

# Maplewood Elementary School

PreK – Grade 5

## Parent / Student Handbook School Year 2023-2024

4401 Maplewood Drive  
Sulphur, Louisiana 70663  
Office Phone 337.217.4920  
Elementary, Ext. 8; Directory, Ext. 9

Lori Young  
Principal

Wendy Brown  
Assistant Principal

Stacey Smith  
Dean of Students

### School Mission

Empowering all Maplewood Elementary students to become  
lifelong leaders who will succeed in a culturally diverse community.



# Student / Parent/ School/ Compact

Please read, sign, and return to school as soon as possible.

The faculty of Maplewood Elementary provides a quality education for all students so they may achieve their highest potential. We want to, "Empower *lifelong leaders to succeed in a culturally diverse society.*" To accomplish this, the administration, parents, teachers, and students need to work together, or synergize! We ask that you make this commitment by signing this compact.

As a student I agree to:

1. Attend school regularly.
2. Come to school each day with all supplies.
3. Complete and return all home learning assignments.
4. Obey the rules and procedures established by the school and the classroom.

As a parent I agree to:

1. See that my child is punctual and attends school regularly.
2. Support the school in its efforts to maintain discipline and a safe learning environment.
3. Encourage my child to work hard and succeed at school by monitoring and assisting with home learning assignments.
4. Attend conferences and school family activities when requested to do so.

As a teacher I agree to:

1. Provide motivating and interesting learning experiences in my classroom; accommodate varying learning styles and individual student needs.
2. Work collaboratively with other teachers to plan daily instruction that is aligned with LA standards and benchmarks.
3. Promote and encourage students' participation and attendance at school.
4. Have high expectations for myself, my students, and fellow staff members.

As an administrator, I agree to:

1. Encourage students to do their best daily.
2. Work collaboratively with classroom teachers, parents, and students.
3. Encourage students to comply with the rules and regulations of the Calcasieu Parish School Board.
4. Encourage students to model and use the 7 Habits of Leader In Me.

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Student Signature

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Parent Signature

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Teacher Signature

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Principal Signature

**\*\*Please sign Parent/Student Compact, gently remove from this handbook, and return to school\*\***

## SCHOOL OFFICE EXTENSIONS

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

Elementary School Office	*8
Lori Young, Principal	*6906
Wendy Brown, Asst. Principal	*6904
Stacey Smith, Dean of Students	*6921
Mrs. Tanner /Counselor	*6912
Mrs. White / Counselor	*6914
Cafeteria	*6916
Day Care (3:00 – 6:00 p.m.)	*6924

## School Office Hours:

7:15 a.m. – 3:30 p.m. on regular school days. The students' school day begins at 7:40 a.m.

District policy does not allow student checkout after 2:30 PM unless approved by the principal. After 2:00 p.m., no changes for transportation departure will be accepted. This creates confusion for your child and office staff, which causes safety issues.

## STUDENTS MUST NOT ARRIVE EARLIER THAN 7:15 a.m.

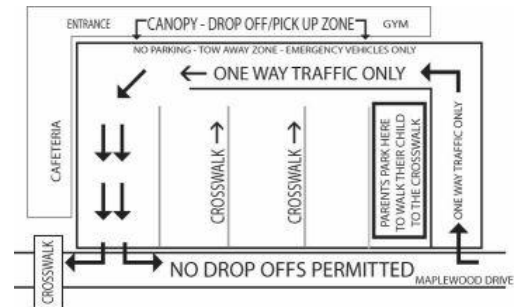
There is no supervision for students earlier than 7:15 a.m.

## STUDENTS ARRIVING LATER THAN 7:40 MUST BE ACCOMPANIED INTO THE SCHOOL AND SIGNED IN. 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.
2. The student may be required to complete 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.

