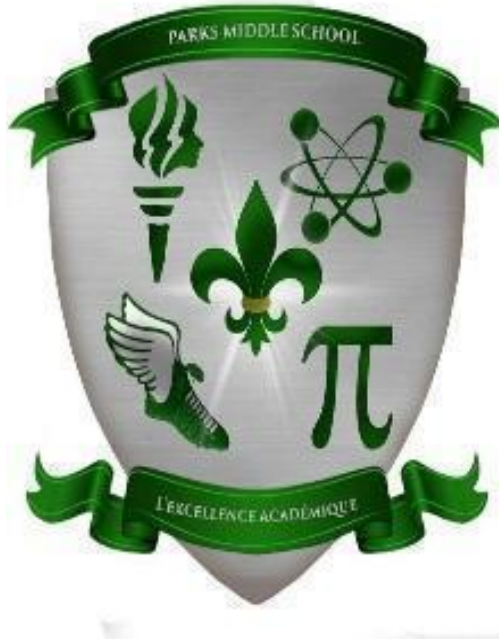


# Parks Middle School Student Handbook 2025-2026



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

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

# WELCOME

Dear Students, Parents, and Guardians:

I want to officially welcome you to a new school year at Parks Middle School. I am very excited to begin the 2025-2026 school year with your students. As a native of the Parks Community, I am especially grateful that I get to continue to serve the community that I grew up in and work even harder than I did last year to help our students to grow and learn. As we gear up for an amazing new school year, I want to extend a warm welcome to all of our returning students and a special greeting to our new students joining the Parks Middle School family. Just as parents and stakeholders are committed to your students' success, myself and the faculty and staff here at Parks Middle School are also committed to be here for you and your students throughout the school year. This handbook is your guide to a successful year. It's filled with important information about our school's policies, expectations, and the many opportunities available to you. Think of it as a roadmap to help you navigate your academic journey, discover new passions, and make the most of your time here. Our goal is to successfully prepare your students for high school and prepare them for the pathway they choose beyond high school.

Our school is more than just a building; it's a community. It's a place where students can learn, grow, and build lasting friendships. As your principal, my goal is to ensure that students have a safe and supportive environment where they feel challenged, inspired, and valued every day. Working hand in hand with us to improve your child's experience will make their progress this year even better than last year's success. We want to partner with you as parents and guardians to provide the best education, support, and encouragement for your students to do their best while they are attending school on our campus. While academics are our main focus, we also put emphasis on treating others with kindness and respect, while taking pride in their school and community.

Please take the time to read through this handbook, and if you have any questions, don't hesitate to ask a myself, Mr. Scott, our Assistant Principal, our teachers, or any staff member. We are all here to support you as a parent and help our students succeed. It truly takes a village, with all stakeholders involved, to make Parks Middle School a safe, comfortable, positive, and successful learning environment for all students. I look forward to the energy and enthusiasm your students will bring to our hallways and classrooms. Let's make this a year of great learning, new achievements, and incredible memories.

Sincerely,



*Mrs. Natalie P. Foster, M.Ed.*  
Principal

## Parks Middle Personnel

### ***Mrs. Natalie P. Foster, Principal***

Contact for curriculum/academic concerns, school-wide suggestions, concerns, meetings, school events, parent concerns, and Attendance concerns

### ***Mr. Keith Scott, Assistant Principal***

Contact for school-wide, discipline concerns, PBIS events, and parent concerns related to discipline

### ***Mandy Landry, Secretary***

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

### ***Alicia Breaux, Librarian/SBLC Chair/Technology Coordinator/Testing Coordinator***

Contact for library books and fees, SBLC Meetings, Testing, and Chromebook questions/concerns

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

Contact for questions about free/reduced meals or lunch accounts and for special dietary requirements.

#### **Fifth Grade**

#### **Teachers:**

Ms. K. Wiltz

Mrs. Patin

Ms. Sinegal

#### **Sixth -Eighth Grade Teachers:**

Mr. E. Wiltz

Mrs. Jean-Batiste

Mrs. LeBlanc

Mrs. Williams

Ms. Clark

Mr. Shawn

#### **French Teacher:**

Madame Charif

#### **Cafeteria Staff:**

Mrs. Borel

Ms. Batiste

Mrs. Leblanc

Ms. Alexander

#### **Itinerant Teachers:**

Mrs. Bobb, Speech Pathologist

Ms. Lokey, Talented Theater

Mr. Martin, Talented Art

Mr. Frishberg, Talented Music

Mrs. Hayes, Gifted Teacher

Mrs. Boudreaux, Adapted PE

#### **Sp**

Mrs. Kately, Special Education Teacher, Math and ELA, Lead SPED Teacher, St. Martin Parish  
Mrs. Vanessa Savoy, Special Education Teacher  
Mrs. Smith, LPN/Paraprofessional  
Ms. Fantella, Paraprofessional  
Ms. Denise, Paraprofessional

