

# Maplewood Middle School



## Parent / Student Handbook School Year 2018-2019

4401 Maplewood Drive  
Sulphur, LA 70663  
Office Phone 337.217.4920  
Fax – 337-217-4921  
Middle School Office - Ext. 7

### Saberly O'Quain

Principal  
Ext. 6903

### Lauren Giffin

Asst. Principal  
Ext. 6905

### Billie Brown

Counselor  
Ext. 6913

*This agenda belongs to:*

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_

STUDENT NO. \_\_\_\_\_



**PLEASE NOTE:** The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

Printed on recyclable paper A standard recycling symbol consisting of three chasing arrows forming a triangle.

# My schedule

Suggestion: Complete this page in pencil as schedules may change.

Hour	Time	Class	Route to next class:	What do I need to bring?
1 <sup>st</sup>				
2 <sup>nd</sup>				
3 <sup>rd</sup>				
4 <sup>th</sup>				
5 <sup>th</sup>				
6 <sup>th</sup>				
Lunch				
7 <sup>th</sup>				
8 <sup>th</sup>				

## Table of Contents

VISITORS .....	6
LEGAL CUSTODY.....	6
ATTENDANCE.....	6
<i>ABSENCES AND EXCUSES</i> .....	6
<i>CHECK-IN AND CHECK-OUT ATTENDANCE</i> .....	7
<i>TARDINESS</i> .....	7
TRAFFIC PROCEDURES AT ARRIVAL AND DEPARTURE.....	7
<i>BICYCLES AND SKATEBOARDS</i> .....	8
<i>BUS POLICY</i> .....	8
ACADEMIC INFORMATION.....	8
<i>ACADEMIC DISHONESTY</i> .....	8
<i>AWARDS &amp; RECOGNITION</i> .....	9
<i>CLUBS AND ORGANIZATIONS</i> .....	9
<i>FIELD TRIPS</i> .....	10
<i>GRADING AND PROMOTION POLICY</i> .....	10
<i>HOME LEARNING ASSIGNMENTS</i> .....	11
<i>PARENT – TEACHER CONFERENCES</i> .....	11
<i>PROGRESS MONITORING/ASSESSMENT</i> .....	11
<i>SCHEDULES AND CHANGES</i> .....	11
<i>STUDENT PROGRESS CENTER - INTERNET</i> .....	11
<i>TAKE HOME TUESDAYS</i> .....	11
<i>WEBSITE</i> .....	12
GENERAL RULES OF CONDUCT AT SCHOOL.....	12
<i>CODE OF CONDUCT</i> .....	12
<i>DANCES</i> .....	13
<i>DISCIPLINE &amp; POSITIVE BEHAVIOR</i> .....	13
<i>DRESS CODE</i> .....	14
<i>ELECTRONIC DEVICES</i> .....	16
<i>ID CARDS</i> .....	16
<i>GUIDANCE AND COUNSELING</i> .....	16
<i>HALL PASSES</i> .....	16
<i>INTERNET USE</i> .....	16
<i>AIR (Access to Internet Resources) Project</i> .....	17
<i>LIBRARY</i> .....	17
<i>LOCKERS</i> .....	17
<i>SEARCH AND SEIZURE OF PERSONS, LOCKERS, AND OTHER SCHOOL PROPERTY</i> .....	18
<i>TELEPHONE POLICY</i> .....	18
HEALTH SERVICES.....	18
<i>COMMUNICABLE DISEASES</i> .....	18
<i>IMMUNIZATIONS</i> .....	18
<i>INSURANCE</i> .....	18
<i>EMERGENCIES</i> .....	19
<i>MEDICATION</i> .....	19
<i>SCHOOL NURSE</i> .....	19
CAFETERIA.....	19
<i>FREE/REDUCED LUNCH FORMS</i> .....	20
<i>CAFETERIA / FOOD SERVICE PROCEDURES</i> .....	20
HOMELESS STUDENTS.....	20

### Reporting Days

Students' First Day.....8/14  
 Students' Last Day .....5/23

### Holidays/In-services

Students Do Not Report on the Following Days  
 School System Offices Closed.....7/4  
 System-wide In-service .....8/6-8/7  
 School Level In-service 8/8,8/9,8/10  
 Paraprofessionals report to work 8/8  
 Teacher Planning/Prep Day .....8/13  
 Student's first day of school.....8/14  
 Labor Day .....9/3  
 Teacher In-service ..... 10/15  
 Election Day.....11/6  
 Veterans Day ..... 11/12  
 Thanksgiving .....11/19-11/23  
 Christmas..... 12/24-1/4  
 Teacher In-service .....1/7  
 MLK Day .....1/21  
 Mardi Gras .....3/4-3/6  
 Teacher In-service .....3/18  
 Easter Break..... 4/19-4/26  
 Last day for students 1/2 day ..5/23  
 Teacher In-service .....5/24



# Calcasieu Parish School Board

BUILDING FOUNDATIONS FOR THE FUTURE

Karl Bruchhaus, Superintendent

## 2018-19 District Calendar

### Nine Weeks Periods

1st ..... 10/16  
 2nd ..... 12/20  
 3rd ..... 3/15  
 4th ..... 5/23

### State Testing\*\*

LEAP ELA/Math/Sci. (3-8) ..... TBA  
 EOC Fall CBT ..... TBA  
 EOC Spring CBT ..... TBA  
 PLAN (10) CBT ..... TBA  
 ACT (11) PBT ..... TBA  
 LAA1 PBT ..... TBA

### Calendar Code

- Students' First Day/Last Day
- School Holiday
- System-wide In-service
- Teacher In-service home
- Teacher Planning/Prep Day
- Nine Weeks Period Ends
- Time Change

July 2018							August 2018							September 2018						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7				1	2	3	4							1
8	9	10	11	12	13	14	5	6	7	8	9	10	11	2	3	4	5	6	7	8
15	16	17	18	19	20	21	12	13	14	15	16	17	18	9	10	11	12	13	14	15
22	23	24	25	26	27	28	19	20	21	22	23	24	25	16	17	18	19	20	21	22
29	30	31					26	27	28	29	30	31		23	24	25	26	27	28	29
														30						

October 2018							November 2018							December 2018						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6						1	2	3							1
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22
28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29
													30	31						

January 2019							February 2019							March 2019							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
												1	2							1	2
		1	2	3	4	5								3	4	5	6	7	8	9	
6	7	8	9	10	11	12	3	4	5	6	7	8	9	10	11	12	13	14	15	16	
13	14	15	16	17	18	19	10	11	12	13	14	15	16	17	18	19	20	21	22	23	
20	21	22	23	24	25	26	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
27	28	29	30	31			24	25	26	27	28			31							

April 2019							May 2019							June 2019						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6				1	2	3	4							1
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29
														30						

\*\* The calendar will be revised to include state testing dates once the schedule is determined by the Department of Education.  
 CBT—Computer Based Test PBT—Paper Based Test

# Maplewood Middle School

**Our mission is to work together to provide quality education for all our students.**

Welcome to Maplewood Middle School. The policies and procedures in this handbook are the result of a concerted effort on the part of the faculty and the administration. This information has been carefully prepared and presented so that it will be of value in helping students and their families adjust to our school and become an integral part of it.

The ultimate purpose of education is to help each student become an effective citizen. To develop and accept the responsibilities and obligations of good citizenship will help us to participate successfully in the world of tomorrow. We hope that our students will participate in our varied activities and thus find those things within our school that will prepare our students to live a better life and ultimately take their places in this complex society. In addition, we invite our students' parents and families to take an active part in their children's education and to become fully involved as a part of the Maplewood School community by participating in school activities and parent volunteer opportunities. We are proud to serve the Maplewood community, and we hope that parents will partner with us in providing quality education for all our students.

The administration reserves the right to amend any provision set forth in this handbook when it is deemed to be in the best interest of the educational process. Furthermore, the administration reserves the right to prescribe consequences for violations of guidelines not specifically stated herein and to alter any assigned consequences.

