

# Parks Middle School Student Handbook 2018-2019



1010-A St. Louis Drive  
Parks, LA 70582  
Phone 337-909-3800  
Fax 337-845-5532

*Mascot - Gators*  
*Colors - Green and White*

# WELCOME

**Dear Students:**

Welcome to Parks Middle School. This handbook is designed to provide you with the information you need to be successful. We encourage you to be an active learner and productive member of the school community. The entire staff at PMS is dedicated to assist you in any and every way that is necessary to ensure your experience here is prosperous and productive. It is our goal to provide you with the necessary knowledge and skills that you will need to successfully proceed into high school. It is our hope that you will invest in your education and development by being responsible school citizens, treating people with kindness and respect, and taking great pride in your school.

**Dear Parents:**

A successful school experience is truly a collaborative effort. It is our responsibility to provide the best possible educational experience we can for the students of PMS. As partners, we must work together to support and encourage our students. Strong, effective communication is the essential element to achieve this goal. Please feel free to contact us with your ideas, concerns and support. I encourage your assistance in making PMS a well-organized, safe and comfortable learning environment where every student feels successful.

Sincerely,

*Wanda Phillips, Ed.D.*  
**Principal**

## **Parks Middle Personnel**

### ***Dr. Wanda Phillips, Principal***

Contact for school-wide suggestions and concerns.

### ***Kortni Nelson, Secretary***

Contact for general school related questions, transportation issues, messages for teachers, records requests (when moving), school events, school fees and to volunteer

### ***Alicia Breaux, Librarian/SBLC Chair***

Contact for library books and fees.

### ***Rebecca Borel, Cafeteria Manager***

Contact for questions about for special dietary requirements.

#### **Fifth Grade**

##### **Teachers:**

Ms. Caillier  
Mr. Kelt  
Ms. K. Wiltz  
Mrs. Broussard

Ms. K. Wiltz  
Mrs. Broussard

#### **French Teacher:**

Ms. Charif

#### **Special Education:**

Mrs. Frederick,  
Paraprofessional  
Mrs. M. Landry, Special  
Education Teacher  
Mrs. Kately, Special  
Education Teacher  
Mr. Hernandez, Special  
Education Teacher  
Mrs. Hebert,  
LPN/Paraprofessional

#### **Custodial**

Mr. Anthony  
Mr. Narcisse  
Mrs. A. Wiltz

#### **Sixth -Eighth Grade**

##### **Teachers:**

Mrs. Cuneo	Ms. Clark
Mrs. C. Landr	Mrs. Foster
Mrs. Nora	Coach Nora
Mrs. Theriot	Mrs. Jean-Batiste
Mr. Neville	Ms. Hunt
Ms. Aucoin	Mrs.
Mrs. Tullier	Trahan-Manuel

#### **Cafeteria Staff:**

Mrs. Castille  
Mrs. Patin  
Mrs. Pete

# PMS REGULAR SCHOOL DAY SCHEDULE

<b>5<sup>th</sup> Grade</b>	<b>Time</b>
1 <sup>ST</sup> Bell	7:50
Transition to HR Class	7:50 - 7:52
Home Room/ Advisory	7:52 - 8:30
1 <sup>st</sup> hour	8:32 - 9:22
Transition to Next Class	9:22-9:24
2 <sup>nd</sup> hour	9:24 – 10:14
Transition to Next Class	10:14-10:16
3 <sup>rd</sup> hour	10:16-11:06
<b>LUNCH</b>	<b>11:07-11:37</b>
Transition to Class	11:37 - 11:40
4 <sup>th</sup> hour	11:40 - 12:30
Transition to next class	12:30-12:32
5 <sup>th</sup> hour	12:32-1:22
Transition to next class	<b>1:22-1:24</b>
6 <sup>th</sup> hour	1:24-2:14
<b>Transition to next class</b>	<b>2:14-2:16</b>
7 <sup>th</sup> hour	2:16-3:10
1 <sup>st</sup> Dismissal Bell (1 <sup>st</sup> Load/Car Riders)	3:10
2 <sup>nd</sup> Dismissal Bell (2 <sup>nd</sup> Load/Walkers)	3:12