## ARRIVAL TO AND DEPARTURE FROM SCHOOL



### Traffic Procedures at Arrival and Departure:

We ask that parents partner with us in ensuring the safety of our children at Maplewood Elementary 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. \*Auditorium foyer until office construction is complete.
2. No vehicles other than buses and designated employee vehicles are permitted through the back gates.
3. **For student safety, parents should remain outside the front gates during arrival.** At the end of the day, all gates will remain locked until the bell rings for departure.
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 note that discharging students on the street is prohibited. Blocking business driveways or parking in their areas is also illegal.
6. You must enter the one-way drive-through from the west side (gym) of the school only.
7. When you bring your children to school in the morning or pick them up in the afternoons, please enter the drive-through on the far west end and exit on the east end. Do not park in the visitor spaces since these are for those coming into the office or administration areas.
8. All students will be unloaded on the right side of the drive. Drivers may not pass other cars. Students will be released only to vehicles with the MES issued car rider sign. This is for your child's safety.
9. 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 7:15 a.m. Students arriving at school after 7:40 a.m. are tardy.
2. All car riders and walkers must enter/exit through the front entrances. No car riders or walkers may enter/exit through the back entrance.
3. Students who eat breakfast should report directly to the cafeteria, entering through the gated area. Car riders

and walkers MUST arrive by 7:30 AM to eat breakfast in the cafeteria.

4. All elementary car riders and walkers enter through the gates and proceed to sit in the hallway outside their classroom.
5. All children should have a book to read while they are waiting for the morning bell.
6. **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.
7. Students will be released only to vehicles with the MES issued nameplate. If you need a new one or more than the two issued to you, please see the front office.

#### Arrival Procedure for Bus Students:

- All elementary bus students who eat breakfast will proceed through the 4<sup>th</sup> grade pod, follow the hallway to the breezeway and go directly to the cafeteria.
- All other bus students must report to their designated areas.

#### 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 2:00 p.m. to give staff time to alert appropriate personnel. **PLEASE DO NOT BEGIN CAR LINE UNTIL 2:30PM.** There are late buses that must use the front entrance.

1. **First Bell:** Students who ride first bus and car line are allowed to leave at this time. Students must go immediately to their buses and car line must be escorted to the designated area in the cafeteria.
2. **Second Bell:** The second bell is for students who meet with parents. Parents will meet their students at the crosswalk for pick-up. Bike riders and walkers are dismissed at this time as well. Please stand back from the gate where the students are exiting.
3. **Third Bell:** This bell is for release of 2<sup>nd</sup> bus load riders, faculty children, and daycare. Elementary students who ride second bus go to their designated waiting area at the bus port. Students should not return to school once they leave the campus unless they are accompanied by a 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 167 DAYS PER SCHOOL YEAR IN ORDER TO RECEIVE CREDIT FOR THEIR COURSE WORK.**

The Calcasieu Parish School Board as the governing agency of Maplewood Elementary 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.

**\*Students that are absent will not participate in afterschool clubs or extra-curricular activities scheduled on the date of student absence.**

### 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.

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

- Personal illness with a doctor's excuse
- Death in the family
- Professional appointment
- Religious holiday

**A medical excuse does NOT erase an absence; it simply excuses the absence.**

**Suspensions also count as absences.**

**Vacations are NOT excused absences.**

Any exceptions must be approved by Child Welfare and Attendance **in advance.**

Elementary students will give their excuses to their homeroom teachers. After 1<sup>st</sup> bell, students will be required to check in at the Front Office. If an excuse is not brought from home, the student will be given an unexcused absence and will not be allowed to make up work missed until such excuse is presented to the teacher. **The excuse must be presented and make up work arranged within three days following the student's return to school or no make-up work will be allowed.**

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. See the CPSB calendar at [www.cpsb.org](http://www.cpsb.org) for testing dates.

**Attendance during the state testing is mandatory.** Please make sure that you do not schedule *anything* during the school

days of the test week. This is a very important week for every student and every school as the scores are used to determine placement as well as other decisions regarding our students.

