



**Maplewood Middle School**  
**Prek-8th Grade**

**Parent/Student Handbook**  
**School Year 2009-2010**

**4401 Maplewood Drive**  
**Sulphur, Louisiana 70663**  
**Office Phone 625-5521**

**Elementary, Ext. 1; Middle, Ext. 2; Principal, Ext. 3**

**Margaret Goode**  
Principal

**Russ Abshire**

**Brad Brinkley**  
Assistant Principals

**Terry Collins**



PARISH SCHOOL SYSTEM  
WAYNE SAVOY, SUPERINTENDENT

# 2009-2010 District Calendar

**Reporting Days**  
Students Report..... 8/18  
End of Session ..... 5/31

**Holidays/Inservices**  
Students Do Not Report  
on the Following Days  
In-School Inservice.....8/13-14  
Systemwide Inservice ..... 8/17  
Labor Day.....9/7  
Teacher Inservice ..... 9/11  
Teacher Inservice .....10/26  
Veterans Day .....11/11  
Thanksgiving .....11/23-27  
Christmas ..... 12/21-1/1  
MLK Day..... 1/18  
Teacher Inservice ..... 1/25  
Mardi Gras.....2/15-16  
Easter ..... 3/29-4/5

**Six Weeks Periods**  
1st..... 9/28  
2nd..... 11/9  
3rd..... 1/12  
4th..... 2/26  
5th..... 4/19  
6th..... 5/31

**State Testing**  
LEAP, GEE, iLEAP.....4/12-16  
GEE Summer Retest .....6/28-30  
LEAP Summer Retest.....6/28-30

**Calendar Code**

- Reporting Periods
- School Holiday
- Teacher Inservice
- Six Weeks Period Ends
- State Testing

AUGUST 2009							SEPTEMBER 2009							OCTOBER 2009						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1			1	2	3	4	5					1	2	3
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31
30	31																			

  

NOVEMBER 2009							DECEMBER 2009							JANUARY 2010						
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	5						1	2
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23
29	30						27	28	29	30	31			24	25	26	27	28	29	30

  

FEBRUARY 2010							MARCH 2010							APRIL 2010						
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	5	6					1	2	3
7	8	9	10	11	12	13	7	8	9	10	11	12	13	4	5	6	7	8	9	10
14	15	16	17	18	19	20	14	15	16	17	18	19	20	11	12	13	14	15	16	17
21	22	23	24	25	26	27	21	22	23	24	25	26	27	18	19	20	21	22	23	24
28							28	29	30	31				25	26	27	28	29	30	

  

MAY 2010							JUNE 2010							JULY 2010						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1			1	2	3	4	5					1	2	3
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31
30	31																			

# Maplewood School, PreK – 8

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

## WELCOME

**Welcome to Maplewood School, PreK – grade 8.** The policies and procedures contained 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 the PTO and parent volunteer program. 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 here and to alter any assigned consequences.

## SCHOOL OFFICES

Please feel free to contact us on any problem or concern at 625-5521. Listed below are the phone extension numbers of various departments on campus.

Elementary School Office	#1
Middle School Office	#2
Principal	#3
Elementary Counselor	#203
Middle School Counselor	#205
Cafeteria	#215
Day Care (3:00 – 6:00 p.m.)	#228

Offices are open from 7:15 a.m. until 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 am in order for them to begin class on time. **Students may not check out after 2:30 p.m. because of high departure traffic.**

**STUDENTS MUST NOT ARRIVE EARLIER THAN 7:10 a.m., because we have no supervision for students earlier than 7:10 a.m.**

## SCHOOL HOURS

### 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. The grade of "U" may be assigned as the grade for that work.
2. No extra credit will be given to raise the grade.
3. Parents will be notified.
4. An administrator will be notified of the actions taken.