# PMS REGULAR SCHOOL DAY SCHEDULE

<b>6-8<sup>th</sup> Grade</b>	<b>Time</b>
1 <sup>ST</sup> Bell	7:50
Transition to HR Class	7:50 - 7:52
Home Room/ Advisory	7:52 - 8:30
1 <sup>st</sup> hour	8:32 - 9:22
Transition to Next Class	9:22-9:24
2 <sup>nd</sup> hour	9:24 – 10:14
Transition to Next Class	10:14-10:16
3 <sup>rd</sup> hour	10:16-11:06
Transition to Class	11:06 - 11:08
4 <sup>th</sup> hour	11:08 – 11:58
LUNCH	12:00-12:30
Transition to next class	12:30-12:32
5 <sup>th</sup> hour	12:32-1:22
Transition to next class	<b>1:22-1:24</b>
6 <sup>th</sup> hour	1:24-2:14
<b>Transition to next class</b>	<b>2:14-2:16</b>
7 <sup>th</sup> hour	2:16-3:10
1 <sup>st</sup> Dismissal Bell (1 <sup>st</sup> Load/Car Riders)	3:10
2 <sup>nd</sup> Dismissal Bell (2 <sup>nd</sup> Load/Walkers)	3:12



## **Vision Statement**

The vision of Parks Middle School is to educate and prepare all students to rise to a higher level of academic excellence.

## **Mission Statement**

We, the Parks Middle School Family, ensure that all students will learn.

## **Arrival and Dismissal Procedures**

Students should arrive on time and be prepared to learn.

### **Arrival:**

- **Bus Riders:** Fifth grade students will immediately report to Building D. Sixth, seventh and eighth grade students will immediately report to the gym. Sixth graders will sit on the floor in the gym. Seventh grade students will sit in the bleachers on the left side of the gym as you enter. Eighth grade students will sit in the bleachers on the right side of the gym as you enter. Breakfast will be served beginning at 7:15 a.m. Please wait until the duty teacher dismisses your section for breakfast.
- **Car Riders:** Students should not arrive before 7:15 a.m. All students should be dropped off in the front of the school. Students who eat breakfast are to go **directly** to the cafeteria. All other students are to report to their designated areas.

**All** students should be at school by 7:45 a.m. Students arriving after 7:50 a.m. must be signed in by a parent. Any student who is not in class by the tardy bell will receive an a.m. tardy.

### **Dismissal:**

The first dismissal bell will ring at 3:10 p.m. for first load bus riders. The second dismissal bell will ring at 3:13 p.m. for car riders, walkers, and second load bus riders. Students are to be picked up in the designated pick-up area only. Bus riders must go directly to the bus area. Any student attending a school practice is to go to the team meeting area immediately. Failure to follow these rules may lead to loss of privileges and disciplinary action.

### **Parent procedure for Car Line in the afternoon:**

- **Parents may not begin lining up before 2:50 p.m. each day.**
- Please access the car line from St. Jude and turn left onto St. Louis Drive.
- Remain in line until you are motioned to move forward.
- Please have your student's card displayed on the dashboard so that it is viewable by school personnel.
- School personnel will be on duty to assist with exiting the school campus.

## **Check-In and Checkout Procedures**

**Check In:** All tardiness without proper documentation (original doctor excuse, etc.) is unexcused, but it is important for students to be checked into school by an adult in order for make-up work to be assigned. Any student signed in by a parent/guardian will be allowed to make up assignments according to BPSB policy.

**Check Out:** Students are not allowed to leave the school premises without proper authorization from the office.

Parents/Guardians needing to check students out during the school day must report to the office and sign the student out.

Only parents, guardians, and persons authorized on the student's registration form will be allowed to check a student out of school if a parent is unavailable. **PICTURE IDENTIFICATION IS REQUIRED TO CHECK A CHILD OUT OF SCHOOL.**

Students who need to check out for illness must report to the office to contact a parent/guardian **ONLY**.

**Every attempt should be made to avoid check outs during lunch shifts and after 2:45 p.m..**

## **Attendance and Absences**

### **ATTENDANCE, ABSENCES, TRUANCY & WITHDRAWAL**

Students shall be expected to attend every student activity day scheduled by the St. Martin Parish School Board. In order to be eligible to receive grades, junior high school students shall be in attendance **180** days have no more than **13** excused or unexcused absences in a school year. (*Bulletin 741*)

The standards of attendance apply to tardies; junior high school students shall have no more than **13** excused or unexcused tardies in a school year.

Any student elementary students missing **fourteen (14)** days, excused or unexcused, shall be denied credit. In order to ensure that parents and students are properly notified of a student's attendance problem, the following procedures have been instituted.