#### **Instructional Support Staff:**

Mrs. Alicia Breaux, Librarian/SBLC Chair/Technology Coordinator, Testing Coordinator

#### **Custodial Staff:**

Mr. Anthony

Mr. Narcisse

Mrs. Simon



## Vision Statement

Parks Middle School will teach students and facilitate them scoring proficiently on summative assessments by scoring Mastery and Above or exceeding learning goals and expectations set forth during their previous school year to become successful learners who are college and career ready.

## Mission Statement

We, the Parks Middle School family, ensure that all students will learn by providing equitable, rigorous instruction teaching standards and differentiating instruction in every classroom to bridge learning gaps of all students.

## Arrival and Dismissal Procedures

**Arrival:** All students should be at school by 7:45 a.m. and report to their homeroom class. Students arriving after 7:50 a.m. (5-minute grace period) must be signed in by a parent. Any student signed in after 7:50 a.m. bell time will receive a “Late to School” tardy and have to be signed in by a parent in the front office.

### **Dismissal:**

Students will dismiss daily at 3:15 p.m. or 3:18 p.m. depending on the way they go home (Car rider, Walker, 1<sup>st</sup>/2<sup>nd</sup> load Bus rider.) All car riders and 2<sup>nd</sup> load bus riders will be placed in the gym and supervised by duty teachers. **All car riders MUST be picked up in the car rider line. Students CANNOT be picked up in the front of school, unless properly checked out and will be documented with a “Checked out by Parent” on their attendance record for the day. Checkouts in the afternoon should be done before 3:05 p.m., or there may be a delay in your student coming to the office for checkout.** Administrators will be at the bus stop to call both bus and car riders for departure at the end of day.

### **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 Hwy 347 and turn left onto St. Louis Drive.
- Remain in line until you are motioned to move forward.
- Wait until all 1<sup>st</sup> load busses leave campus to begin to pull up in the car rider line to pick up your student.
- 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. Students CANNOT be dropped off without being signed in when they are late to school (Arrival at 7:50 a.m. or later). If they are not signed in, they will not be properly checked in. Any student signed in by a parent/guardian will be allowed to make up assignments according to SMPSB policy. **Please keep in mind excessive late check-ins to school could result in missing credit and failure of a subject for the class they are missing, and could warrant referral to FINS (See the following Attendance portion of handbook.)**

**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 with proper ID 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.** If a parent/guardian would like to add someone to the checkout list, and they cannot come in person to update the student demographic form, they must email the request including their name giving permission for another person to be added to the student demographic for pickup. A picture of license or state-issued ID must be copied onto the request as well to ensure the parent or guardian is making the request.

Students who need to check out for illness must report to the office to contact a parent/guardian ONLY. Students who are actively throwing up, have a fever, or have diarrhea must be checked out and not allowed to return for 24 hours. This will be excused because the student cannot return to school until they are free of fever, vomiting, or diarrhea for 24 hours. **Every attempt should be made to avoid check outs during lunch shifts and after 3:05 p.m. Please keep in mind excessive early check-outs from school could result in missing credit for the class they are missing, and could warrant referral to FINS (See the following Attendance portion of handbook.)**

## 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 **14** 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 **14** excused or unexcused tardies in a school year.

Any student 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, late check-ins, tardies to class, or early checkouts from school:
  - a. A computer generated **3-Day 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, late check-ins, tardies to class, 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 to also sign an Attendance Contract.
  - 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, late check-ins, tardies to class, or early checkouts from school:
  - a. The student and parents will be referred to the District Attorney's Office (Truancy FINS—Families in Need of Services)
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 (Anytime after 7:50 a.m.). Students have adequate time for transitions to get to class on time each hour. Teachers will mark tardies every hour. Tardy count and consequences are cumulative.

Students arriving at school after 7:50 a.m. are considered late/tardy to school. If the gate to enter school in the back is locked, students are late and must report to the office to be signed in Late by a parent or guardian.