### **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 are not allowed to check out after 2:30 p.m.**

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

### **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 nine weeks.

### **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. **Excessive tardiness is a suspendable offense.**

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 you drop your child off late without signing him/her in, we will have to call for a parent to come to school to sign the student in.**

**Elementary Tardy Policy:** When an elementary student is marked tardy to school for the fifth time, parents will receive a written warning. **If the student continues to be tardy**, the parents will be referred to CWA (Child, Welfare, and Attendance) or TASC (Truancy Assessment Service Center) for assistance at the discretion of administration. 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.

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

Student eligibility for recognition for nine weeks grades is determined by using 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.

### **BICYCLES AND SKATEBOARDS**

The following rules are to be observed concerning bicycles or skateboards ridden to school:

1. 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 or be secured inside the building. 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. 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. 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 if his/her conduct while riding the school bus is satisfactory. Student misconduct on the bus will lead to the suspension or complete forfeiture of riding privileges. 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.

### **CAFETERIA**

Currently, we are a CEP school, so all students are able to eat for free in the cafeteria, both breakfast and lunch. **This is subject to change with federal updates.**

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 CALCASIEU PARISH SCHOOL BOARD AND MAPLEWOOD ELEMENTARY SCHOOL HAVE A NO CHARGE POLICY.** Students who **owe fees will not be eligible for extracurricular activities.**

All students must present their ID cards to eat lunch. Anyone caught using someone else's ID card will face disciplinary action.

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

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. Food Services is responsible for making the determination. At the beginning of the fall semester when Food Services is considering many applications, the process may take a few weeks. 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 lunch bill not paid will be turned over to Food Services and the Calcasieu Parish District Attorney's Office for collections.

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

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

1. Only students eating plate lunches or sack lunches may sit in the cafeteria.
2. 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 and restaurant logos must not be visible if brought for lunch by students per district policy.**
  5. Change is not available in the cafeteria except for students purchasing a lunch.
  6. **Glass containers** are prohibited on the school campus.
  7. Leave the tops of tables and the floor free of debris.
  8. Take trays and utensils to the designated area after use.
  9. No running or throwing objects of any kind is permitted.
  10. Students may not take food off another student's plate.
- The lunch duty teacher or an administrator will deal with any violations of these rules.

#### 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 cases requiring evacuation, parents will be notified where to pick up students. In some cases, students will be evacuated to a site that will be predetermined by CPSB Risk Management.

#### 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. As guides for dealing with sick students, the following principles have been suggested:

1. Carefully consider the student's 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 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. 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. Parent must show proof of treatment (empty medication bottle) and have student rechecked by the teacher before the student is allowed back on campus.

#### CLUBS AND ORGANIZATIONS

##### **CHORUS (Elementary School Honor)**

The Elementary Honor Chorus consists of 4<sup>th</sup> and 5<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.

##### **STUDENT LEADERSHIP/LIGHTHOUSE TEAM**

The student leadership team is composed of 1<sup>st</sup>-5<sup>th</sup> grade 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 based on the 7 Habits of Happy Kids.

##### **Kids for Christ**

Kids for Christ will meet weekly on Wednesdays at 7:15am for prayer and scripture reading.

#### 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 website, 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.

#### DANGEROUS WEAPONS

Please refer to the Student Code of Conduct for infractions with dangerous weapons and possible corrective strategies.

#### DISCIPLINE

Please refer to Positive Behavioral Interventions and Supports 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 positive behavior interventions and support (PBIS) plan.

### ELEMENTARY DISCIPLINE LADDER

All elementary students will have a copy of the discipline ladder in their Leadership Notebooks for student and parent review.

