirit or club shirts purchased from the school, (2) polo-style solid white, solid black, light blue or pale yellow, or (3) button front shirts with long or short sleeves in white, light blue or pale yellow.

Undershirts: Undershirts, if worn, shall be solid white without visible screen printing or writing.

Belts: Belts should be worn and buckled at all times; no part of the belt may be left hanging at any time. Excessively large, suggestive and or studded belt buckles are NOT allowed.

Undergarments: No part of the undergarment - underwear, bra, camisole, tank-top - is to be seen or shown.

Jackets/Coats: Students may wear jackets, coats, school sweatshirts or solid colored sweatshirts in school colors with no writing or emblems. Teachers may request that students unzip/unbutton jackets, sweaters, or coats when entering classrooms.

- No trench coats, dusters, or knee length coats shall be worn.
- Non-uniform shirts may **not** be worn in lieu of appropriate outerwear.
- Jackets may not be tied around the waist.
- Only school approved hoodies may be worn on campus.
- Hooded jackets with zippers are allowed; however, hoods shall not be worn in any building.
- Blankets shall not be used in lieu of a jacket or coat during cold weather.

Shoes: Permitted footwear shall be secured firmly to the feet. As such, shoes must have a back or a strap which goes around the back of the foot.

- Students may not wear the following: rubber or foam swim footwear, Crocs with or without a back strap, athletic or foam slides, sandals without backs, flip-flops, beach or pool sandals, or house shoes/slippers.

Additional Dress Code Guidelines: On occasion, school officials will announce out of uniform days. All student dress code policies shall be applied on these days, i.e. length of shorts or skirts, non-mutilation of clothing, etc.

Printings, emblems, or insignia on clothing, masks or accessories that are disruptive or vulgar, or whose interpretations by school officials are considered disruptive, vulgar, or that the administration can reasonably forecast a substantial disruption of the school environment are not allowed.

Other Guidelines for Student Appearance

The following guidelines for student appearance shall be used for compliance with school rules.

1. No distracting hairstyles or headpieces, such as animal ears, shall be worn.
2. Do not bring any type of metal combs, picks, or rat-tail combs to school.
3. Sunglasses and non-prescribed glasses shall not be worn at school.
4. Rings, studs, or pins are not to be worn in the nose, tongue, or lips.
5. Young men with sideburns shall wear them no longer than the bottom of the ear and not to exceed two inches in width. Beards are not to be worn; boys are to be clean-shaven.

For all other regulations, refer to the ***Rapides Parish School Board's Student Code of Conduct*** manual. Some policies are subject to change due to updates following the printing of this student handbook. Therefore, a current, updated copy of this Gator Book may always be found on our school's website, <https://sites.google.com/rpsb.us/brame/home>.

Daily Procedures

Arrival at School

- All students will enter the building using the front entrance of the school due to construction and will proceed directly to either the cafeteria for breakfast or to their designated patio.
- Students will NOT be allowed on campus before 7:20 am.
- The girls patio is located between the instructional wing and the main office.
- The boys patio is located between the main office and the cafeteria.

Bus Riders - Upon exiting the bus, students who ride early buses will line up under the covered walkway in front of the office beginning at 7:20 A.M. Girls will line up closest to the girls' patio facing the office on the right side of the walkway. Boys will line up closest to the boys' patio facing the office on the left side of the walkway. At the 7:20 A.M. bell, students will report directly to their assigned patio, or they will report to breakfast. See Reporting to Breakfast procedure following.

Reporting to Breakfast and/or Patio

Students who choose to eat breakfast must report to the cafeteria immediately upon arrival to campus. Once students report to the patio, they are expected to remain seated until dismissal. Students going to breakfast shall use the designated walkway between the art room and the boys' patio and shall not cross the boys' patio to enter the cafeteria.

Duty teachers will direct students to enter the cafeteria using the center doors. Upon entering, students shall place their binders on the tables to their immediate left. Students shall then proceed through the breakfast line and sit in the order in which they enter the cafeteria and shall not "save seats" for other students. Please see "Cafeteria Rules" on page 14 for more information regarding cafeteria expectations.