#### **A. GRADES PRE-KINDERGARTEN THROUGH GRADE 8 ATTENDANCE**

1. Any student having **three (3)** excused or unexcused absences, tardies, or early checkouts from school:
  - a. A computer generated letter should be sent to the home
  - b. The parent/guardian shall be contacted by a school official to discuss the student's absences. This may be by telephone.
2. Any student having **five (5)** excused or unexcused absences, tardies, or early checkouts from school:
  - a. A computer generated **5-Day Letter** should be sent home.
  - b. An appointment letter with a specific date and time shall be sent to the parents/guardian who, along with the student, shall meet with the principal or designated person to discuss the absences. The parent/guardian is expected to meet with the school official.
  - c. Contract should be presented to the parent/guardian by a school official and signed by student and parent agreeing that the student will comply with the attendance policies.
  - d. If the parent/guardian fails to attend or respond to the appointment letter, an immediate referral should be made to the Child Welfare and Attendance Supervisor or Attendance Coordinator and copies forwarded for referral to FINS.
3. On any student having **ten (10)** excused or unexcused absences, tardies, or early checkouts from school:
  - a. The student and parents will be referred to the District Attorney's Office (Truancy FINS)
4. When forwarding information the following student information shall be included: truancy documentation, grades, discipline, and basic family information.
5. Any students missing **fourteen (14)** days, excused or unexcused, shall be denied credit shall be referred to FINS by the school, the Truancy Coordinator or TASC/Early Intervention. *(According to La R.S. 17:221, the only exceptions to the attendance regulation shall be the delineated extenuating circumstances that are verified by the Supervisor of Child Welfare and Attendance.)*

### **Tardiness**

Students are considered tardy (late) to class when he/she enters the classroom after the tardy bell stops ringing. The teacher will have any/all tardy students report to the front office for a tardy slip. Once given a tardy slip, the student must report directly to class. Tardy count and consequences are cumulative.

Students arriving to school after 8:00 a.m. are considered late/tardy to school.

#### **Tardy Consequences –**

- ❖ 1<sup>st</sup> Referral – 2 tardies – conference with student/contact parent
- ❖ 2<sup>nd</sup> Referral – 3 tardies – conference with student, contact parent, assign one hour afterschool detention
- ❖ 3<sup>rd</sup> Referral – 4 tardies – conference with student, contact parent, assign four hours detention
- ❖ 4<sup>th</sup> Referral – 5 tardies – conference with student, contact parent, assign one day detention
- ❖ 5<sup>th</sup> Referral – 6 tardies – conference with student, contact parent, assign one day Out of School Suspension, FINS referral



## **Assignment Requests and Make Up Work**

After an absence, students should return to school with a note from a parent that includes the date(s) absent and excuse.

### **TYPES OF ABSENCES**

The days absent for students shall include excused absences, unexcused absences, and suspensions.

1. **Excused Absences:** Students shall be considered excused from school for personal illness, serious illness in the family, death in the family (not to exceed one week), or for recognized religious holidays of the student's own faith. All original excuses must be submitted within three (3) school days, if not, absences shall be considered unexcused. Proper documentation includes original doctor excuses, subpoenas, obituaries, and health center excuses. Parental notes and phone calls are not acceptable documentation for absences. **Students who turn in proper documentation within the allotted time will be allowed to make-up work for full credit.**

2. Unexcused absences: Students shall not be excused for any absences other than those listed above. Students shall not be excused from school to work on any job including babysitting, agriculture, and domestic service, even in their own homes. **Students will be allowed to make-up work and earn eighty percent (80%) of the actual score earned. The absence(s) will still be considered unexcused.**

3. Suspensions: Student absences as a result of any out of school suspension shall be counted as unexcused and shall be given failing grades for those days suspended. Upon students return to school, students suspended shall be allowed to make-up work for days suspended only. **Students will earn seventy percent (70%) of the actual score earned for all make-up work.**

Any absences shall be considered unexcused until the proper documentation is presented to school officials. All original excuses must be presented within three (3) days of return to school.

In the event a student will be absent for more than three consecutive days, parents may contact the school office to obtain assignments.

## **Bus Information and Procedures**

School bus guidelines have been adopted by the St. Martin Parish School Board in order to provide safe transportation to and from school.

**A violation of a bus rule may result in loss of bus privilege, disciplinary action, suspension, or expulsion. All buses are equipped with video cameras that continuously monitor student passengers. Bus drivers are permitted to make reasonable rules for the safe and proper transportation of students. Horseplay is not allowed on buses and may result in removal from the bus, as riding the bus is a privilege.**

If it is necessary for you to ride a bus other than the one you are assigned, you must bring a note from your parent or guardian stating the following information:

- The name of the student you are riding with
- The address of the student whose home you are going to
- The bus number of that student
- Parent or guardian signature

**A note is also required from a parent or guardian giving permission for a student to ride with them. Written permission must be on file from both parents/guardians.**

Please be aware that due to some overcrowding, there may be some buses that cannot accommodate any extra students and will not be allowed to take students who are not assigned to those buses for safety reasons. **Students may be refused permission to ride other buses as deemed necessary by school administrators.**

## **Conferences**

Parents may schedule conferences with the teachers or administrators by calling the office (909-3800) during school hours. If a parent needs to speak with an individual teacher about a classroom issue, your message will be forwarded to that teacher.