## **SCHOOL OFFICES**

Please feel free to contact us about any problem or concern at 217-4920. Listed below are the phone extension numbers of various departments on campus.

Middle School Office	#7
Elementary School Office	#8
Principal	#6903
Assistant Principal	#6905
Counselor	#6913
Cafeteria	#6916
Day Care (3:00 – 6:00 p.m.)	#6924

## **SCHOOL HOURS**

Offices open at 7:15 a.m. and close at 3:30 p.m. on regular school days. **The students' school day begins at 7:40 a.m.**

- **Students should arrive each day *before the bell rings* at 7:40 a.m. in order to begin class on time at 7:45.**
- **Students arriving after 7:45 a.m. are tardy** and must be officially checked in to school by the parent in the Front Office. Please park in a designated visitor's parking place—not in the driveway which must be left open for bus traffic and emergency vehicles.
- **Students may not check out after 2:30 p.m.** because of high departure traffic. After 2:15 p.m., no changes for transportation departure will be accepted.
- **STUDENTS MUST NOT ARRIVE EARLIER THAN 7:10 a.m. because there is no supervision for students earlier than 7:10 a.m.**
- **STUDENTS MUST BE PICKED UP from school by 3:20 p.m. unless they are staying for a scheduled school activity or extracurricular event.**

## **VISITORS**

Parents are welcomed guests at Maplewood. In order to ensure the utmost safety of our students, **all visitors must report to the school office to sign in and obtain a visitor's pass. They also will be asked to provide picture ID.** When leaving, a visitor must sign out and **must** return the visitor's pass. In addition, to preserve confidentiality and maximize instructional time, we ask that classroom visits be scheduled in advance and approved by administration.

For special events in classrooms, parents/guests may be requested to fill out a form in advance so that we may prepare for large groups.

If the event is in the gym, the cafeteria, or the auditorium, visitors may be asked to sign in at that location.

## **LEGAL CUSTODY**

Where the legal custody of a student has been judicially assigned to one parent or legal guardian, a certified copy of the judgment should be presented and kept on file in the school office. In the absence of a legal document, the child will be released to either parent.

## **ATTENDANCE**

**According to the Louisiana State compulsory attendance law, Act 109 of 1964, parents are responsible for regular school attendance of their children.**

### **STUDENTS MUST BE IN SCHOOL 177 DAYS PER SCHOOL YEAR IN ORDER TO RECEIVE CREDIT FOR THEIR COURSE WORK.**

The Calcasieu Parish School Board as the governing agency of MMS stresses that regular attendance must be maintained. We encourage you to help ensure academic success by seeing that your student is in class as much as possible. Please schedule routine appointments, such as annual dental appointments and other routine medical appointments for non-school hours.

Once a student arrives at school, he/she is expected to remain and attend classes throughout the day. Students who are transported to and from school by school bus are under the jurisdiction of the school from the time they board the bus in the morning until they exit the bus in the afternoon. Students shall also be under the jurisdiction of the school while they are at the bus stop or on the school bus as well as while they

are attending any school-sponsored activity either at school or away from school.

If a student becomes ill or must leave school during the day, only the parent or persons who are listed on the student's emergency card will be allowed to check-out that student. The individual must come to the office and *present a valid picture ID* before the student will be called to the office and be allowed to check out. This policy is for the safety of our students.

## **ABSENCES AND EXCUSES**

Students who are absent from any class or from school for any cause will need a note from a parent or guardian that is dated and signed by the parent or guardian. The note must state the dates absent and the reason for the absence. Please call the school office if a student is absent two or more consecutive days.

**According to State law, the following reasons constitute excusable absences.**

- Personal illness
- Illness in the family
- Death in the family
- Professional appointment
- Religious holiday

**A medical excuse does NOT erase an absence; it simply excuses the absence. Students must be in attendance 177 days to receive credit for their coursework.**

**Suspensions also count as absences.**

**Vacations are NOT excused absences.** Any exceptions must be approved by administration **in advance.**

Middle school students will present their excuses to the secretary in the front office. If an excuse is not brought from home, the student will be given an unexcused absence until an excuse is presented to the Front Office clerk. **Make-up work should be arranged within three days following the student's return to school.**

Any student who is suspended from school for disciplinary reasons shall be counted as absent and shall be required to make up all assignments in a timely manner.

## **ATTENDANCE DURING STATE ASSESSMENT**

Every spring the State of Louisiana schedules State Assessments as part of the education accountability plan.

**Attendance during the state testing is absolutely mandatory. Please make sure that you do not schedule anything on testing dates.** State testing results are used for student placement and school ratings. Every student is important.

## CHECK-IN AND CHECK-OUT ATTENDANCE

We encourage parents to have students in school all day, every day, and to schedule appointments after school hours when possible. Being in class for teacher instruction is extremely important. **Students may not check out after 2:30 p.m.**

**Check-in and check-out absences count as absences on student attendance records.**

## TARDINESS

Tardiness impedes educational success for the entire class, since teachers must stop the process of teaching and learning to check tardy students in and catch them up with the class. **Tardy counts are included in determining student absences.**

Any student who is tardy must check in through the office. **Late students will not be admitted to class unless they are signed-in by a parent or guardian.** If a parent drops a student off late without signing him/her in, CPSB policy requires our faculty to call the parent to school to sign the student in.

**If a student continues to be tardy**, the parents will be referred to CWA (Child, Welfare, and Attendance) or TASC (Truancy Assessment Service Center) for assistance. If the habitually tardy student is enrolled at Maplewood on an out-of-zone permit, the permit may be revoked. If it is determined that the student is responsible for his/her tardiness, the student will be referred for disciplinary action.

### Middle School Tardy to Class Policy:

**1st Referral for Tardiness** – will result in verbal warning from the teacher

**2nd Referral for Tardiness** –will result in intervention from the teacher and a warning call to parents to help in correcting the behavior

**3rd Referral for Tardiness** – will result in lunch detention, parent contact, and a written reflection of how to correct

**4th and Subsequent Referral for Tardiness** – all subsequent tardies will result in ISI and/or after school detention

## CANCELLATION OF SCHOOL

1. If school is cancelled, local radio and television stations will notify listeners/viewers. If parents have reason to believe school may be cancelled, they should tune into local broadcast agencies and/or wait for a telephone message from school.
2. If the situation does not require evacuation, students will be dismissed according to the normal dismissal procedures.
3. In those cases requiring evacuation, parents will be notified where to pick up students. All

parents/guardians must produce valid picture IDs. In some cases, students will be evacuated to a site that will be predetermined by CPSB Risk Management.

## TRAFFIC PROCEDURES AT ARRIVAL AND DEPARTURE

**We ask that parents partner with us in ensuring the safety of our children at Maplewood by cooperating with our procedures concerning traffic control.**

1. All gates will be locked during the school day; parents/visitors will be admitted through the main entrance where both the elementary and middle student offices are located.
2. No vehicles other than buses and designated employee vehicles are permitted through the back gates.
3. **For student safety, parents should remain outside gates and doorways during arrival and departure.** At the end of the day, all gates will remain locked until the bell rings for departure. **Students may meet their parents outside of the designated gate or door for dismissal.**
4. **Please do not park in reserved parking areas. These spaces are assigned to staff who must leave and return to their assigned spaces during the day for scheduled trainings, meetings, assigned duties, and emergencies.**
5. Please park by the gym, in marked visitor areas on the west side of the cafeteria, or in designated spaces across the street. Please note that the visitor parking areas near the cafeteria are intended for those who have business within the school. Please do not park in a visitor spot during dismissal.
6. Please note that discharging students on the street or parking lot is prohibited. Blocking business driveways is also illegal. Blocking the cafeteria gate is prohibited.
7. When parents bring their children to school in the morning or pick them up in the afternoons, they should enter the one-way drive-through on the far west end (near the gym) and exit on the east end by the cafeteria.
8. All students will be unloaded on the **right** side of the drive. Drivers may not pass other cars.
9. As soon as several vehicles stop in the covered drive area between the gym and front entrance, students should ***immediately*** disembark and proceed along the red path to their assigned entrance.
10. Parking is prohibited in the driveway. The driveway must remain CLEAR for EMERGENCY VEHICLES and buses ONLY. Vehicles parked in the emergency vehicle drive are subject to towing.