### 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.

#### **Act 909 – 1990 Louisiana Legislative Action**

1. Mandates that any student, **sixteen (16) years or older, found guilty of knowledge of and intentional distribution of or possession with intent to distribute** any controlled dangerous substance on school property, on a school bus, or at a school event shall be expelled from school for a minimum of twenty-four (24) calendar months.
2. Mandates that any student who is **under sixteen (16) years of age and in grades six through twelve** and who is found guilty as in (1) above shall be expelled from school for a minimum period of twelve (12) calendar months.
3. Mandates that any student who is **kindergarten through grade five** and is found guilty as in (1) above shall be referred to the local school board through a recommendation for action from the superintendent.
4. Specifies procedures for review or appeal as follows:
  - (A). The parent or tutor of the pupil may within five (5) days after the decision is rendered,

request the school board to review the findings of the superintendent or his designee.

(B). The parent or tutor of the pupil may, within ten (10) days, appeal to the district court for an adverse ruling of the school board/superintendent.

5. Requires that upon recommendation by a principal for the expulsion of any student referred to above, a hearing shall be conducted by the superintendent or his designee to determine whether the student shall be expelled or if other corrective or disciplinary action shall be taken. Until such hearing, the student shall remain suspended from school.
6. Mandates that no student expelled pursuant to this act shall be readmitted to **any public school** in the State except upon the approval of the school board system to which he seeks admittance.

### 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 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. **For student safety, parents should remain outside the gates 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 the gates.**
3. Please do not park in reserved parking areas. We have over 140 people on our staff that must park in our lot. Please park on the west side of the cafeteria in the area reserved for visitor parking.
4. Please note that discharging students on the street is illegal. Blocking business drive-ways is also illegal.
5. You must enter the drive-through from the west side of the school. Left turns on Maplewood Drive into the traffic drive are prohibited.
6. 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. The lane near the west side of the cafeteria is for buses only.
7. All students will be unloaded on the right side of the drive, including students going to breakfast in the cafeteria. The left lane must remain open for emergencies; drivers may not use this lane to pass other cars.
8. When you are exiting the parking lot on the east end, please observe the "No Left Turn" sign at the

end of the driveway. Left turns are prohibited. After turning right onto Maplewood Drive, you may turn left on Center Circle to go back to Maplewood Drive westbound.

#### **Procedure for Arrival to School:**

1. No student should arrive to school before 7:10 a.m. Students arriving at school after 7:45 a.m. are tardy.
2. All elementary students, except 1<sup>st</sup> graders, will enter through the Pre-K/Kindergarten hall entrance.
3. 1<sup>st</sup> graders will enter the 100 Hallway and sit outside of their classrooms.
4. After entering the building, elementary students will report to their assigned areas: 3<sup>rd</sup>, 4<sup>th</sup>, & 5<sup>th</sup> graders - multi-purpose room; Kindergarten and 2<sup>nd</sup> graders – auditorium; Pre-K students report to their classrooms in 400 Hallway. All children should have a book to read while they are waiting for the morning bell.
5. Middle School students should enter the building through the middle school student entrance and report to the Gym. **THEY SHOULD NOT ENTER THROUGH THE GYM DOORS.**
6. **For safety reasons, no students may be dropped off or picked up in the GYM parking lot.** We have no supervisory personnel stationed in this parking lot.
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.

#### **Procedures for Departure:**

1. **First Bell:** ONLY students who ride first bus are allowed to leave at this time. Students must go immediately to their buses. Middle School students may go quickly to their lockers but may not stop at the vending machines on their way to their bus.
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 and car riders. Elementary car riders report to the "black box" located on the east end of the bus port. Elementary students who ride second bus go to their designated waiting area at the bus port. Middle School students should go to

their lockers and then report to the front of the middle school entrance to wait for their buses.

#### **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 160 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

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

Elementary students will give their excuses to their homeroom teachers. Middle School students will present their excuses to the School Clerk located at the Middle School student entrance before 1<sup>st</sup> bell each morning. The School Clerk will issue an admit to the student. After 1<sup>st</sup> bell, students will be required to check in at the front office and present their excuses to the Middle School secretary. 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 given failing grades for work missed during those days suspended with no makeup work allowed.