### CONSEQUENCES FOR DISCIPLINE REFERRALS TO ADMINISTRATION

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 each year 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 ISI (in school isolation) on the second infraction.
2. **Recess and lunch detention** is generally assigned to students for lower-level infractions.
3. **In-School Isolation (ISI)** has been established to reduce the number of out-of-school suspensions. Administration will notify parents when a student is referred to ISI. In-School Isolation 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 ISI class by 7:45 a.m. with books and materials. No one will be allowed to leave the ISI room once he/she has entered except for scheduled and supervised restroom. ISI 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 ISI because of absence, check-out, or further discipline infractions will receive additional disciplinary action, possibly an additional day of ISI or suspension.
4. **Out of school Suspension\*** is a denial of school attendance for 1 or more days. Students must make up all missed assignments as soon as they return to school.
5. **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.

**\*For a list of infractions that may lead to out of school suspensions, please refer to the Student Code of Conduct.**

### GENERAL RULES OF CONDUCT AT SCHOOL

1. Any object/item that interrupts the educational process will be confiscated until the end of the day, with instructions for it not to come back to school.

2. Teachers will outline classroom rules. Students will be responsible for following these rules.
3. Students should not bring large amounts of money or valuables to school.
4. Students may not gamble, bring playing cards, toys or games to school.
5. Students may not bring gum, food, or drinks into the classrooms. They may not eat in the classrooms unless the food is part of the lesson.
6. 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. Students shall not damage, vandalize, or destroy school property or private property at school.
7. 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. Wrestling, "play-fighting," slapping, tripping and horseplay of any kind are strictly prohibited.
8. 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.
9. 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.
10. 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.
11. Students should be mindful of the cleanliness and care of our school and ground and refrain from littering.
12. Only three students are permitted in a restroom at a time. **Students who consistently disobey rules may be subject to additional consequences administered by administration according to the CPSB Code of Conduct.**

### TELECOMMUNICATIONS & CELL PHONES

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

Cell phones and all other telecommunication devices must be turned off, stowed away in book bags, out of sight and not used during the instructional day or while riding a school bus. For 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.

A student will be permitted to use school telephones only when accompanied by a signed hall pass from a teacher. Phones are available for student use for **EMERGENCIES ONLY**.

### **FIGHTING**

Students will be instructed that they must avoid fighting and that the correct procedure is to report bullying or other hostile behavior against them to teachers or administrators. In addition, students should make every effort to increase personal space rather than engage in any fighting.

Fighting shall result in consequences and procedures which include a thorough investigation along with witness statements and possible suspension according to CPSB policy. Please refer to the Student Code of Conduct for specific procedures concerning fighting.

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

The School Board is the exclusive owner of all public-school buildings and all desks 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. This shall take place with the knowledge and under the supervision of the principal or his designee.

### **THREATS**

Threats of a violent nature, whether verbal or written, will be turned over to the appropriate law enforcement agency to be investigated. Any student involved in such conduct may be recommended for expulsion and/or prosecution.

## **Dress Code / Uniform Policy**

Guidelines for acceptable, normal, good grooming should be taught and enforced in the home by the parents as part of their responsibility in training their children for responsible citizenship. All students are expected to be responsible in their dress and grooming by avoiding extremes and manifesting self-discipline with regards to these regulations. Cooperation of parents is expected. The policy of the Calcasieu Parish School Board shall be that no mode of attire will be considered proper for school wear that distracts or disrupts classroom and school decorum. The Board feels it is the responsibility of each student to use good judgment in one's total appearance so that the attention of others is not distracted from the purpose of school. Cleanliness shall be a basic consideration. For health and safety reasons, students must wear shoes to school.

Any substantial complaint concerning the dress code shall be dealt with by the school administration.

### **School Uniforms**

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 red, 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. Elementary 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, navy blue, or red only) will be allowed under the uniform shirt.
- Maplewood approved Spirit shirt/club shirt may be worn on days determined by the school administrator.
- Administrators may option to have students wear the official school logo on school's designated shirt.
- Shirts must always be tucked in.
- 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 sweatpants, 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.
- Students wearing skirts must wear shorts or bloomers underneath.