## **Homework**

Homework is a necessary part of a student's educational experience. It is essential that everyone consider their part in this important aspect of student success. The HMS administration will provide policies and procedures relating to homework to the faculty, students, and parents. Homework completion is essential for a student's academic success. Homework includes written assignments, studying, practice, and projects.

## **Uniform Policy and Dress Code**

### **A. STUDENT DRESS & APPEARANCE CODE**

The St. Martin Parish School Board has a responsibility to establish a dress and appearance policy that balances the rights of its students for freedom of expression and individuality against its duty and responsibility to maintain a positive learning environment on campus and to foster the values of the communities served by the public schools.

Students will wear clothing and optional accessories that do not detract from the learning process. To ensure an atmosphere of order, discipline, and safety, which are prerequisites to providing education, students will be required to follow the guidelines below at school, on a school bus, or at a school sponsored activity or field trip:

1. All students enrolled in St. Martin Parish shall wear school IDs.
2. If earrings (including "body piercing" jewelry) are allowed by individual school policy, they can only be worn on the ear.
3. Heavy chains hanging from belt loops or pockets and other type items are prohibited.
4. Hair curlers and rakes of any kind are prohibited.
5. Sunglasses (unless prescribed by a physician) are prohibited. A principal or designee may request a statement from the physician.
6. Book bags, Knapp sacks, or other bags used to carry student books and accessories must be mesh or see-through.
7. Gang-related jewelry, insignias, colors, paraphernalia, and materials are prohibited. Such may vary school to school and may change year to year.
8. Make-up, hair designs, and hair colors which cause undue attention, distracting from the educational environment as determined by the principal, are not allowed.
9. Excessive jewelry or clothing that is considered a distraction or a danger by the administrator is prohibited. (ex. Black trench coats, large dangling or hoop earrings, oversized purses etc.).
10. Body art/tattoos which cause undue attention, distracting from the educational environment as determined by the principal must be covered.

### **B. ELEMENTARY AND JUNIOR HIGH UNIFORM CODE**

**Appropriate Parish approved Uniform Allowed (Grades Pre-K through 8):**

**Shirt:** Solid color: Red or white  
Polo (golf)  
Short or long sleeves

Two or three buttons at the top front and collar

No emblems, insignias, or monograms

Designated school PBIS uniform shirt

**Jumpers:** Allowed grades Pre-K - Grade 6

Uniform Navy Blue

Uniform shirts must be worn under jumpers

Styles must be cotton twill or cotton blend (no jean material)

Set in-side pockets, no patch pockets

Hems no more than 2" above knees when student kneeling

Navy blue shorts must be worn under jumper

**Skirts:**

Solid color: Navy blue

Style must be cotton twill or cotton blend (no jean material)

Hems no more than 2 inches above the knee when student is kneeling

Must be worn at waistline

**Skorts:** Allowed in Grades Pre-K - Grade 6

Solid color: Navy blue

Style must be cotton twill or cotton blend (no jean material)

Hems no more than 2 inches above the knee when student is kneeling

Must be worn at waistline

**Shorts:** Allowed in Grades Pre-K – Grade 6

Solid color: Navy blue

Style must be cotton twill or cotton blend (no jean material)

Set in-side pockets, no patch pockets

Hems no more than 2 inches above the knee when student is kneeling

No pockets on pant legs

Can be pleated or flat front

Must have front waistband and belt loops

Elastic allowed on back and sides

Must be worn at the waistline

**Slacks:**

Solid color: navy blue

Style must be cotton twill or cotton blend (no jean material)

Set in-side pockets, no patch pockets

No elastic or gathered at the ankles

Must be hemmed and length not to exceed top of shoe

No pockets on lower legs

Can be pleated or flat front

Must have front waistband and belt loops

Elastic allowed on back and sides

Must be worn at waistline

Cropped, stirrup, parachute, wind, stretch/warm-up, and jean-style pants not allowed

**Belts:**

Mandatory when wearing slacks, shorts, or skirts (with belt loops)

Belt buckles must be plain/large or oversized belt buckles are not allowed

Emblems, insignias, or initials prohibited

Appropriate length for waist size

**Socks/Tights:** Mandatory wear

**Shoes:**

No sandals, boots, moccasins, crocs, slippers, or heels above one inch

Close toe and close heel shoes

If tie shoes, shoes should be properly tied  
No roller blade, lighted or any extraordinary features

**T-Shirts/Undershirts, Turtlenecks/Mock Turtlenecks:**

Solid color: School color, black, gray, white  
No designs, emblems, insignias, or monograms  
Can only be worn under polo shirt

**Hats/Caps:**

No caps, “do rags”, sweatbands, sportbands, bandanas, hairnets, wrap caps, or scarfs are allowed on buses, playgrounds, or inside buildings.  
Winter knit pullover hats shall be allowed on buses and outdoors during cold weather.