### **Arrival Procedure for Car Riders & Walkers:**

1. No student should arrive to school before 7:10 a.m. Students arriving at school after 7:40 a.m. are tardy.
2. **For safety reasons, no students may be dropped off or picked up in the parking lot.** We have no supervisory personnel stationed in the parking lot.
3. All middle school car riders and walkers must enter through the middle school entrance. No car riders or walkers may enter/exit through the back entrance.
4. Students who eat breakfast should report directly to the cafeteria, entering through the gated area.
5. All elementary car riders and walkers enter through the elementary gates and proceed through their designated doors to their assigned areas.
6. Middle School students should enter the building through the middle school entrance only and then report to their designated areas in the gym.
7. Students are not allowed to go to their lockers or to a teacher's room before first bell without written permission from the teacher or permission of the person on duty.
8. Middle school students may not enter the elementary sections without appropriate authorization.

### **Arrival Procedure for Bus Students:**

- All bus students will enter the building through the back door of the library hallway.
- Students who eat breakfast will enter the building through the library hall and then proceed to the cafeteria.
- All other bus students will report to the gym.

### **Procedures for Departure:**

All parents should choose a consistent and routine means of transportation for their students to depart from school. If a change in a student's established departure routine is *necessary*, the parents **MUST** notify the Front Office **BEFORE** 2:15 p.m. in order to give staff time to alert appropriate personnel.

1. **First Bell:** ONLY students who ride first bus are allowed to leave at this time. Students must go immediately to their buses. Students do not have time to go to their lockers or vending machines. Middle School students who ride first bus load must have everything they need before they go to their last period class.
2. **Second Bell:** The second bell is for bike riders and walkers. Middle School students go quickly to lockers and then to the front of the middle school for departure. Those students who walk or ride bikes must leave the campus immediately upon dismissal. Students should not return to school

once they leave the campus, unless they are accompanied by a parent.

3. **Third Bell:** This bell is for release of 2<sup>nd</sup> bus load riders, car riders, and faculty children. Middle School car riders should go to their lockers and then report to the red benches near the middle school entrance. Middle school bus riders should go to their lockers and then to their designated waiting area at the bus port.

### **BICYCLES AND SKATEBOARDS**

1. Students should park bikes and skateboards in the racks on campus.
2. All bikes and skateboards **must be locked** in the racks. If the skateboard cannot be locked to the rack, it must remain at home. Parents must assume all risks regarding bikes and skateboards, including theft. We are not responsible for bicycle or skateboard theft.
3. Students may access bike racks only when arriving at or departing from school.
4. Students may walk bicycles across the streets at designated crossing with crossing guard permission.
5. No bikes, skateboards, or scooters may be ridden on school premises before, during, or after school hours.
6. Students must observe all bicycle safety rules.

### **BUS POLICY**

Transportation is provided for any student who resides a distance beyond a one-mile radius of the school as long as his/her conduct while riding the school bus is satisfactory. Student misconduct on the bus will lead to suspension or complete forfeiture of riding privileges. No student may ride a bus to which he/she is not assigned. All riders must be listed on the bus manifest.

Bus drivers may assign students to a seat. Drivers will file a disciplinary referral with a school administrator when the student's behavior on the bus is unacceptable. Monitoring with cameras may also be an option to ensure discipline and safety on buses.

### **ACADEMIC INFORMATION**

#### **ACADEMIC DISHONESTY**

Any attempt to obtain credit for work done by another is unacceptable. Academic dishonesty includes cheating on tests, copying work from others, plagiarism (copying word for word from an already existing text), using someone else's report, and other similar activities. When a student participates in a form of academic dishonesty:

1. An administrator will be notified; the administrator may take additional action.

2. The student may be required to complete an alternate assignment in detention.
3. The grade of "F" may be assigned as the grade for that work.
4. No extra credit will be given to raise the grade.
5. Parents will be notified.

### **AWARDS & RECOGNITION**

Students are given many opportunities to celebrate their successes in middle school. They are recognized for a variety of *encouraged* behaviors, including academic success, positive behavior, perfect attendance, regular participation in Accelerated Reader and home learning assignments, good deeds, progress in math and reading interventions, high test scores, and participation in athletics, forensics activities, and other extracurricular activities.

**Quarterly awards** are given for positive behavior, perfect attendance, honor roll/banner roll, and Accelerated Reader goals. Students are also recognized with Whale-dones for individual successes through teacher nominations. They can also look forward to **Awards Day and the Academic Pep Rally** celebration for consistency and awards for long-term successes. Our partners in education sponsor many of our student rewards.

Students should be encouraged to set their personal achievement goals at the beginning of the school year as well as each quarter for these milestone awards.

In addition, **8<sup>th</sup> grade students may qualify for Student of the Year nominations for their achievements over three years**—grades 6-8. The criteria for this award are available in the Guidance office.

### **PERFECT ATTENDANCE AWARDS**

To be eligible for **Maplewood Perfect Attendance Awards**, a student must be present the entire day. Students with perfect attendance will be recognized each quarter.

### **HONOR ROLL/BANNER ROLL**

Student eligibility for recognition for nine weeks' grades is determined by the following criteria:

**Banner Roll** - an "A" in all subjects.

**Honor Roll** - no grade for the nine weeks lower than a "B" in all subjects.

### **HIP-HOMEWORK IMPROVES PERFORMANCE**

- Research shows that home learning and parental involvement are critical elements of the learning process.

- HIP will reward students for completing *all* home learning assignments, regardless of absence.
- An eligibility list will be posted on Thursday for those students who will be allowed the reward of wearing jeans and a free appropriate shirt on Friday. School appropriate jeans must be blue, may not have holes, and must have a finished hem. Free shirts must be appropriate and be tucked in. You must wear a belt.
- Students who have been on the HIP list for the entire nine weeks will be given an additional reward.

### **CLUBS AND ORGANIZATIONS**

#### **BAND**

Band is available to all middle school students. Those students who begin band as sixth graders are encouraged to remain in the program throughout middle school. Rehearsal for and attendance at festivals and concerts are part of the requirement for successful performance in band. Some after school practice is necessary and mandatory for such participation.

#### **BETA CLUB**

The Junior Beta Club is an honor-service organization for seventh and eighth grade students. At the end of the first semester of the sixth and seventh grade years, students are *considered* for membership in this nationally affiliated organization. Students must have at least a 3.4 GPA in core curriculum classes.

#### **CHEERLEADERS**

This group cheers at pep rallies and games. Cheerleaders are selected through an audition process and must abide by policy set forth by the sponsor and the cheerleader constitution.

#### **CHORUS (Middle School Honor)**

The Middle School Honor Chorus consists of 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade students who are selected through an audition process. Rehearsals, festival, and concerts are requirements of the class; only the choral director can excuse students from participation. Only students who meet participation requirements will retain Honor Chorus membership.

#### **DANCESPORT (Ballroom Dancing)**

Maplewood Middle partners with DanceSport to provide opportunities through PE (as scheduling allows) for students to participate in local dance events.

#### **4-H CLUB**

This club pledges to improve members' heads, hearts, hands, and health through the selection and completion of one or more projects a year.

### MATH COUNTS

The Math Counts team participates in a regional math competition in the early spring. Middle school students are selected for Math Counts by nomination from the previous year's math teacher and scores on standardized tests. The actual team/alternates are selected through a written test given later in the year.

### STARS

The MMS Stars is a dance squad selected to promote spirit and leadership. The Stars selection process includes requirements such as grades, leadership, and dance skills. Dancers must abide by policy set forth by the sponsor and the dance line constitution.

### STUDENT COUNCIL

The Student Council is a service organization composed of selected students. The purpose of this group is to cultivate leadership skills, promote good citizenship, and learn to plan and organize cooperatively for the good of the school.