- Jeans with no rips or tears- no baggy jeans, no bell-bottoms, no carpenter or cargo styles, no hip-huggers, no side-knee pockets
- 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 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.
- **Appropriate shoes must be worn. Elementary students should wear tennis or athletic shoes to school for their safety at P.E. and daily outdoor activities. No sandals, open-toe shoes, backless shoes, slides, or Crocs will be 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. 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.
- No headwear shall be worn on campus except for knit caps in extremely cold weather.

#### Other Dress Code Regulations:

- Prohibited items include bandanas, skull motif, hair rollers, 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 worn is not to 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.
- Elementary students are not allowed to wear makeup, nail polish, acrylic, or fake nails.
- **Free Dress and days for students will be determined and announced by administration.**

#### Free Dress items that are not acceptable include the following:

- Baggy or saggy 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
- "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

#### **I.D. CARDS**

Elementary students will wear I.D. cards at lunch and library periods. I.D. cards should not be defaced in any way. Students may not cut, mark, or draw on their I.D. 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.

#### EMERGENCIES

Parents are to 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 **REQUIRED** that:

1. An emergency card is placed on file in the office for each student.
2. The card must contain phone numbers where the parents/guardians can be reached.
3. The card must contain the names of ALL relatives, friends, or neighbors who can act on behalf of the parent in the case the parent cannot be reached. **All emergency contacts must present valid identification.**
4. The emergency card must contain the name, address, and phone number of the student's physician.
5. The parent/guardian of a student is responsible for informing the school counselor of medical problems that need to be monitored.
6. 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:**

- Parent will be notified.
- An administrator or designee will transport 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.

### LEGAL CUSTODY

When 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.**

### SAFETY DRILLS

All students will receive training in emergency procedures such as fire drills, stranger danger on campus, inclement weather, 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.

### FIELD TRIPS

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.

**If a parent intends to check out a student after the trip, an email must be sent to administration 24 hours in advance for approval.** 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

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

Grades are assigned quarterly. Each student will receive a report card at the end of each nine weeks' marking period. All student grades will be posted on the Student Access Center for parents to monitor online.

### PROMOTION POLICY

The promotion policy in Calcasieu Parish is based on standards cited in Louisiana Bulletin 74I, policies and regulations of the Calcasieu Parish School Board, and the Calcasieu Parish School System Pupil Progression Plan. Placement and promotion guidelines are subject to change. The Pupil Progression plan may be accessed on the Calcasieu Parish School Board's website ([www.cpsb.org](http://www.cpsb.org)). Please consult the school counselor if you have questions or concerns.

Students will be considered for promotion when all the following requirements are met:

Passing session grades in

- Grade 1-3 ELA and Math
- Grades 2 - 3 ELA and Math
- Grades 4 - 5 Three of the four following subjects: ELA, Math, Science, or Social Studies

\*ELA is an average of language and spelling.

Note: Attendance of a minimum of 167 days during the school year (excused absences are counted as part of the number of days allowed.) To have this requirement waived, those missing more than the allowed number of days missed **excused or unexcused** must attend a Hearing with the Director of Child Welfare and Attendance or his/her designee and obtain approval to be considered for promotion.

- If applicable - SBLC recommendation

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 schoolwork
- If applicable, standardized test scores/assessment scores
- Disciplinary action or expulsion

### GUIDANCE AND COUNSELING

The purpose of the guidance program is to assist every student to develop his capacity to the maximum in the direction most beneficial to himself 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.

### HEALTH AND PHYSICAL EDUCATION

A student may be excused from participation for up to 3 days with a note from the parent stating the reason and the dates. If a student needs to be excused from P.E. for more than 3 consecutive days, he/she must have a note from a physician. **Students must wear appropriate athletic or tennis shoes during P. E. class time.**

### HOME LEARNING ASSIGNMENTS

- Home learning assignments are given by the teacher and are the responsibility of the student.
- 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 a consequence and/or detention 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.