#### **ATTENDANCE DURING STATE ASSESSMENT**

Every spring, the State of Louisiana schedules State Assessment Week as part of the education accountability plan. **April 12 - 16, 2010 has been selected by the State of Louisiana for assessment.**

**Attendance during the state testing is absolutely 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, everyday, and to schedule appointments after school hours when possible. Being in class for teacher instruction is extremely important. Students who check in before 9:25 are counted as tardy. **Students may not check out after 2:30 p.m.**

#### **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 six 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 third time, parents will receive a written warning. After the third tardy, administration will confer with the parents. **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. 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 Policy:** Two tardies in any class constitutes an office tardy referral for disciplinary action.

- 1<sup>st</sup> Office Referral for Tardiness – warning letter to give parents an opportunity to correct the behavioral problem
- 2<sup>nd</sup> Office Referral for Tardiness – after school detention
- 3<sup>rd</sup> Office Referral for Tardiness – two after school detentions
- 4<sup>th</sup> Office Referral for Tardiness – In-School-Isolation
- 5<sup>th</sup> and Subsequent Office Referral – Out of School Suspension

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

Student eligibility for recognition for six weeks grades is determined by using the following criteria:

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

***Honor Roll*** - no grade for the six 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. 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 as long as 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. In an emergency or extenuating circumstances, students may occasionally be granted permission to ride a bus other than the one to which he/she is assigned. In this case, the parents of the students involved must **each** provide a parent/guardian signed note along with a phone number by which the parent/guardian may be reached during the school day. The notes from both the child requesting to ride a different bus AND the child with whom he/she will ride must be verified and signed by an administrator before permission can be granted. **The notes must be turned in at the beginning of the school day to the appropriate front office secretary.** This permission is granted only on a day-by-day basis.

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**

Well-planned hot meals are served daily at breakfast and lunch in the school cafeteria at a nominal cost. Payments for lunch can be made daily, but **most students pay a week or a month in advance.** Elementary students will take lunch money to their homeroom teachers. Lunch money for middle school is collected in the cafeteria mornings from 7:25 until 7:45 a.m. For bookkeeping purposes, students with credit balances will go to the front of the line, while students waiting to pay at lunchtime must go to the end of the line.

Breakfast is available to all students each day beginning at 7:10 a.m. Students other than bus riders must arrive before 7:35 a.m. to be served breakfast. The cost for breakfast is \$.40.

Lunch in the cafeteria costs \$1.25 for elementary students and \$1.40 for middle school students. Extra milk or juice may be purchased for \$.25 each. **This pricing is subject to change with federal updates.**

**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.

Middle school 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. Anyone without an ID must go to the end of the line for verification.

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

Free lunch forms will be distributed at the beginning of the school year. 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 they 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 from Food Services, we will notify the student. Students must pay full lunch fees OR bring lunches until the student receives the notification of qualification.

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.

**In order 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. Other students should go to the designated lunchtime areas.
2. No lunches may be eaten in the commons area. All students are required to eat in the cafeteria except on specially designated days such as Grab 'n Go lunch days.
3. **Fast food lunches are prohibited.**
4. Middle School students must go straight to the cafeteria if they plan to eat. Middle School students who are not eating lunch should go straight to the commons area and refrain from entering the cafeteria.
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. Middle school students must present an I.D. card to enter the cafeteria line. **Students without an I.D. card must go to the end of the line.**
9. Students who are not prepaid must go to the end of the line.
10. Leave the tops of tables clean.

11. Leave the floor free of debris.
  12. Leave chairs upright and under the table.
  13. Take trays and utensils to the designated area after use.
  14. Do not cut in the food line. Cutting in line will result in disciplinary action.
  15. No running or throwing objects of any kind is permitted.
  16. Pre-K – Grade 2 children may not purchase Slushies or pickle sickles at lunch, nor may their parents purchase these items for them.
- The lunch duty teacher or an administrator will deal with any violations of these rules.