### SPECIALTY EXPLORATORY TEAMS

Specialty Teams for 7<sup>th</sup> and 8<sup>th</sup> grade students include the KMMS Production Team, Yearbook Staff, Tech Team, Robotics, and Art Team. Participation is dependent on academic standing, assessment scores, and acceptable behavior. Students earn a two year membership to a specialty team as 7<sup>th</sup> graders. Another application opportunity will be offered to 8<sup>th</sup> graders who may have not been previously selected to a team. Each sponsor is responsible for establishing additional guidelines for the teams.

### FIELD TRIPS

Curriculum-related academic field trips are planned periodically for grade levels and some enrichment courses. Since field trips are part of the curriculum and designed to enhance the curriculum, students who do not participate for whatever reason will be required to complete an assignment in lieu of the field trip. Students should ride to and from the field trip with their class and should attend the entire field trip. Field trip permission forms must be returned in advance in accordance with CPSB policy, so that all medicine and medical protocol concerns may be addressed.

Parents/grandparents are often encouraged to attend field trips as chaperones; they must observe school rules and CPSB policies on the field trip.

Chaperones are required to wear appropriate clothing as outlined under "free dress" in the dress code. Siblings and children other than the specifically enrolled grade level students are not permitted on the field trip.

### GRADING AND PROMOTION POLICY

The CPSB directs that evaluation of student progress be based on various aspects of performance as measured against standards for the respective grade or subject. Students' grades/scores on any work, test, report or activity are confidential. At no time should any grade(s) be read aloud, posted, or made available to anyone except the student, his/her parent or guardian, or approved school officials.

### THE GRADING SCALE

<u>GRADE</u>	<u>QUALITY POINTS</u>	<u>SCALE (%)</u>
A	4	93-100
B	3	85-92
C	2	75-84
D	1	67-74
F	0	66 or below

Journeys to Careers, Introduction Business Computer Applications, Fine Arts Survey, and Algebra I are high school courses; students enrolled in these courses must follow high school credit policies, including "seat time" and are assigned number grades for these courses.

Teachers are encouraged to assess student progress frequently; they will send graded papers home in the Leadership Binders every Tuesday for parent/guardian review. Interim Progress Reports (IPRs) are issued every three weeks, and quarterly grades are issued on a printed report card. All student grades will be posted on the Student Progress Center for parents to monitor online with the parents' password.

### PROMOTION POLICY

The promotion policy in Calcasieu Parish is based on standards cited in Louisiana Bulletin 741, policies and regulations of the Calcasieu Parish School Board, and the CPSB Pupil Progression Plan posted on the CPSB website at [www.cpsb.org](http://www.cpsb.org). Placement and promotion guidelines are subject to change annually. Please consult the school counselor if you have questions or concerns.

Retention is a school building level committee decision. Parents may NOT choose to retain students. A student may be retained for any of the following reasons:

- Excessive absences – number of allowed days even though excused

- Student's academic performance
- Standardized test scores/assessment scores\*
- Disciplinary action or expulsion

\*The following website has more info on assessment.  
[www.louisianabelieves.com](http://www.louisianabelieves.com)

### HOME LEARNING ASSIGNMENTS

- Home learning assignments are given by the teacher; students are responsible for documenting and completing their assignments.
- The purpose of home learning assignments is to provide additional practice and reinforcement of skills learned. Home learning assessments also give the teacher valuable information about student progress.
- Parents are strongly urged to assist the school by making sure that assignments are completed.
- Students who fail to complete home learning assignments will suffer lower grades and possibly other consequences if the behavior persists.
- When a student is ill for an extended time (2 days or more), his/her parent may call the office and ask for the assignments to be completed during the child's absence. Parents should allow 24 hours for teachers to have assignments ready. The parent may then pick the assignments up in the office after 2:00 p.m. pursuant to the arrangements made through the counselor or Front Office clerk.
- All home learning assignments are available on the Maplewood classroom webpages. **If current home learning assignments are not posted, please notify administration or guidance immediately for assistance.**

### PARENT – TEACHER CONFERENCES

Teachers are available for conferences during their planning hours *and* from 3:00 p.m. until 3:15 p.m. each school day. Conferences may be arranged by the school counselor. Student progress is reported to a parent on the online Student Progress Center, interim progress reports, and on report cards sent home at the end of each nine weeks' marking period. Parents are encouraged to keep up with their child's grades weekly and to contact the teacher, counselor, or administrator with concerns.

### PROGRESS MONITORING/ASSESSMENT

Maplewood uses a variety of tools to monitor and assess student progress throughout the year. All progress monitoring tools are used to show student progress during the school year, to assess for interventions, to make instructional and lesson planning decisions, and to measure growth across grade levels.

### PUBLICATIONS

School publications include *Principal Notes*, school website, school Facebook page, and the student yearbook. *Principal Notes* is archived on our website on the administration page.

### SAFETY DRILLS

All students will receive training in emergency procedures such as fire drills, stranger danger on campus, inclement weather, evacuation, and shelter in place. Fire drills will be held at least once a month at unannounced periods. Other safety drills will be held periodically. Visitors, including parents, may not enter the building during a safety drill.

### SCHEDULES AND CHANGES

Class schedules are made during the summer for the next school year. Middle school students are allowed input through exploratory/enrichment choices; they may not make changes once they have made their choices. Students may not make schedule changes without the principal's approval and may not request teachers. Administration does reserve the right to make schedule changes as needed for staff changes or improving class sizes.

### STUDENT PROGRESS CENTER - INTERNET

Parents may check their students' progress online. They may contact the school's Guidance Department for access information. Once a parent establishes a username and password, the account stays active as long as the student is enrolled in CPSB schools.

### TAKE HOME TUESDAYS

Please check students' papers and backpacks on Tuesdays for important papers. Grades are updated online by Tuesday of each week. Principal Notes are posted online biweekly on Tuesdays. This quality procedure allows parents/guardians and students opportunity to discuss student behavior and academic progress as well as school activities on a weekly basis.

**If a parent/guardian finds he/she is not receiving these important assessment documentations and notices on Tuesdays, he/she should contact administration or guidance for further direction.**

### TEXTBOOKS

Textbooks are provided for students by the State of Louisiana. Students must treat textbooks with care. Teachers will issue textbooks by writing the student's name on the inside front cover of the book and recording the number of the textbook. Students will be charged for damage or loss of their textbooks; most

textbooks cost \$60-130. If the student loses a book as a result of leaving the book in the cafeteria or classroom or loaning it to another student, he/she is still responsible for the replacement cost.

#### **WEBSITE**

Parents and students may access our website by going to <http://maplewood.cpsb.org>

Our website is a developing resource. Teacher webpages are updated by the classroom teachers themselves. Each teacher's webpage is an extension of his/her classroom, assisting parents in partnering with teachers in their children's education and providing parents and students home learning assignments, project guidelines, grading rubrics, schedules, upcoming events, resources, and other information.

Parents may also check the homepage to make lunch payments and to check upcoming events, calendars, and spotlights. Parents may also be interested in other information provided online: current Principal Notes and archived publications, Student Handbook including the CPSB Dress Code, and Code of Conduct for updates concerning the Calcasieu Parish Code of Conduct.