**Spirit Shirts:**

A school approved spirit shirt may be worn on the pre-designated days, not to exceed one day a week. No jeans allowed.

**Coats & Jackets: PRE-K - 6**

Coats and jackets of any color (zip or pull-over) are acceptable. Hoods may not be worn in the building. No long, below the knee dusters or trench coats allowed.

**Coats & Jackets: 7 - 8** Solid color: School color, black, gray, white, or navy

School issued jackets are permissible (letter jacket, A-team, band, etc.). Coats, jackets, and sweaters (open front, zip, and button) are not to be worn in the building. No long, below the knee dusters or trench coats allowed.  
Sweatshirts: School color, black, gray, white

**General Information:**

The uniforms will be classic-traditional style. No baggy or oversized clothes will be allowed. All clothing worn must be appropriate size, not oversized or too tight. Shorts and slacks must fit at the waist and the crotch (within one size of student’s actual waist and in-seam measurement). All clothing must be hemmed (not frayed or slit at the seams or stapled or taped at the hem) and may not have any holes or tears. Pants or skirts which are too tight, revealing, or which allow underclothing to show are not allowed. Shirts must be worn tucked into slacks, shorts or skirts so that the waist is visible. Sweaters, sweatshirts, or jackets worn in cold weather do not have to be tucked in. Belts must be kept in the belt loops. Girls may wear shorts under their skirts or jumpers as long as the shorts are not visible. Socks or tights must be worn.

**Pre-Designated Days/Spirit Days:**

The principal may allow on the pre-designated days for student on an approved list to wear “A” Team t-shirts, 4-H shirts, spirit shirts or their Boy/Girl Scout sashes. All other school uniform clothing must be worn on pre-designated days. This is also true for field trips.

**Incentive Days:**

Principals may allow for special dress days, including jeans, for school incentives.  
(ex. Perfect attendance, Honor roll, Student of the month, positive behavior support)

## **Dress Code Violations**

**Uniform Violation:**

- First Offense: Conference with student, parental contact, redress
- Second Offense: Conference with student, parental contact, redress
- Third Offense: Conference with student, parental contact, redress, **assigned one hour of after school detention**
- Fourth Offense: Conference with student, parental contact, redress, **four hours of detention**
- Fifth Offense: Conference with student, parental contact, redress, **one day in-school suspension**

**ID Policy Violation:**

- First Offense: Conference with student, parental contact, temporary ID (50 cents fee)
- Second Offense: Conference with student, parental contact, temporary ID (50 cents fee), **no P.E.**

- Third Offense: Conference with student, parental contact, temporary ID (50 cents fee), **assigned one hour of after school detention**
- Fourth Offense: Conference with student, parental contact, temporary ID (50 cents fee), **four hours of detention**
- Fifth Offense: Conference with student, parental contact, temporary ID (50 cents fee), **one day in school suspension**

## **Positive Behavior Interventions and Support**

In an effort to establish Parks Middle School as a safe, welcoming and purposeful learning environment, we have implemented a program called Positive Behavioral Interventions & Supports (PBIS). PBIS actively encourages students to achieve their academic potential while also behaving with good character. At PMS the focus is on teaching and encouraging appropriate behavior in all areas of the school, concentrating on the instruction of being a **STAR** Gator; **Show** respect, **Treat** others with kindness, **Always** be safe, and **Reach** for the stars. Students who are respectful, kind, safe and ready act appropriately so they maximize their learning opportunities and do not detract or interfere with the learning opportunities of their classmates. Students are actively involved in learning what STAR means and looks like in all areas of our school. The staff will recognize and reward students for good behavior. The staff will issue checks called Gator Bucks to students when they observe behavior aligned to STAR principles. The Gator Bucks can be used to purchase a variety of items from the Parks Store in the main office, privileges from teachers and the library, and access to special PBIS activities.

### **PBIS Incentives**

One of the best aspects of PBIS is the positive rewards for students displaying STAR behavior.