**INCLEMENT WEATHER LUNCH RECESS  
PROCEDURE FOR MIDDLE SCHOOL**

1. After leaving the cafeteria, all students will report to the gym. Girls will sit on the south bleachers, and boys will sit on the north bleachers.
2. Students are to remain seated unless called upon by the duty teacher.
3. Students may not leave the gym once they have entered.
4. When the bell rings, students must wait to be dismissed by the duty teacher.

**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.
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 as to where to pick up students. In some cases students will be evacuated to a site that will be predetermined by the CPSB Risk Management Team.

**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 excluding the ill and 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 vomiting or with 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. The teacher shall examine the student upon his/her return to school.
  - e. Any student excluded from school is excused up to, but not to exceed 4 days. The principal may extend this time if warranted.

**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 eighth grade students. At the end of the fourth six weeks of the seventh grade year, students are considered for membership in this nationally affiliated organization. Students must have at least a 3.4 GPA, not including P.E. or enrichment.

**CHEERLEADERS**

This group cheers at pep rallies and games. Cheerleaders must abide by policy set forth by the sponsor and the cheerleader constitution.

### **CHORUS ( Elementary 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 a requirement of the class; only the choral director can excuse students from participation. Only students who meet participation requirements will be retain Honor Chorus membership.

### **4-H Club**

This club pledges to improve their heads, hearts, hands, and health by selecting and completing one or more projects a year. Grades 4-8 can participate.

### **K.A.S.A. (Kids Against Substance Abuse)**

This club performs skits, dances, and songs at MMS and other area schools to promote awareness of the dangers of drug use among elementary and middle school students.

### **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 is 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 Constitution.

### **STUDENT COUNCIL**

The student council is a service organization composed of middle school 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.

### **THE WAY**

This club is a nondenominational Christian Club that meets weekly for prayer and Bible study after school. The club is student-led and is guided by a faculty member. Grades 4-8 are invited to attend.

### **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.

The information in the Student Code of Conduct outlines consistent expectations for students' behavior in school, 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.

### **DANCES**

Several dances are scheduled during the school year. These dances are open to all Maplewood Middle School students (grades 6-8). All school rules apply at dances. Once a student enters the dance, he/she is not allowed to leave unless picked up by the parent/guardian or designee. Dances are generally scheduled on a Friday evening from 6:00 p.m. – 9:00 p.m. Parents should make arrangements in advance to pick up their students promptly at 9:00 p.m. Parents should pick up their students in the driveway by the front door of the Gym. Students are called from the gym as their parents drive up. For their own safety, students may not walk home or walk to parent cars parked in the parking lot or along the street. Announcements regarding dances will be made at school, in *Principal Notes*, and on our website.

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.

### **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 PBS folders for student and parent review.

## MIDDLE SCHOOL DISCIPLINE LADDER

### Procedures for Level 1 & 2 Infractions

#### First Infraction > Verbal warning

- On the third warning during the same class period, 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.

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

- When the 2<sup>nd</sup> behavior infraction is entered in the student's file, the teacher will phone the parent or guardian, and document the phone call in the electronic file.
- The student will complete a Behavior Reflection Activity to be 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.
- The counselor / intervention team will meet with the student to discuss infractions and school expectations.
- The counselor / intervention team will send a printed copy of the electronic file (letter) to the parent or guardian.
- 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 electronic record of behavior infractions.
- Consequences for behavior infractions will vary depending on the Behavior Infraction Level involved as per the Student Code of Conduct.
- Possible disciplinary consequences include: after school detention, in-school detention, in school isolation, and out of school suspension.