Parents may also check the homepage to make lunch payments and to check upcoming events, calendars, and spotlights. Parents may also be interested in other information provided online:

#### **GENERAL RULES OF CONDUCT AT SCHOOL**

1. Teachers will outline classroom rules. Students will be responsible for following these rules.
2. Students should not bring large amounts of money or valuables to school.
3. Students may not sell anything at school that is not a school fundraiser.
4. Students may not gamble or bring playing cards or gambling games to school.
5. Students may not chew gum at school.
6. Students may not take gum, food, or drinks into the classrooms. They may not eat in classrooms unless the food is part of the lesson or reward.
7. Students must adhere strictly to the prescribed dress code (see Dress Code). The principal and assistant principal are responsible for determining whether a student's dress or appearance is acceptable or unacceptable when a question arises regarding the dress code.
8. Public displays of affection (PDA) are strictly prohibited on campus.
9. Dark glasses may not be worn in the building.
10. Students must wear their school IDs while on campus. Students may not deface, cut, destroy, or cover any portion of the ID. **Students may wear only the Comet break-away lanyards purchased at school.**

11. Students shall not damage, vandalize, or destroy school property or private property at school.
  12. No student is allowed to put his/her hands or any part of his/her body on another student. Students are responsible for the consequences resulting from failure to follow this rule. Should any student physically harass, threaten, or cause another student any problems on campus that could result in a fight, the student is responsible for reporting the problem immediately to a teacher, counselor, assistant principal, or principal. Willful participation in a fight or instigation of a fight may result in suspension and/or arrest. Wrestling, "play-fighting," slapping, tripping, slap-boxing, and horseplay of any kind are strictly prohibited.
  13. At all assembly programs, students must take their seats in the section assigned to them. All students must show appropriate respect throughout the assembly. Whistling, talking, or shouting is prohibited.
  14. The teacher shall stand in the place of the parent or guardian in exerting authority over students. Students are to show all adults respect at school.
  15. Students are to be respectful of each other, family, and staff. They are not to horseplay in the halls or participate in insults, name-calling, or bullying.
  16. Students should be mindful of the cleanliness and care of our school and ground and refrain from littering. They should pick up after themselves.
  17. Students should not block the halls by gathering in large groups. They should not stop to talk in the halls between classes.
  18. Students are allowed restroom privileges between classes. Students are not to spend excessive amounts of time in restroom areas socializing.
- Students who consistently disobey rules may be subject to additional consequences according to the CPSB Code of Conduct.

#### **CODE OF CONDUCT**

The Student Code of Conduct partners with the district-wide implementation of Positive Behavioral Interventions and Supports to foster student academic and behavioral success. The Code of Conduct is a separate document for ALL Calcasieu Parish students; it may be found on the CPSB and MMS websites, and every student will receive a copy of the Code. Parents and students are required to read the Code and return the signature page.

The information in the Student Code of Conduct outlines consistent expectations for students' behavior in school and at school activities, describes appropriate interventions, outlines consequences for students who engage in inappropriate behavior, explains the rights of students with disabilities, and describes the responsibilities for members of the school community.

This Code applies to the actions of students during school hours, on the way to and from school, on school property, traveling in vehicles sponsored by the district, and attending all school sponsored events.

#### **ALCOHOL AND DRUG USE**

The Calcasieu Parish School Board and the State Department of Education have directed that each student and his parents/guardians be told that without exception a student **shall not be under the influence of, bring on, consume, or have in his/her possession on a school bus, on school premises, or at a school function away from school, any narcotic drugs or controlled dangerous substance as defined by State law, unless dispensed by a licensed physician as allowed by law.** Any student of the Calcasieu Parish Public School System found to be in violation of this policy would be subject to expulsion as provided in the Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226. Terms of the law are mandatory and include a statement that referral sources are available to parents/guardians.

**Mandates for Act 909 – 1990 Louisiana Legislative Action are presented in greater detail in the Calcasieu Parish School Board Code of Conduct.**

#### **DANCES**

Several dances are scheduled during the school year. These dances are open to all Maplewood Middle School students. All school rules apply at dances. “Free Dress” guidelines apply for appropriate dance dress code. Only soft-soled shoes will be allowed on the gym floor during dances. Once a student enters the dance, he/she is not allowed to leave unless picked up by the parent/guardian or adult designee. Dances are generally scheduled on a Friday evening from 6:00 p.m. – 9:00 p.m. and are held in the gym. Parents should make arrangements in advance to pick up their students promptly at 9:00 p.m. in the designated area. Students are called from the waiting area as their parents drive up. For their own safety, students may not ride bikes home, walk home, or walk to parent cars parked in the parking lot or along the street. Announcements regarding dances will be made at school and on our website.

In order to attend dances, students must have paid all outstanding school fees, including cafeteria bills. Eligibility lists are posted in advance of the dances, so that students may settle their fees in advance of the dance. Students are reminded that *any* inappropriate behavior or inappropriate dancing will subject the student to disciplinary actions. Students may be prohibited from attending future dances

#### **DISCIPLINE & POSITIVE BEHAVIOR**

Please refer to Positive Behavioral Interventions and Supports (PBIS) in the *Calcasieu Parish Student Code of Conduct*, a separate document given to students and published online.

Each school will provide appropriate approved discipline ladders aligned to the District *Student Code of Conduct*. The discipline ladder is a schedule of interventions and consequences appropriate for the PBIS plan.

#### **MIDDLE SCHOOL DISCIPLINE LADDER Positive Behavior Intervention and Support (PBIS)**

Model good decisions  
Make a difference  
Strive for excellence

#### **First Infraction > Verbal warning / Contact parents**

- After warnings are documented, the 1<sup>st</sup> infraction section will be completed in the student’s electronic discipline record.
- Warnings do not have to be for the same infraction to be recorded.
- Expectations will be re-taught at this level.  
Teacher will notify parent and document.

#### **Second Infraction > Phone Call/ Email to Parents and Behavior Reflection Activity**

- When the 2<sup>nd</sup> behavior infraction is entered in the student’s electronic file, the teacher will phone/ email the parent or guardian, and document the phone call/email in the electronic file.
- The student will complete a Behavior Reflection activity to be signed by guardian and returned the following school day.

#### **Third Infraction > Referral to Counselor / Intervention Team and Letter to Parents**

- When the 3<sup>rd</sup> infraction is entered in the student’s electronic file, a copy of the student’s behavior infraction record will be sent to the counselor / intervention team and the teacher will send a copy to the parents for signature.
- The counselor / intervention team will meet with the student to discuss infractions and school expectations.
- This is an intervention step to deter further unacceptable behavior.

#### **Fourth and Subsequent Infractions > Referral to Administrator**

- When the 4<sup>th</sup> and subsequent infractions occur, an administrator will be notified and will receive the record of behavior infractions.
- Consequences for behavior infractions will vary depending on the Behavior Infraction Levels involved as per the Student Code of Conduct.
- Possible disciplinary consequences include: After school detention, In-school detention, In school isolation, or Suspension from school.
- Level 4 infractions, in some cases, could result in students being suspended pending an expulsion hearing.

**\*For Level 3 & 4 Infractions, as stated in the Code of Conduct, the student will be sent directly to an administrator with a behavior referral for the specific infraction.**

Rewards will be given for all students that have an outstanding conduct record every 4 to 5 weeks. Rewards are based on current 9 weeks' status for all grades.

The procedures in the discipline ladder described above will be followed by all 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade teachers at Maplewood Middle School. Teachers will review the procedures with all students. Parents are asked to review them with their student. If there are any questions, please contact your student's huddle teacher.

Students will be given two copies of the discipline ladder, both to be signed and returned. One copy will be turned into the Homeroom teacher to be filed, and one will be kept in the student's data binder for student reference.

#### **CONSEQUENCES FOR DISCIPLINE REFERRALS TO ADMIN**

1. **After School Detention** is assigned for minor infractions. It is held on designated afternoons, 3:05 – 4:05 p.m. in a classroom designated for detention. Failure to show up for after school detention will result in an extra day of detention on the first infraction and a one-day ISS (in school suspension) on the second infraction. Parents should pick up detention students in the front lobby at 4:05 p.m.
2. **In-School Suspension (ISS)** has been established to reduce the number of out-of-school suspensions. It is generally assigned *in lieu of out of school suspension* to allow the student to modify his/her behavior through social isolation without suffering

attendance and academic consequences. Administration will notify parents when a student is referred to ISS. In-School Suspension will allow the student to be counted as present, complete written class work, and receive instruction in appropriate behavior while fulfilling his/her discipline requirements. Students must report to the ISS teacher at the principal's office by 7:45 a.m. with books and materials. No one will be allowed to leave the ISS room once he/she has entered except for scheduled and supervised restroom and lunch breaks. ISS students will complete assignments specific to the disciplinary infraction along with assignments sent from classes. If the student does not work appropriately on assignments or if he/she displays inappropriate behaviors, he/she will receive a warning. A second occurrence will result in a referral to the office. Students who do not successfully complete the ISS because of absence, check-out, or further discipline infractions will receive additional disciplinary action, possibly an *additional* day of ISS or suspension.