- Daily: **Star Student** – eat first and sit at special table
- Weekly: **STAR Time** – 20 minutes on Friday of reward time
- Every two weeks: **STAR Store** – cash in Gator Bucks for prizes or privileges
- Mid-Nine weeks: **STAR Dress** – allowed to wear jeans with a spirit or club shirt
- Nine Weeks: **Shining STAR** – Dancing in the gym

### **After School Detention**

After School Detention is the primary disciplinary action for students who routinely break the tardy policy, repeatedly receive uniform violations, or for major rule violations as an alternative to Saturday Detention, GASP, or suspension. It is preferred to more severe consequences because students do not miss classroom instruction from their classroom teacher. If assigned, students are to report to After School Detention in the BAC at 3:20 p.m. on their assigned day (after school detention will be held on Tuesday and Thursday). **There is no school provided transportation for detention, thus parents will need to arrange transportation. Students are not allowed to walk home from detention. Parents will be notified in advance of student placement in detention.** Failure to report to detention will result in a suspension from school. If a student is assigned detention on the day of an extra-curricular activity or sports practice, they must complete the detention before participating in the extracurricular activity, practice, or game.

## **Student Expectations and Rules**

## School Rules:

1. Follow all classroom rules and procedures. Classroom rules and procedures will be posted in each classroom and will be discussed by each teacher during the first few days of school.
2. Adhere to the student dress code.
3. Leave gum, candy, food, and drinks at home. Gum chewing is not allowed in any classroom or area of the school. **Students are not allowed to bring any food or drinks to school other than lunch.** Students must eat their lunch during designated lunch times only.
4. Respect the rights of others.
5. Keep your hands, feet, and hurtful words to yourself.
6. Obtain permission to leave class. Students may not leave the classroom without a hall pass
7. Public Display of Affection (PDA) is prohibited at school and at all school events.
8. Leave electronic devices at home. Use of electronic devices at PMS is prohibited. (See Cell Phone and other Electronic Device section of the handbook.)
9. Use appropriate voice and language in all areas of the school.
10. Walk and talk during class changes. Students are not allowed to congregate in halls or common areas of the school during changes. Students are expected to be walking directly to their assigned destination, to the restroom, or to get water.
11. Walk on paved walkways only in the designated direction. Students are not allowed to walk, visit, run, or play in grass/dirt areas of the campus during class changes or lunch shifts.
12. **REFRAIN FROM FIGHTING: STUDENTS WHO FIGHT AT SCHOOL ARE SUBJECT TO ARREST, SUSPENSION, AND POSSIBLE EXPULSION/EXCLUSION FROM SCHOOL.**
13. Students may not possess any instrument capable of inflicting bodily harm.
14. Students may not possess alcohol, tobacco, or drugs on or near PMS property.
15. Students may not possess lighters or matches on school property.
16. Students may not be involved in gambling, immorality, inappropriate behavior, or extortion on or near school property.
17. Students may not damage, deface, vandalize, or destroy school property or illegally enter school buildings.

**Violating any of these rules will result in a Disciplinary Referral, After-school detention, suspension, and/or recommendation for expulsion/exclusion depending on severity and frequency of rule violation. If a law is violated, the student is subject to arrest.**

## **ADDITIONAL INFORMATION REGARDING BEHAVIOR EXPECTATIONS:**

### **Minor Infractions (*Handled by Classroom Teacher*)**

**Disturbing the class (talking out of turn, standing, walking around the room, not sitting in assign seat)**

**Horseplay (non-violent, non-sexual)**

**Teasing**

**Food (eating, drinking, chewing gum, popping gum)**

**Student not on task (not completing class assignments)**

**Throwing objects (piece of paper in the classroom)**

**Minor disrespect (smacking lips, sucking teeth, rolling eyes)**

**Uniform (shirt not tucked in pants and ID not visible)**

**Sleeping (sleeping in class, head down on desk)**

**P.E. Uniform (not dressing out for P.E.)**

**Not prepared for class (no textbook, pencil, pen or paper)**

**Minor profanity (slip of the tongue and not directed at anyone)**

### **Seating (sitting on the top of the desk)**

### **Teacher Interventions: 3 minor infraction leads to a major referral write up**

- **First Step:** Give warning, restate the expectation and/or rule
- **Second Step:**

Redirect student	Student conference
Re-teach expectation	Remedial work
Seating change	Verbal Cue
Phone parent	Extra time spent on task

- **Third Step:**

Reflective assignment (required parent signature)  
Student contract  
Loss of privileges

- **Fourth Step: Loss of PE-** One hour after school detention assigned
- **Fifth Step:** Referral to office for major discipline consequence