**\*For Level 3 & 4 Infractions, students will be sent directly to an administrator with a behavior referral for the specific infraction.**

## CONSEQUENCES FOR DISCIPLINE REFERRALS TO ADMIN

1. **After School Detention** is assigned for minor infractions. It is held on designated afternoons, usually Tuesdays and Wednesdays, 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. **Morning Detention** is generally assigned to elementary students for lower level infractions.
3. **In-School Isolation (ISI)** has been established to reduce the number of out-of-school suspensions. It is generally assigned *in lieu of 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 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 and lunch breaks. ISI students will be provided with work to complete, specific to the disciplinary infraction. In addition, students will complete assignments sent from classes. If the student does not work properly, 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 be required to complete an additional day of ISI.
4. **Short-term Suspension\*** is a denial of school attendance for 1-2 days. A student shall not be permitted to make up work missed during any period of suspension, and the student is given the grade of "U" for all work missed.
5. **Long-term Suspension\*** is denial of school attendance for 3-5 days. A student shall not be permitted to make up work missed during the period of any suspension. Long-term suspension is assigned for very severe behavior problems.
6. **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 statutorily 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. 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 bring gum, food, or drinks into the classrooms. They may not eat in the classrooms unless the food is part of the lesson.
4. 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.
5. Public displays of affection (PDA) are strictly prohibited on campus.
6. Dark glasses may not be worn in the building.
7. Students must wear their school IDs while on campus.
8. Students shall not damage, vandalize, or destroy school property or private property at school.
9. No student is allowed to put his/her hands or any part of his/her body on another student. Most fights begin with students playing. Keep your hands off other people. 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 and horseplay are strictly prohibited.
10. 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.
11. 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.
12. 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.
13. Students should be mindful of the cleanliness and care of our school and ground and refrain from littering.
14. Students should not block the halls by gathering in large groups. They should not stop to talk in the halls between classes.

15. Students are allowed restroom privileges between classes, and if emergencies arise during class time. Students are not to spend excessive amounts of time in restroom areas socializing.

Students who consistently disobey rules may be assigned detention by the teacher or administration. Parents will usually be notified of disruptive behavior and given an opportunity to correct such behavior before detention is assigned; however, exceptions will be made in the event of severe violation of classroom rules.

#### **ELECTRONIC DEVICES**

No student will be allowed to bring any type of electronic device (i.e. iPod, MP3 player, Gameboy, Walkman, Discman, Radio, TV, Cassette Recorder, laser lights, etc.) on the campus of MMS or on a school bus without permission from administration. Violators will be dealt with by the administration. 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 items.

#### **TELECOMMUNICATIONS & CELL PHONES**

**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, 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.

## FIGHTING / ZERO TOLERANCE

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 Zero Tolerance Procedures which include a thorough investigation along with witness statements and possible arrests according to CPSB policy. Please refer to the Student Code of Conduct for specific procedures concerning Zero Tolerance.

## 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. **This shall take place with the knowledge and under the supervision of the principal or his designee.** A teacher, administrator, or security guard of the same sex as the student to be searched shall do any search of a student's person privately. At least one witness who is of the same sex as said student shall be present throughout the search. Detailed documentation shall be made of all searches. If requested, notification of the search shall be sent to the parents of the student involved.

## 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.

## VIOLENCE PREVENTION PROGRAM

The CPSB, in implementing the Violence Prevention Program, requires that law enforcement officers arrest student aggressors when school officials determine that a fight has occurred on campus, at extra-curricular events, on school buses, and at bus stops.

The Violence Prevention program shall be preventative in nature and is intended to ensure that schools will be a safe haven for all students. Parents can be assured that every precaution will be taken to keep their children safe and to prevent violent acts from occurring at MMS.

## 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.

This dress code policy serves as the students' written warning regarding appropriate dress for school. The first time a student is in violation of dress code, he/she will receive a written warning. The second time administration will contact the parents. On the third dress code violation, the student will be assigned to detention. On the fourth or subsequent dress code violation, the student will be referred for a more severe consequence, such as ISI. A continuous disregard for dress code may result in suspension.

## 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 T-shirts.*

- 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 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 skorts 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 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 at all times. "Flip Flops" are not allowed. Sandals are not allowed in elementary grades.** Elementary students should wear tennis or athletic shoes to school for their safety at P.E. and daily outdoor activities. 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. 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 an/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.