3. **Out of School Suspension** is a denial of school attendance for one or more days. Students must make up all missed assignments as soon as they return to school.
4. **Suspension Pending Expulsion Hearing or Review** allows time for planning an expulsion hearing, which may involve staff from various departments. The Hearing Officer at Child Welfare and Attendance is responsible for setting and conducting the student's hearing.

Any student, after being suspended on three occasions for committing prohibited offenses during the same school session, may be recommended for expulsion on the fourth offense.

#### **DRESS CODE**

The CPSB has adopted a uniform dress code for all students. Parents and students are jointly responsible for seeing that students adhere to the dress code, but students will be accountable. Parents are expected to know what their children are wearing and how they are dressed for each school day. **The principal and assistant principals are responsible for determining whether a student's dress or appearance is acceptable or unacceptable when a question arises regarding the dress code.**

Students will be reminded of dress code policy upon entry to school each day and throughout the school day as needed. If an issue of repeated or multiple dress code infractions arises, a referral through the PBIS and/or student code of conduct policy may be warranted.

## THE UNIFORM POLICY

Students attending Pre-K - 12 schools in Calcasieu Parish shall be required to wear official school uniforms. Uniforms shall be the same for all schools, as follows:

- Uniform shirts will be white, hunter green or navy blue polo/golf style shirts (short or long sleeves with a collar) or shirts that button down the front with a collar. **No emblem, logo, decoration, or decorative trim** is allowed. High School and Middle School Administrators have the option to choose a uniform shirt in one of the school's colors. *Maplewood students may also wear red.*
- White, hunter green or navy blue, turtlenecks with no emblem, logo, decoration, or decorative trim are acceptable. Turtlenecks can be worn separately or under uniform shirt.
- T-shirts (solid white, hunter green or navy blue only) will be allowed under the uniform shirt. *MMS students may also wear red or black undershirts.*
- Maplewood Middle School approved Spirit shirt/club shirt may be worn on any school day.
- Shirts must be tucked in at all times.
- Khaki (shades may vary) or navy blue pants, skirts, shorts, or jumpers must be uniform style and color (no blue jeans, no corduroy or wind-suit materials, no sweat pants, no stretch pants or leggings, no spandex, no baggy pants, no bell-bottoms, no carpenter or cargo styles, no hip-huggers, no side-knee pockets). **Emblems, logos, or decorations are not allowed.**
- Pants, shorts and skirts must measure (front and back) no shorter than three inches above the knee. Skirts and jumpers must measure no shorter than three inches above the knee.
- Belts should be black, brown, navy blue, hunter green, or khaki with **no emblem, logo or decoration** and must be worn with slacks and shorts that are designed to have belt loops. Belts must be visible and worn around the waist. Belts are optional for pre-k, kindergarten, and first grade students.
- Socks (or stockings for girls) are required and should be hunter green, navy blue, khaki, black, or white with no emblem, logo or decoration and must cover ankle and be visible
- Middle and High School students are not required to wear socks or stockings with sandals. All shoes must have a back or strap securing the shoe. **Appropriate shoes must be worn at all times. "Flip Flops" are not allowed.** Roller shoes are not permitted.
- Acceptable outerwear for classroom is limited to include sweater, sweater vest, sweatshirt, and light

jacket. **During class time, jackets are to remain open --- not zipped or buttoned.** Colors for classroom outerwear include khaki, navy blue, hunter green, and white. *In addition to the CPSB guidelines, red, black, and grey classroom outerwear is acceptable at Maplewood Middle School.* No emblem, logo, or decoration, or hood is allowed on classroom outerwear. The uniform shirt must be worn under outerwear.

- Heavy coats and jackets worn to and from school and/or outdoors are not restricted, but recommended to colors of navy blue, white, khaki and hunter green. They will be left in lockers.
- No headwear shall be worn on campus with the exception of knit caps in extremely cold weather while moving between buildings.

### Other Dress Code Regulations:

- Prohibited items include bandanas, hair rollers, and extremes in hair styles (i.e. Mohawks, psychedelic hair colors, lines, letters, or designs shaved in the head or eyebrows).
- Sunglasses, nose rings, ear bars, visible body piercing, and excessive or inappropriate jewelry are prohibited.
- Prohibited items include gel bracelets, excessive and inappropriate makeup, painted faces, inappropriate tattoos, stick-on tattoos, and any items associated with drug, tobacco, or alcohol.
- **Clothing may not be suggestive or indecent.**
- Clothing, jewelry, and general appearance are not to be of the type that would cause a disturbance or distract or interfere with the instructional programs.
- Clothing, jewelry, and general appearance are to be such as not to constitute a health or safety hazard.
- Earrings on boys are prohibited.

### **FREE DRESS**

Middle school students may wear "free dress" to dances, and, occasionally, free dress selections will be offered as an incentive or reward for student achievement. On these days, students may choose to wear *appropriate* non-uniform clothes rather than their school uniform, provided the students choose clothes *appropriate* for school. The same *general* standards of the uniform policy will be followed in free dress choices.

#### Among dress deemed unacceptable are the following:

- Baggy or saggy pants; Cargo pants, leggings; jogging pants; athletic pants or shorts; looped pants w/o belts; unhemmed pants or shorts
- Holey, bleached, or frayed jeans
- Exposed midriffs or backs
- Low-necked shirts

- Spaghetti straps/tank tops/halter tops/off-the-shoulder sleeves or straps
- “Flip Flops,” Shower Shoes, or Slippers
- Skirts or shorts shorter than 3 inches above the knee; tutus or tulle skirts
- Tight or revealing clothing of any kind
- Skull motif on any item of clothing

### **ELECTRONIC DEVICES**

Devices approved and registered through parent-signed AIR contracts are allowed at school in supervised areas and under the provisions outlined in the AIR contract posted on our website. In addition, **E-book devices without internet access are allowed for the purpose of reading downloaded books.** (any device with internet access must be approved for use through our AIR program) Any item of this nature brought to school will be the sole responsibility of the owner; administration will not be responsible for finding lost/stolen devices. **No devices may be used for playing games at school.**

No student will be allowed to bring any other electronic devices (i.e. iPod, MP3 player, Gameboy, Walkman, Discman, Radio, TV, Cassette Recorder, laser lights, etc.) on the Maplewood campus or on a school bus without permission from administration.

### **TELECOMMUNICATIONS & CELL PHONES**

Including watches with internet/Bluetooth connections

**Please refer to the CPSB Student Code of Conduct for an explanation of procedures for cell phone violations.**

No student, unless authorized by the school principal or his/her designee, shall use or operate any electronic telecommunication device (*includes smart watches*) including any facsimile system, radio paging system, mobile telephone system, intercom, or electromechanical paging device in any elementary, middle, or secondary school building or on the grounds during the instructional day or in any school bus used to transport public school students. A violation of these provisions may be grounds for disciplinary action, including but not limited to, suspension from school.

Cell phones and all other telecommunication devices must be turned off, stowed away in lockers, out of sight and not used during the instructional day or while riding a school bus. For the purpose of this policy, the instructional day will be defined to be the time students arrive on campus in the morning till the time they are officially dismissed in the afternoon. On field trips, telecommunication devices may be possessed/used *at the discretion of the Principal or his/her designee.*

All confiscated phones shall be returned to a parent or guardian when a request has been made and a release form provided by the school has been signed. Parents must sign the release form in person.

Any telecommunications devices brought to school will be the sole responsibility of the owner; administration will not be responsible for finding lost/stolen items.

### **ID CARDS**

Students are required to wear their ID. cards clipped to their collars or on Comet lanyards purchased at school, face out, at all times on campus. Students will need ID cards when checking in and out of school, and they will need to present ID cards to eat in the cafeteria, check out books, and access the Internet.