**Please keep in mind, tardies are counted on the attendance system as “unexcused absences” for students and can result in referral to the District Attorney’s office and the FINS program. (See Attendance portion of Handbook.)**

**Tardy Consequences – Referrals will begin again every 9 week period.**

- ❖ 1<sup>st</sup> Referral – 3 tardies – conference with student/contact parent
- ❖ 2<sup>nd</sup> Referral – 6 tardies – conference with student, contact parent, one recess intervention
- ❖ 3<sup>rd</sup> Referral – 9 tardies – conference with student, contact parent, 2 days recess intervention
- ❖ 4<sup>th</sup> Referral – 12 tardies – conference with student, contact parent, Saturday detention
- ❖ 5<sup>th</sup> Referral – 15 tardies – conference with student, contact parent, 1 day in-school suspension

## 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. **Students will earn full credit 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. Students must adhere to bus driver guidelines and rules in addition to rules outlined in the SMPSB student handbook. **A violation of a bus rule may result in loss of bus privilege, disciplinary action, suspension, or expulsion. Bus referrals can also lead to in-school consequences including school suspension and recommendation for expulsion, depending on severity of offenses.** All buses are equipped with several 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 leave school on a mode of transportation other than the one you are assigned to, you must be made a car rider with the proper documentation for all info to be verified. Students CANNOT ride another bus for any reason. Students are only allowed to ride the bus they are zoned to ride.

## **Conferences**

Parents may schedule conferences with the teachers or administrators by calling the office (337) 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 or you can email the teacher. If you need to speak to an administrator, the quickest way to see Mrs. Foster or Mr. Scott is to schedule an appointment, when it is possible, ahead of time. This will prevent you from having to wait when you come to school to meet with someone. Administrators are on duty daily and in classrooms on a schedule throughout the day. The best chance to speak with someone quickly is to schedule an appointment. You can reach out via email, by calling the school, or through JCAMPUS Connect app if you need to reach an administrator. Email for Mrs. Natalie Foster, Principal is [Natalie\\_Foster@saintmartinschools.org](mailto:Natalie_Foster@saintmartinschools.org), Mr. Scott, Assistant Principal is [Keith\\_Scott@saintmartinschools.org](mailto:Keith_Scott@saintmartinschools.org), and Mrs. Alicia Breaux, SBLC Chair is [Alicia\\_Breaux@saintmartinschools.org](mailto:Alicia_Breaux@saintmartinschools.org).

## **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 PMS 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. If you visit the district website and click on our school name, you will see every teacher's name. You can click on your student's teachers' name, and you can see what their assignments are for homework for each teacher they have.

## **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 5**

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: Allowed in Grades Pre-K - Grade 5**

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 5**

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 12 \*\*New Policy on Shorts this School Year\*\***

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 3 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  
**No Crocs, rubber shoes, boots, or slippers**

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

Solid color: navy, red, or white  
No designs, emblems, insignias, or monograms  
Can only be worn under polo shirt

**Hats/Caps:**

No caps, "do rags", sweatbands, sport bands, 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: NO HOODIES OR JACKETS WITH HOODS**

Coats, jackets, and sweaters (open front, zip, and button) of any color **without a hood** are acceptable. Solid colored: Black, Navy, White, Red, Gray, Maroon, Purple, Gold, or PM Green with minimal designs are allowed. **No multi-colored or Camouflage sweatshirts or jackets allowed.** Spirit wear, school jackets or sweatshirts, and school issued jackets are permissible (letter jacket, A-team, band, spirit wear etc.). No long, below the knee dusters or trench coats allowed. **Hooded jackets (with or without zippers are NOT acceptable.)**

**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. **Failure to follow uniform policy, will result in uniform violations and minor infractions being issued. \*\*See Dress Code Violations Section Below.\*\***

**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. Students who earn incentive dress days must follow policy and dress code description sent home. **Even if students earn an incentive, they must follow the guidelines sent home. Failure to follow guidelines, will result in a uniform violation and minor infraction. \*\*See Dress Code Violations Section below.\*\***  
(ex. Perfect attendance, Honor roll, Student of the month, positive behavior support)

## Dress Code Violations

Students who report to school in inappropriate attire or violate school dress code will have to call home for proper attire and will also be issued consequences according to the following Dress Code Violation Policy. Failure to bring proper attire to school may result in a student being assigned to in-school suspension for the day due to being out of dress code.