#### 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).
- Sunglasses, nose rings, visible body piercing, and excessive or inappropriate jewelry are prohibited.
- Prohibited items include excessive and inappropriate makeup, painted faces, inappropriate tattoos and stick-on tattoos.
- **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.
- Earrings on boys are prohibited.
- Elementary students are not allowed to wear makeup, nail polish, acrylic, or fake nails.

#### **FREE DRESS**

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
- Exposed midriffs or backs
- Looped pants w/o belts
- Low-necked shirts
- Spaghetti straps/tank tops
- "Flip Flops," Shower Shoes, or Slippers
- Skirts or shorts shorter than 3 inches above the knee
- Tight or revealing clothing of any kind
- Skull motif on any item of clothing

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

Middle school students are required to wear their I.D. cards clipped to their collars, 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 I.D. cards may either call home for a parent to bring the card OR pay \$1.00 for a one-day temporary I.D. card. Replacement

cards may be issued through the assistant principal's office for a fee of \$5.00.

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 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 **important** 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 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.

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 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.

### **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.

### **FIELD TRIPS**

Curriculum-related 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 (absence, discipline, etc.) 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 on the field trip. 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 POINTS	SCALE (%)
A	4	94-100
B	3	87-93
C	2	79-86
D	1	70-78
U	0	69 or below

Teachers are encouraged to assess student progress frequently with a *recommendation* of 8-10 grades/markings period; they will send graded papers home in the databinders every Tuesday for parent/guardian assessment. At the midpoint of each six weeks' marking period, parents will be notified of the students' grades in each subject. Each student will

receive a report card at the end of each six weeks' marking period.

### **ELEMENTARY 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 Calcasieu Parish School System Pupil Progression Plan.

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

1. Passing session grades in  
Grade 1 Reading and Math  
Grades 2 - 3 Reading, Math, & Language Arts\*  
Grades 4 - 5 four of the five following subjects:  
Reading, Math, Language Arts \*,  
Science, or Social Studies

\*Language Arts is an average of language and spelling

2. Attendance of a minimum of 160 days during the School year (excused absences are counted as part of the number of days allowed.) In order 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 in order to be considered for promotion.
3. Passing score on the LEAP test in grade 4.
4. If applicable - grades 1, 2, 3, and 5 test scores are satisfactory
5. If applicable – SBLC recommendation

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, LEAP test scores/assessment scores
- Disciplinary action or expulsion

Placement and promotion guidelines are subject to change. Please consult the school counselor if you have questions or concerns.

### **MIDDLE SCHOOL PROMOTION POLICY**

Any student in the middle school grades is promoted on the basis of successful class work. Successful class work is defined as passing all work or all work except one subject. Failure of two subjects constitutes unsuccessful class work. A student may not be promoted to the 9<sup>th</sup> grade until he/she has scored at or above the Basic level in English or mathematics on the 8<sup>th</sup> grade LEAP 21 *AND* at least Approaching Basic in the other.\* In addition a student must be in attendance a minimum of 160 days in order to receive credit for courses taken.

\*The following website has more info on LEAP 21:  
[www.louisianaschools.net/lde/ssa/testhome.html](http://www.louisianaschools.net/lde/ssa/testhome.html)

### **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.

### **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 frequently.

### **HEALTH AND PHYSICAL EDUCATION**

All elementary and middle school students are required to take physical education. Middle school students must wear a standard Calcasieu Parish gym suit as well as tennis shoes and socks during P.E. All middle school students are required to dress out every day. 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. Elementary students must wear appropriate shoes during P. E. class time.

Middle school students are required to lock their personal belongings, especially purses and valuables, in their assigned lockers during P. E. class. They should never give their combinations to another student.

### **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.
- 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 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.

- All home learning assignments are available on the Maplewood website and Grades 5-8 are on Homework Hotlines (see separate entry).