### **Major Infractions: (Handled by Administrator)**

Disruption of the learning process  
Willful disobedience  
Treats authority with disrespect  
Makes unfounded charge against authority  
Uses profane and/or obscene language  
Obscene gestures  
Conduct injurious to others  
Uses/possesses controlled dangerous substance  
Uses/possesses tobacco products or lighter  
Uses/possesses alcoholic beverages  
Disturbs class/violates school rules  
Vandalism  
Possesses weapon or firearm  
Possesses instrument which can be used to inflict harm or injury  
Instigates or participates in fights  
Leaves school premises or classroom without permission  
Is habitually tardy and/or absent  
Is guilty of stealing  
Commits any other serious offense

### **Consequences:**

Detention  
In School Suspension  
Loss of Privileges  
Out of School Suspensions  
Recommended for Expulsions  
Parent/Teacher Conference

## **Assemblies**

Students are to be courteous and respectful at all school activities. Each student is personally responsible for the impression made by the school as a whole. Unacceptable behavior in assemblies includes whistling, uncalled for clapping, boisterousness, and talking during a program. Students are to sit in their assigned areas with their teachers during all assemblies. **Students who do not display appropriate behavior during an assembly will not attend any more assemblies for the semester and will receive disciplinary action as determined by administration.**

## **Halls and Class Changes**

Students are only to be in halls during class changes or with a signed hall pass. While changing classes, students are to continue moving toward their next class. Students are not to use time between classes to stop and visit with friends. Students should make every effort to keep traffic flowing smoothly during class changes. Students are to **walk on the right side** of the hall. Loud talking, yelling, and causing disruption to traffic flow are not allowed. Sidewalks have been marked with one way arrows – please follow the correct traffic flow. Violation of these rules will result in disciplinary action.

## **Bullying**

Parks Middle School has a NO bullying policy. We take bullying very seriously whether it is verbal, physical, or cyber bullying. We ask any person being bullied or any student aware of bullying to report this activity to school personnel immediately. Your name will be kept confidential. Our goal is to have a safe, secure, and bully-free campus and community. Students are prohibited from making threats toward students, administrators, school board members, other school board employees, and/or school property.

**Students who bully other students are subject to disciplinary action.**

Act 861, enacted during the 2012 Louisiana Legislative Session, requires that all school districts in the state to adopt an official policy prohibiting bullying of students while on school property, at a school sponsored or school-related activity or event, on a school bus or van, at any designated school bus stop, and in any other school or private vehicle used to transport students to and from schools, or any school-sponsored activity or event.

The Act defines bullying as any pattern of obscene gestures; written electronic or verbal communications that threaten harm; taunting; malicious teasing; physical acts, not limited to hitting, kicking, pushing, or damaging personal property; and repeatedly shunning or excluding students from activities.

Under the new law, school officials who receive a complaint of bullying are required to verbally report the allegation to the principal the day of the incident and in writing within two days of the incident. The principal is required to notify the students' parents and launch an investigation within one school day and complete the investigation within ten days.

## **Cell Phones and Other Electronic Devices**

Cell phones and similar electronic devices (iPod, MP3 players, etc.) are prohibited for all students in grades pre-Kindergarten through 12.



When a principal or designee has reasonable cause to believe, and after verifying the same, discovers that a student is using or operating any electronic device while on school grounds or on a school bus in violation of school board policy, that student shall be subject to disciplinary action.

Parks Middle School will also utilize parish policy for random search with a metal detector. “Random searches with a metal detector of students or their personal effects may be conducted at any time, provided they are conducted without deliberate touching of the student.” You can find the entire Search and Seizure Policy in the SMPSB Handbook.

The following consequences will be administered for an Electronic Device Violation:

- **First Offense:** Remove device, conference with student, contact parent.
- **Second Offense:** Remove device, conference with student, contact parent. **PHONE WILL BE HELD BY SCHOOL FOR 5 DAYS.**

**An Electronic Device Violation during state testing will result in a Recommendation for Expulsion.**

## **School Sponsored Trips, Special Activities, and Events**

Students who have maintained good attendance, good behavior, and have not been suspended from school during the semester OR assigned detention for the two weeks prior to the field trip or event will be allowed to participate on the field trip or event. Some trips, especially out-of-town trips, may have special rules and more rigorous guidelines designed by the trip sponsor and approved by the administration (please read all permission slips carefully and make a copy for your records). Regular attendance (as defined by the administration) is required for students to attend trips. All school rules are in effect while on field trips with the school.

## **Student Messages**

Messages **will not** be taken for students during school hours. In the case of an **emergency** please contact the school office.