Students who forget or lose their ID cards may either call home for a parent to bring the card before school starts OR pay \$1.00 for a one-day temporary ID card. Replacement cards may be issued through the ID desk for a fee of \$5.00. We recommend that parents assist students in finding a consistent place to store IDs to avoid ID fees.

ID cards should not be defaced in any way. Students may not cut, mark, or draw on their ID. cards. They may not place stickers on them or replace the pictures, and they may not punch holes in the cards or cut them. Students will be required to replace defaced cards at a charge of \$5.00.

### **GUIDANCE AND COUNSELING**

The purpose of the guidance program is to assist every student to develop his/her capacity to the maximum in the direction most beneficial to the student and society. The counselor will assist in setting up parent/teacher conferences, counseling individuals and special needs groups, counseling and encouraging at-risk students, administering mandated tests, and providing leadership in Substance Abuse and Prevention education.

### **HALL PASSES**

Use of a hall pass for middle school students is mandatory. Students should take care of all personal needs between classes. Students will be allowed to leave class only in the case of an emergency. Hall passes will be monitored.

### **INTERNET USE**

Internet is available in every classroom at Maplewood as well as in two computer labs. In order to use computers and access the Internet, students must accept responsibility in using the technology as outlined in the Calcasieu Parish School System’s Student Acceptable Use Policy Contract which can be found on both the CPSB and MMS websites. Every

student must have on file the Acceptable Use contract signed by the student and a parent. Any abuse of this privilege may result in the student's loss of computer privileges and ISS or suspension. Students may not access, send, receive, or configure electronically any profane or obscene language or pictures. Student may not access private email messages. Students are permitted to access only their Calcasieu Parish email accounts. Every student has his/her own username and password. If the password is compromised, the student should ask the ELA teacher for assistance.

#### **AIR (Access to Internet Resources) Project**

CPSB AIR (Access to Internet Resources) project offers schools the opportunity to have open "guest" access to CPSB wireless (WiFi) Internet resources.

The goal of Maplewood Middle School's A.I.R. Project is to provide student access to Internet resources by increasing the number of Internet-ready devices in the classroom. Students in selected grades are allowed to bring personal PC laptops and netbooks with no phone capabilities to school for educational use in the classrooms of participating teachers AFTER the students and their parents complete a mandatory orientation and contract. At this time, devices are limited to PC laptops and netbooks, PC tablets, iPads, and E-readers. Please refer to the AIR project on the MMS website for a list of acceptable devices

Students are responsible for their devices which will be stored in their locked lockers.

#### **LIBRARY**

Students are encouraged to use the school library for research on varied topics. The library is open during regular school hours.

#### **Accelerated Reader (AR) Program**

Because reading is an extremely important factor in every school subject as well as standardized tests, including the college and career readiness PARCC and ACT, our students are required to participate in the Accelerated Reader program. In this program, students are given "point" goals based on their own reading levels. Students are required to read their AR books 20-30 minutes/evening, testing as they finish their books and earning the required points each quarter. Students are graded on their efforts in AR. The Accelerated Reader list is available on the Maplewood website and the public library. Parents may get a username and password to monitor student AR progress.

#### **LOCKERS**

Each middle school student will be assigned a locker which accommodates only one student. After lockers are assigned, students are prohibited from sharing lockers, using another student's locker, or

changing lockers without the prior consent of the school administration. Pupils are urged to guard their purses, books, supplies, and other valuables at school. When they are unable to watch their own belongings, they should store all their books and belongings in their lockers. Students may not keep any of their books or other belongings in another person's locker. Students may not give their locker combinations to any other student or "set" their lockers to be opened without the combination.

#### **PRAYER IN CALCASIEU PARISH SCHOOLS**

The Calcasieu Parish School Board shall permit school authorities of each school to allow an opportunity at the start of each school day for those students and teachers desiring to do so to observe a brief time in silent prayer or meditation.

Public schools shall be prohibited from adopting or using any official or standard prayer. Voluntary, student-initiated, student-led prayer in accordance with the religious views of the student offering the prayer may be permitted, however. No student attending the school shall be required to participate in any religious activity at school.

No law, rule, or policy shall deny to any student attending a public elementary or secondary school the right to participate in voluntary, student-initiated, student-led prayer during school or on school property, before or after school or during free time. Athletic teams shall not be prohibited from engaging in voluntary, student-initiated, student-led prayer.

No law, rule, or policy shall prevent any student who attends a public elementary or secondary school and who is responsible for or presiding over a meeting of a school organization or assembly from calling upon a student volunteer to offer an inspirational quotation or statement, offer a voluntary prayer, or lead in silent meditation, at the sole option of the student volunteer.

A student organization shall not be denied recognition or any privilege or benefit solely because it is religious in nature, has a religious affiliation, or has no religious affiliation.

School officials shall be prohibited from censoring for religious content the speech of a high school student invited to speak at a commencement ceremony at the school he/she is attending.

When student volunteers are called upon to offer an inspirational quotation or statement, offer a prayer, or lead in silent meditation, such students shall be selected at random by a student from among student volunteers without respect to their individual religious beliefs or lack thereof. No student shall be called upon to offer an inspirational quotation or statement, offer a voluntary prayer, or lead in silent meditation unless the student chosen has volunteered to do so.

## **SEARCH AND SEIZURE OF PERSONS, LOCKERS, AND OTHER SCHOOL PROPERTY**

The School Board is the exclusive owner of all public school buildings and all desks and lockers within these buildings assigned to any student. The Board is also the exclusive owner of any property, area, or ground of any public school building set aside specifically for the personal use of the students. Lockers, desks, buildings, or other school areas or grounds may be searched either physically or with a metal detector by school administrators, teachers, and school security guards whenever they have reasonable belief that weapons, illegal or controlled drugs, or other illegal substances or items may be found. Such searches shall be conducted in the presence of the student whenever possible.

The CPSB authorizes teachers, administrators, and school guards to search the person of a student or his personal effects, either by a random search with a metal detector, or when the teacher, administrator or security guard has reasonable grounds to suspect that the search will reveal evidence that the student has violated the law, a school rule, a school board policy, or possesses a harmful item which may pose a danger to the student or students, or to the welfare of the student body as a whole. **The search shall take place with the knowledge and under the supervision of the principal or his designee.**

## **TELEPHONE POLICY**

A student will be permitted to use school telephones only when he/she has a hall pass from a teacher. Students must sign the phone register before they make phone calls. We encourage students to call home only in emergencies. We cannot interrupt classes to give students telephone messages or to get them to call home except in the case of emergency.

## **HEALTH SERVICES**

### **COMMUNICABLE DISEASES**

According to CPSB policy and procedures, administrators and teachers shall cooperate with the school nurse to protect the health of students while in school by preventing the return to school of those not yet recovered from an illness or communicable disease. A decision concerning notification of parents in regard to a student's illness requires judgment based on the student's statement of his/her complaints and observation of his/her appearance and behavior. As guides for dealing with sick students, the following principles have been suggested:

1. Give careful consideration to the student's statement of his or her complaints.

2. A student with a fever of 100 degrees or higher shall not be permitted to stay at school.
3. A child who is vomiting or who has loose stools shall not be permitted to stay at school.
4. Students with severe colds, sore throats, or productive coughs should not stay at school.
5. Purulent nasal discharge, purulent conjunctivitis (pink eye), severe headache, and skin eruptions may be indications of acute communicable disease.
6. Students with scabies (itch), ringworm, and impetigo are to be considered infectious and should be treated immediately.
7. Lice Procedure:
  - a. The student is checked by the classroom teacher.
  - b. If lice are found, a parent must be called immediately and the child must be checked out of school.
  - c. If eggs (nits) are found, the parent shall be notified that the student is excluded from school at the end of that school day.
  - d. The student shall be excluded from school until treatment of the condition has been completed. When the student has been treated, the parent/guardian must bring the student to school along with the proof of treatment. The teacher shall examine the student upon his/her return to school.
  - e. Any student excluded from school is excused up to four days. The principal may extend this time if warranted.