### **HOMEWORK HOTLINE /WEBSITE**

Students and parents may call 625-5521 #5 to hear the options for grade level homework assignments, available after 4:00 p.m. for grades 5-8 only, Monday through Friday, to hear a recorded message of the assignments for the day.

### **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 two staff members, Lorene Tanner, Elementary School Counselor, and Ronda Wyninger, Elementary School Secretary, to be the “homeless” contact persons.** Questions concerning homeless student benefits should be directed to our school contact persons. 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. All students who participate in school sports and cheerleading must have proof of accident insurance in order to participate in any practice or regularly scheduled games.

### **INTERNET USE**

Internet is available in every classroom at Maplewood School as well as in four 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. 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. For example, students may not send or receive e-mail from school computers, and they may not access, send, receive, or configure electronically any profane or obscene language or pictures.

### **LIBRARY**

Students are encouraged to use the school library for research on varied topics. The library is open during regular school hours. The Accelerated Reader list is available on the Maplewood website.

### **LOCKERS**

Each middle school student will be assigned a locker, which accommodates only one student. After lockers are assigned, students are prohibited from changing lockers or using another student’s locker 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 should not give their locker combinations to any other student.

### **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 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 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 FROM 7:15 A.M. UNTIL 9:30 A.M.**

**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.

**PARENT ACCESS CENTER - COMPUTERS**

Parents may check their students' grades in 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 middle school counselor. Student progress is reported to a parent at the midpoint and at the end of each six weeks marking period. Parents are encouraged to keep up with their child's grades and to contact the teacher, counselor, or administrator if there are any 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. 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.

**PUBLICATIONS**

School publications include the biweekly *Faculty Focus* for the staff, the biweekly *Principal Notes* sent home on **Take Home Tuesdays** for parents/guardians, the *Comet Comments* every six weeks, the website updated weekly, and the yearbook for purchase/order in the fall. *Principal Notes* and *Comet Comments* are also archived on our website under *News*.

**SCANTRON TESTING**

The SCANTRON Performance Series Test is an online norm referenced test tied to Louisiana Standards/GLEs. This test is used as a pre and post test to show student progress during the school year, to assess for interventions, and to measure growth across grade levels. 2009-10 test dates are as follows: Pretest, Aug. 24-Sept. 11; Post, Apr. 26-May 13. Test results are sent home in the red Databinders on Take Home Tuesdays.

### SCHEDULES AND CHANGES

Class schedules are made during the summer for the next school year. We place students in teachers' classes on a random assigned basis. Middle school students are allowed input through exploratory/enrichment choices; they may not make changes once they have made their choices. In addition, students may have foreign language if they meet the criteria. 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.

### 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.

### SPECIALTY EXPLORATORY TEAMS

Specialty Teams for 8<sup>th</sup> grade students include Yearbook Staff, Tech Team, and Art Team. Participation is dependent on academic standing and acceptable behavior. Each sponsor is responsible for establishing appropriate guidelines for their team.

### TAKE HOME TUESDAYS

Graded papers, data-binders, and most notices, including *Principal Notes*, will be sent home on Tuesdays, school-wide. Please check your students' papers and backpacks on Tuesdays for important papers. 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.

### TELEPHONE POLICY

A student will be permitted to use school telephones only when accompanied by a written request from a teacher. Phones are available for student use for EMERGENCIES ONLY. We cannot interrupt classes to give students telephone messages or to get them to call home except in the case of a dire emergency.

### 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. 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 of the textbook.

### VISITORS

Parents are welcome 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**. 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 any classroom visits be scheduled in advance.

### WEBSITE

Our website is a developing resource. Teacher webpages are updated by the classroom teachers themselves. It is our hope that each teacher's webpage will become 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, class rules, schedules, upcoming events, resources, and other valuable information.

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

To visit a teacher's page, click on *Classrooms*. Home learning assignments are updated each Monday by 4:00 p.m. If current home learning assignments are not posted, please notify administration or guidance immediately for assistance.

Check the homepage for upcoming events and spotlights. Click on *News* for archived publications and news events.