Once students have finished eating, they will dispose of plates in the trash cans provided when prompted by duty personnel. Boys will move directly to their patio when exiting. Girls will use the walkway between the art room and main office to report directly to the girls' patio and shall not cross the boys' patio when exiting.

Entering the Building

When the bell rings at 7:45 A.M., all students will begin lining up in the appropriate area to enter the building. Duty teachers will be on hand to supervise this process and will direct students as to when they are to enter the buildings.

Hallway Transitions

With the exception of the library hallway, all traffic in the instructional wings' hallways moves in one direction. Students shall walk in an orderly manner - keeping hands, feet and objects to themselves. Students who are required to transition from B-wing to C-wing or C-Wing to B-Wing shall use the connecting hallway between the library and science lab.

Lunch

Students shall walk with their fourth block classes, when directed by the teacher, to the cafeteria and line up at the designated entrance. Students shall proceed through the lunch line and sit in the order in which they enter the cafeteria and shall not "save seats" for other students. Please see "Cafeteria Rules" on page 15 for more information regarding cafeteria expectations.

Once students have finished eating, they will dispose of their plates in the trash cans provided when prompted by duty personnel. Boys will move directly to their patio when exiting. Girls will use the walkway between the gymnasium and main office to report directly to the girls' patio and shall not cross the boys' patio when exiting.

Canteen

Canteen is available at the end of each lunch shift. Students wanting to purchase items shall line up, following the directions of canteen personnel. Students are reminded that canteen time is a privilege. If litter becomes a problem or if students act unruly during this time, this privilege will be suspended.

Student Office Request Form

Students may secure a *Student Office Request* from teachers for the following reasons:

1. check out
2. call parents/guardians for emergency reasons
3. meet with an administrator
4. meet with the guidance counselor
5. meet with other office personnel
6. go to the health center

Students shall follow the proper procedure to secure a *Student Office Request*:

1. Students shall ask the teacher for a *Student Office Request* form.
2. The student completes the form.
3. The teacher signs, gives the time of the request, and uses discretion based on the student's request as to when he/she will be allowed to report to the office.

Following this procedure will prevent any student from being out of class unless authorized by the office. Please note that students are not to come to the office between classes. Students who do so and who are late for class will be considered tardy and will receive a demerit. No office request form is necessary for a student who needs to conduct business in the office prior to the start of school or during their lunch period.

Absences from School

When a student is absent, he/she is expected to follow the procedure below.

1. Submit a written note from the parent/guardian or an **original, unaltered medical excuse** to Mrs. Langston, the attendance clerk, immediately upon arrival to school.
2. Mrs. Langston will record/update absence code in OnCourse.
3. Students shall make arrangements with the teacher to complete any missed assignments.

Detention Forms

LUNCH DETENTION ASSIGNMENT



Instructions:

Copy this worksheet in its entirety. Failure to copy the entire worksheet shall result in further disciplinary action. Be sure to number your paragraphs.

1. A lunch detention is designed to address minor infractions such as tardies, dress code violations, class disruptions, minor disrespect for authority, and/or willful disobedience. Some of these behaviors may be subjected to more than a lunch detention. Every student at Brame Middle School is allowed 8 lunch detentions per semester. A semester includes two grading periods. After a student reaches his/her 8th lunch detention, a Tuesday Detention shall be assigned.
2. A Tuesday Detention is held every Tuesday afternoon in the library and costs \$5 to attend. TD will last from 3:00 - 4:30 pm. Three TD's are allowed per semester. Any student who fails to serve a TD will earn an automatic suspension. This is an act of defiance and demonstrates the lack of concern for further consequences. If a student continues to violate policy, a suspension (ISS or OSS) will then be considered as an alternative consequence.
3. Once a student receives 8 or more lunch detentions, he/she will no longer be eligible to attend extracurricular activities such as field trips, PBIS events, and dances. If a student is assigned more than one TD, an ISS, or OSS, they too are ineligible to participate in these activities. Both lunch and Tuesday detentions will renew after each semester, NOT each grading period.
4. Maintaining good standings with attendance is key to success and is a necessity for academic growth. Students who fail to attend school, miss out on valuable instructional time and fall behind academically. Excessive absences will also keep students from attending extracurricular activities such as field trips, PBIS events, and dances. We believe attending these events are a privilege and if you can't make it to school, then you shouldn't be allowed to attend.
5. School discipline refers to the rules, expectations, and practices implemented by schools to manage student behavior and promote a safe and productive learning environment.