## **IMMUNIZATIONS**

All students at MMS must furnish a health record from their physician or the health department. Any student who fails to meet the immunization standard shall be prohibited from attending school until such time as the immunization standards are met. The school health nurse will check health cards each school year and will notify the parents of any problems with these records. Immunizations include DPT, polio vaccine, MMR.

**\*\*\* All students who are enrolling for the first time in any Louisiana school are required to have received three doses of Hepatitis B vaccine.**

## **INSURANCE**

Accident insurance is offered to all students. Parents should expect information on insurance in the first two weeks of school. The insurance is not required, but is **strongly** suggested. All students who participate in school sports, dance line, and/or cheerleading must have proof of accident insurance in order to participate in any practice or regularly scheduled games.

## EMERGENCIES

Parents will be notified if their child becomes ill or is injured at school. In the event of an injury, only simple first aid will be administered. Therefore it is **important** that:

1. Contact information remain updated in student progress center.
2. An emergency card is placed on file in the office for each student.
3. **The card must contain phone numbers where the parents/guardians can be reached. School personnel MUST be able to reach parents/guardians in an emergency!**
4. The card must contain the names of ALL relatives, friends, or neighbors who can transport students or act on behalf of the parent in the case the parent cannot be reached. **All emergency contacts must present valid identification.**
5. The emergency card must contain the name, address, and phone number of the student's physician.
6. The parent/guardian of a student is responsible for informing the school counselor of medical problems that need to be monitored.
7. Any changes to the emergency card must be made by the parent/guardian in person at the appropriate Front Office. We cannot accept changes by telephone. This is a risk management issue to ensure the safety of students.

An ambulance will be called when the severity and urgency of an injury warrants it or upon parental instruction.

## MEDICAL PROCEDURES

**If the injury or illness is deemed to be serious enough to warrant immediate medical attention:**

1. Parent will be notified.
2. Ambulance will be called.
3. An administrator or designee will accompany the student to the hospital.

**If the injury or illness needs medical attention but is not deemed urgent enough to require an ambulance:**

1. Parent will be notified.
2. If parent cannot be reached, physician listed on emergency card will be called.
3. An administrator or designee may authorize transport of a student to West Calcasieu Cameron Hospital emergency room unless another hospital has been designated.

**If the injury or illness is minor:**

1. Simple first aid will be administered and/or temperature will be taken.
2. Parent or other individuals listed on emergency card will be notified.

## MEDICATION

Absolutely no medicines are given internally, externally, or by injection at school without written instruction from a physician and written permission from the parent/guardian. Only CPSB "medicine trained" personnel are allowed to give students medicine. Aspirin and Tylenol are considered medications. At no time is a student to have any medications in his/her possession (including all over the counter medications.)

It is the parent/guardian's responsibility to personally check in student medication AND provide an authorization form (obtained at MMS) that contains the following information:

1. The student's full name.
2. Clear instructions for school administration.
3. Rx numbers (if applicable).
4. Current date.
5. Name, dosage, time of school administration, and route of medication
6. Physician's or dentist's name.
7. The parent/guardian's printed name and signature.
8. Parent/guardian's emergency phone number.
9. Statement granting or withholding release of medical information.

THE SCHOOL MAY HAVE NO MORE THAN A 20 SCHOOL DAY SUPPLY OF MEDICATION IN A PROPERLY LABELED BOTTLE.

## MEDICATION ON A FIELD TRIP

Medication should be administered to students on field trips only when absolutely necessary. If necessary, it will be administered by the teacher or other trained school personnel in accordance with CPSB policy.

## PARENT/GUARDIAN ADMINISTRATION OF MEDICATION TO STUDENTS ON CAMPUS

Only those persons on a child's emergency card may administer medication at school to that child. The individual(s) must provide identification and must sign a log, which includes the child's name, the medication given, and signature of the person giving the medication.

## SCHOOL NURSE

There is a school nurse assigned to Maplewood Middle School to serve the needs of **pre-identified students**. The nurse is not available for walk-in services to other students. If a medical situation arises, students and staff are to contact the front office.

## CAFETERIA

Well-planned hot meals are served daily at breakfast and lunch in the school cafeteria at a nominal

cost. Payments can be made online at [www.myschoolbucks.com](http://www.myschoolbucks.com) or in the cafeteria. Payments for lunch can be made daily, but **most students pay a week or a month in advance.** Lunch money for middle school may be paid in the cafeteria from 7:10 until 7:40 a.m.

Breakfast is available to all students each day beginning at 7:10 a.m. Students other than bus riders must arrive by 7:30 a.m. to be served breakfast. The cost for breakfast is \$.50.

Lunch in the cafeteria costs \$1.35 for elementary students and \$1.50 for middle school students. **This pricing is subject to change with federal updates.** Middle school students may purchase additional helpings of food choices and/or milk for individual item prices. No additional items may be charged; therefore, the student must have adequate funds in his/her lunch account to purchase the additional items.

**THE CALCASIEU PARISH SCHOOL BOARD AND MAPLEWOOD MIDDLE SCHOOL HAVE A NO CHARGE POLICY.** We understand occasional forgetfulness in making a payment in advance, but we will have to send any non-paying student to the office to call for lunch money or a lunch if nonpayment occurs more than a few times. **Students who owe fees will not be eligible for extra- curricular activities.**

All students must present their ID cards to eat lunch. The cafeteria workers need the bar code to enter the necessary data into their computer. Anyone caught using someone else's ID card will face disciplinary action.

#### **FREE/REDUCED LUNCH FORMS**

Applications for eligibility for free/reduced lunch may be completed online at <https://applyforlunch.com/> Lunch applications will be distributed at the beginning of the school year for ALL students to complete. Guidelines for reduced and free lunches are included on the form. The completed form must be returned to the homeroom teacher promptly. As soon as the forms are received, they are forwarded to Calcasieu Parish Schools Food Services Department where they are processed. Food Services is responsible for making the determination. At the beginning of the fall semester when Food Services is considering a large number of applications, the process may take a few weeks. When we receive notice of eligibility from Food Services, we will notify the student. Students must pay full lunch fees OR bring lunches until the student receives the notice of eligibility.

If at any time during the school year a family's financial circumstances change, a new free/reduced lunch application may be submitted for consideration.

Any unpaid lunch bills will be turned over to Food Services and the Calcasieu Parish District Attorney's Office for collections.

**In order to keep the cafeteria clean and pleasant, students are expected to observe the following rules:**

#### **CAFETERIA / FOOD SERVICE PROCEDURES**

1. All students will report immediately to the cafeteria at their designated times for lunch.
2. No lunches may be eaten outside the cafeteria. All students are required to eat in the cafeteria except on specially designated days such as Grab 'n Go lunch days.
3. No food may be taken out of the cafeteria without administrative authorization.
4. **Fast food lunches are prohibited.**
5. Vending machines will not be turned on until after lunch.
6. Change is not available in the cafeteria except for students purchasing a lunch.
7. **Glass containers** are prohibited on the school campus.
8. Students should leave the tops of tables clean.
9. Students should leave the floor free of debris and pick up after themselves.
10. Students must take trays and utensils to the designated area in the cafeteria after use.
11. Cutting in line will result in disciplinary action.
12. No running or throwing objects of any kind is permitted.
13. Students will eat a sack lunch or a cafeteria lunch in the cafeteria only. Students may not take food off of another student's plate, share food, or "trade" foods.

The lunch duty teacher or an administrator will issue appropriate consequences for any violations of rules.

#### **HOMELESS STUDENTS**

The "No Child Left Behind Act" requires each school district to identify, locate, and keep on file all homeless students attending school in Calcasieu Parish. **Title X, McKinney-Vento Act** establishes guidelines and procedures for schools to use in providing services to homeless students. **MMS has designated our school counselor to be the "homeless" contact persons;** questions concerning homeless student benefits should be directed to the counselor. All information provided will be handled in a confidential manner.

\*\*\*\*\*

**A special thanks to our Partner in Education WESTLAKE CHEMICAL for sponsoring this handbook.**