## **Visitors and Conferences**

We encourage parents to visit our school, attend your child's programs and sports events, and become an active part of our school community. All classroom visits must have principal approval and should be prescheduled. These visits should be purposeful and planned. **All visitors must sign in at the office.** All teacher conferences should be scheduled through individual teachers. Conferences with teachers should be arranged before school, after school, or during the teacher's planning time.

## **Lost and Found**

Any items found on campus are to be turned in to the office immediately. Students may check with the office if an item is lost during their lunch time. Under no circumstances should any item that has been found be taken from school property. Keeping items that do not belong to you will result in disciplinary action. **IT IS IMPORTANT FOR NAMES TO BE WRITTEN IN PERMANENT MARKER ON THE INSIDE TAG OF CLOTHING ITEMS.** Items not claimed within one month will be discarded or donated to charity.

# **Fund Raisers and Selling Items on Campus**

The only items that can be sold at school are those that are part of a school sponsored activity. No other items may be sold or traded on the school campus.

## **Textbooks**

Textbooks are assigned to students on a loan basis. Students are responsible for the storage and care of their textbooks. They are not to be written in or defaced in any manner. Parents will be expected to be responsible for any damage to textbooks and will be billed accordingly. Damages include:

1. Torn covers or pages
2. Soiled or written-on covers or pages
3. Broken bindings
4. Missing book covers or pages

### **Guidelines for Textbook Fines –**

- Minor damage (writing, torn pages) - \$1.00
- Major damage (still useable, damaged corners, major writing, or excessive wear - \$2.00
- Rebinding (edges or cover-spine damage) - \$8.50
- Cover(s) missing, pages missing, book unusable – Price of book

## **Cafeteria**

All students should purchase a lunch or bring a NUTRITIOUS lunch from home. Meals from restaurants bearing the restaurant's name are not allowed at school. Any food brought to school must be in a non-labeled container. Students should visit quietly and keep their area clean. Students are not allowed to take food or drink from the cafeteria. Students may only purchase concessions during their lunch break.

## **SPORTS**

Parks Middle School participates in several competitive sports including boys basketball, girls basketball, girls volleyball, boys track, and girls softball. Try-outs are held during the school year and will be announced in advance during the morning announcements.

### **Track**

Eligibility: Any PMS student in the 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup> or 8<sup>th</sup> grade that has met the SMPSB Parish Athletic requirements concerning age and GPA.

Tryouts will be held in February (weather permitting) after school and during PE. Skills in running, jumping, and throwing will be timed or measured to determine who will compete in the track meets and continue to be a member on the track team. Discipline "issues" that may occur will be dealt with at the administration and coach's discretion.

Practice will continue each afternoon or during PE with the exception of track meet days. Practice schedule and tryouts may change at the coach's discretion.

## **PMS Softball**

Eligibility requirements: Players must be 7th or 8th grade students and must maintain a minimum GPA as outlined in the Park Middle School Athletics by-laws. Students must submit a contract signed by the student and parent prior to trying out. The contract outlines expected behaviors and consequences, and it is modeled after the contract required by the Haughton High Softball team. Equipment Manager positions are open to 6th graders only and students must meet the same eligibility requirements as players. Team members and equipment managers are selected through a tryout administered by the softball coaches and one other coach.

## **4-H**

Any student can join 4-H. If you are interested in shooting sports, showing animals, gardening, or volunteering, this is a great club to join. All students have to turn in fees for t-shirt & dues and then are given a 4-H application. If anyone is interested in being an officer, they will be required to fill out an officer application. Each application is scored by a rubric system based on their activities of their previous years in 4-H. Members are encouraged to attend our monthly meetings and officers are required. Monthly meetings will be held every first Wednesday, in the art room, from 7:15 to 7:40. The deadline for ALL applications will be September 30th.

## **National Junior Honor Society**

The HMS chapter of the National Junior Honors Society is comprised of 8th grade students who meet/exceed high national standards in education, leadership, and community involvement in their local school and community. The organization is primarily a service organization, focusing on enriching/enhancing the lives of HMS students and the Haughton community through activities such as peer tutoring, the Thanksgiving food drive, collection drives for Providence house, etc. Students are deemed eligible for membership at the end of their 7th grade year. A cumulative grade point average of 3.5 or above, as well as teacher recommendation and a clean disciplinary record are the eligibility requirements. Once a student becomes a member of NJHS, they are required to maintain a 3.5 GPA each nine weeks, maintain an exemplary discipline record, and perform a required number of community involvement services in order to remain a member in good standing. Students who accept the invitation to join the HMS chapter are inducted into the National Junior Honor Society in a special ceremony in accordance with the National Junior Honor Society's by-laws.