BRAME MIDDLE SCHOOL

Sons Pathoumthong
Principal

Dr. Stacy Castaneda
Assistant Principal

Ron Heard
Assistant Principal

Amanda King
Lead Teacher

*** TUESDAY DETENTION ***

The purpose of Tuesday Detention is to provide students with an alternative consequence before a suspension is assigned based on the student's infraction(s). Tuesday Detention provides students with a supervised environment that allows them to reflect on their behavior while meeting a punitive requirement.

(Student's Name)

(Assigned Date)

____ **Failed to Serve Lunch Detention**

____ **Excessive Lunch Detentions**

____ **2nd Cell Phone Offense**

____ **Skipping Class**

____ **Academic Dishonesty**

____ **AirPods/Headphones**

Other _____

Tuesday Detention Details:

- ★ **Cost to serve TD is \$5, cash only**
- ★ **TD begins immediately after dismissal in the library**
- ★ **No one will be admitted without \$5 and after 3:10 pm**
- ★ **Students must complete the entire written assignment**
- ★ **Students must provide their own paper and writing utensil(s)**
- ★ **Dismissal from TD for ANY reason will result in further disciplinary action**
- ★ **Failure to serve TD will result in a suspension**
- ★ **TD ends no later than 4:30 pm**
- ★ **Transportation is NOT provided**
- ★ **Only 3 TD's are allowed per semester**
- ★ **Tuesday detentions will renew for the second semester when students return from winter break**

Parent's Signature: _____

Date: _____

4800 Dawn St Alexandria, La 71301 Phone (318)443-3688

Brame Middle School

Sons Pathoumthong
Principal

Dr. Stacy Castaneda
Assistant Principal

Ron Heard
Assistant Principal

Amanda King
Lead Teacher

ISS (IN-SCHOOL SUSPENSION)

CONTRACT, POLICY & PROCEDURES

Checking In...

- _____ Must be checked in between 7:15 and 7:50 am by a parent/guardian in the front office
 - _____ Must be in full dress code compliance
 - _____ All uniform attire will be checked for compliance
 - _____ Must have all school supplies
 - _____ Cell phone will be collected and returned at the end of the day
 - _____ On the last day of ISS, student will return to the final period class at 2:30 pm
-

Means for Immediate Dismissal...

- _____ Failure to check-in on time. Any time after 7:50 am will be considered late
- _____ Failure to comply with dress code policy
- _____ Failure to bring school supplies
- _____ Sleeping/Talking
- _____ Disrespect for authority/peers
- _____ Refusing to follow instructions or refusing to complete tasks
- _____ Using an unauthorized electronic device

I, _____, understand that if I fail to comply with ANY one of the items listed above or the rules and procedures of ISS, I will be dismissed immediately and will NOT receive credit for having served ISS. Dismissal from ISS results in OSS (Out-Of-School Suspension) for the days assigned. For example, if a student was assigned ISS for 3 days and was dismissed for any reason or failed to serve the full term, then the assigned days of ISS will result in OSS. If the assigned student provides a doctor's excuse for the days he/she was absent, then ISS will be reassigned by an administrator. A doctor's excuse will only be acceptable upon the student's first day back to school.