#### 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. **MES has designated two staff members, Lorene Tanner, Elementary School Counselor, and Jasmine Conner, Elementary School Secretary, to be the "homeless" contact persons;** questions concerning homeless student benefits should be directed to them. All information provided will be handled in a confidential manner.

#### 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 suggested.

#### INTERNET USE

Internet is available in every classroom at Maplewood School as well as in computer labs. 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. Every student must have on file the Acceptable Use contract signed by himself and a parent. Any abuse of this privilege may result in the student's loss of computer privileges and ISI 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 only permitted to access their Calcasieu Parish email accounts.

#### 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. Aspirin and Tylenol are medications and as such come under this policy. 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 provide an authorization form (obtained at MES) 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 IS TO HAVE NO MORE THAN A 20 SCHOOL DAY SUPPLY OF MEDICATION IN A PROPERLY LABELED BOTTLE. PARENTS ARE REQUESTED TO BRING MEDICATION TO THE OFFICE BETWEEN THE HOURS OF 7:15 A.M. AND 9:30 A.M.**

#### MEDICATION ON A FIELD TRIP

Medication should be administered to students on field trips only when 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.

#### PARENT ACCESS CENTER - COMPUTERS

Parents may check their students' progress online upon approval from the CPSB Management Information Department. They must fill out the appropriate applications and provide valid identification for approval.

A Parent Access Center for parent computer use is available in the school lobby. Parents may check grades, home learning, and online resources.

#### 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 contacting the child's teacher or the school counselor. Student progress is reported to a parent on the online Home Access Center 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

and to contact the teacher, counselor, or administrator with concerns.

### 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. 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.

### REGISTRATION PROCEDURES

Students must meet age, immunization, and residency requirements for entering school.

#### Age Requirements

- Pre-Kindergarten – four years of age on or before September 30<sup>th</sup> of current school year
- Kindergarten – five years of age on or before September 30<sup>th</sup> of current school year
- First Grade – six years of age on or before September 30<sup>th</sup> of current school year
- Other Grades – based on chronological age and records from transfer school

#### Age Verification

All children, upon entering a Calcasieu Parish school for the first time, are required to present a certified or original copy of their official birth certificate. Children born in Louisiana will be

given a fifteen-day grace period to secure a copy. Children born out of the state will be given a thirty-day period.

### Items Necessary for Registration

To register a child, you must obtain a "Permit to Register through Child Welfare and Attendance."

1. Proof of residence – Child Welfare and Attendance permit obtained by showing proof of address at Rosteet Annex, 2423 Sixth Street, Lake Charles, phone 217-4230.
2. Birth certificate
3. Immunization records
4. Records from transfer school
5. Social security number (card)
6. For students entering from home school program or into 1<sup>st</sup> grade with no previous schooling, an entrance assessment may be given to determine placement.

### Immunizations

All students must furnish proof of up-to-date immunizations as required.

### SCANTRON TESTING

The SCANTRON Performance Series Test is an online norm referenced test tied to State Standards. This test is used as a pre and posttest to show student progress during the school year, to assess for interventions, and to measure growth across grade levels.

### SEXUAL HARASSMENT

Please refer to the Student Code of Conduct for formal procedures for Student-to-Student Sexual Harassment complaints. The coordinator of Title IX can be reached at 1732 Kirkman Street in Lake Charles. The phone number is 337-217-4000. Students who feel they have a sexual harassment claim should report the incident(s) to an administrator or guidance counselor immediately, so that an investigation may be conducted.

### TAKE HOME TUESDAYS

Graded papers and most notices, including Maplewood Elementary Newsletter, will be sent home on Tuesdays, school-wide in the Leadership Notebooks. Please check your students' papers and backpacks on Tuesdays for important papers

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.