(Student's Signature)

(Date)

BRAME TEACHERS BY SUBJECT + GRADE



6th grade

ELA.....B. McKay, A. Mitchell
Math.....D. Maise, K. Moreau
Science.....K. Caldwell, S. Reynolds
Social Studies.....K. Joffrion, M. Rush

7th Grade

ELA.....L. Doty, Q. Hawkins, M. Tabor
Math.....A. Albert, M. Hagan, H. Langston
Science.....H. Langston, A. Miller, J. Williams
Social Studies.....V. Caibigan, L. Doty, H. Mackey

8th Grade

ELA.....P. Carter, J. Sanders, K. Walker
Math.....D. Hodges, E. Lester, S. Williams
Science.....M. Bellard, D. Bryant, D. Hodges
Social Studies.....P. Carter, B. Ross, A. Ryan

Elective Teachers

Art.....C. Rachal
Keyboarding.....A. Glorioso
Physical Education.....C. Carter, C. Firmin, M. Frazier, J. Shows
Quest for Success.....L. Alecusen, F. Barbin

ESL (English as a Second Language).....K. Cataldie, F. Clark

Exceptional Student Education in Grades 6-8

CBT (Cognitive Behavioral Therapy).....C. Lee
ED (Emotional Disturbance).....L. Monette
Resource.....H. Galland, C. Price, E. Simon

ISS (In-School Suspension).....T. Barker

JAG (Jobs for America's Graduates).....J. Edwards

Librarian.....T. McDonal

BRAME BELL SCHEDULE

2025 - 2026

Regular Day Schedule

7:20 *Students Begin Arriving on Campus ~ Breakfast*

7:45 Bell rings for students to report to 1st period

7:50-9:00 1st period

9:03-9:28 2nd period (RTI)

9:31-10:41 3rd period

10:44-12:29 4th period

- **10:44-11:14 (first lunch shift)**

- **11:58-12:27 (second lunch shift)**

12:32-1:42 5th period

1:45-2:56 6th period

Note: Students may not be allowed on campus until 7:20 am with the exception of ISS students. All students are expected to be picked up before 3:45 pm.

PEP RALLY SCHEDULE

Pep Rallies are a privilege, therefore we expect everyone to behave respectfully and orderly.

7:50-9:00 1st period

9:03-10:13 3rd period

10:16-11:26 4th period

11:28 - 1:10 5th period

- **11:30-12:00 (1st lunch shift)**

- **12:40-1:10 (2nd lunch shift)**

1:13-2:23 6th period

2:23-3:00 pep rally

****** Pep Rallies are a privilege, therefore we expect everyone to behave respectfully and orderly. All students must meet the behavior requirements to attend a pep rally. ******

Brame Athletics, Clubs, and Organizations



Athletics

- ❖ **Football (Joshua Edwards)**
- ❖ **Boy's Basketball (Ernest Simon)**
- ❖ **Girl's Basketball (Jared Shows)**
- ❖ **Boy's Soccer (Sons Pathoumthong)**
- ❖ **Girl's Soccer (Hannah Mackey)**
- ❖ **Archery (Terry Barker)**
- ❖ **Cross Country (Terry Barker)**
- ❖ **Boy's Track (Joshua Edwards)**
- ❖ **Girl's Track (Ron Heard)**
- ❖ **Baseball (Beau Ross & Hunter Langston)**
- ❖ **Softball (Savannah Ford)**

Spirit Groups

- ❖ **Cheer (Haley Urena Katz)**
- ❖ **Danceline (Mandy Frazier, Emma Brinkman, Stacy Castaneda)**
- ❖ **Band (Fabian Barbin)**

Arts

- ❖ **Choir (Lyndsey Alecusen)**
- ❖ **Art (Chelsie Rachal)**

Miscellaneous

- ❖ **BETA (Deanna Hodges)**
- ❖ **Healthy Living Club (Joshua Edwards)**
- ❖ **Educators Rising (Janice Williams & Brook McKay)**
- ❖ **Black History Month (Qua-Morah Hawkins)**
- ❖ **FCA (Lindsey Alecusan & Charles Firmin)**
- ❖ **Honor Court (Destiny Maise & Timonee McDonald)**
- ❖ **Read Across America (Kelly Walker & Jana Sanders)**