### Uniform Violation:

- First Offense: Conference with student, parental contact, redress  
**\*\*Any offense after the 1st offense will result in the parent/guardian having to pick up the item during school hours\*\***
- Second Offense: Conference with student, parental contact, redress, **assigned Recess/Lunch Intervention/Minor Infraction Issued**
- Third Offense: Conference with student, parental contact, redress, **assigned 2 Days Lunch Intervention, Minor infraction issued**
- Fourth Offense: Conference with student, parental contact, redress, **assigned 1 Week Recess/Lunch Intervention, Minor infraction issued**
- Fifth Offense: Conference with student, parental contact, redress, **Saturday Detention, Major infraction issued**
- Sixth Offense: Conference with student, parental contact, redress, **one day in-school suspension, Major Infraction issued**

### ID Policy: (Part of Dress Code—Students are out of uniform if they are not properly wearing their ID's)

All students are required to wear an ID at all times on campus. ID MUST be worn with pocket and lanyard. Students who do not have their ID with all parts, MUST purchase a temporary ID in the morning before the bell rings. The cost is \$1.00 per temporary ID needed. It is a good practice to keep ID's in small pouch of backpack when leaving campus to always have their ID with them. **If a student needs a new ID or ID parts issued due to losing their ID, the cost is \$7.00 for a new ID. ID cards cost \$5.00, Lanyards and Pockets are \$1.00 each.**

### Violation:

- If a student doesn't have the fee the day of or the next school day, they will be assigned to Intervention time. This is not documented with a discipline referral or affect PBIS Incentives for the student. This is to teach students responsibility.

## 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 prepared, 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. Students have opportunities to earn the following types of monthly incentives and rewards.

## **PBIS Incentives**

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

- Monthly: **Dress Day/Incentive Time** – Students can dress in specific attire and receive snacks provided by the PBIS team and participate in events on a monthly basis as a reward for positive behavior.
- Student of the Month: Teachers from each grade level nominate a Student of the Month from each grade level. Each winner will receive a certificate and a treat bag from the PBIS Team
- Nine Weeks: **Shining Stars**- Students with all A's, A's and B's, or ACE (All A's, B's, and 1 C) on report card will get a reward from the principal

**\*\*Tickets will be sent home and electronic notices will be sent out via JCAMPUS Connect app out when students earn an\*\* incentive.**

## **Recess/Lunch Intervention/Saturday Detention**

Intervention time consequence will be during a non-instructional time during the day. If a student is assigned to Saturday Detention, it is the responsibility of the parent to transport their student there. There is no school provided transportation for Saturday detention. Parents will be notified in advance of a student placement in detention. **Failure to report to Saturday Detention will result in an additional consequence issued.**

## **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. Snacks brought to school on days that are not specified incentive days is a violation of school policy. **These items will be confiscated and thrown away.** Students must eat their lunch during designated lunch times only. If students bring lunch to school, they can only bring meal items. **Students cannot bring in lunch bags full of only snacks. They will be required to get a lunch plate in the school cafeteria if this is all that they have brought for lunch. If a student has a special diet due to dietary concerns, we must have documentation in the office from a doctor.**
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. This includes air pods (any wireless headphones or pods), Apple Watch devices, Meta Bluetooth glasses, or similar electronic devices. 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. **Students should only be in the area of their class area. Being in buildings where they do not have classes will result in consequences being issued.**
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 vapes on PM property. **Possession/use of a vape will result in Major Infraction, Suspension, citation issued by police, and attendance required at an Anti-Smoking Clinic for student and parent/guardian. Vapes with any illegal substances will result in more severe consequences according to District Discipline Policy in addition to the consequences listed above.**
16. Students may not possess lighters, matches, or any accessories for smoking devices on school property.
17. Students may not be involved in gambling, immorality, inappropriate behavior, or extortion on or near school property.
18. Students may not damage, deface, vandalize, or destroy school property or illegally enter school buildings or busses.

Violating any of these rules will result in a Disciplinary Referral, Student Conference, Intervention, Saturday 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 being issued a citation or arrest.

**\*\*Please also keep in mind there are some actions that may or may not result in school consequences, but if a parent/guardian of a student presses charges, it MAY result in criminal charges or a citation being issued outside of school.\*\***

#### ADDITIONAL INFORMATION REGARDING BEHAVIOR EXPECTATIONS:

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

Refusing to follow directions

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, not wearing a school uniform shirt, ID not visible, and wearing inappropriate clothing or items that are not allowed, or dressing inappropriately on dress days.)

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)

Being out of Area

### Teacher Interventions (Minor Infraction Form Process):

- **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	Safe Seat (attach)
Loss of privileges	Contact parent
Extra Time spent on task	
- **Fourth Step:** If the behavior continues, students will be written up on a level on the minor infraction form. Depending on behavior, a Time Out will occur with administration. Teachers have discretion to issue intervention when a student is written up on a level on the minor infraction form, which could result in loss of privileges during the school day. **Once the 4th level is completed on the minor infraction form, a minor consequence will be issued. Once a student has been issued 3 completed minor infractions, each completed minor infraction will result in a major infraction with a major consequence listed below.**

### Major Infractions: (Handled by Administrator)

**\*\*Some of these offenses may also result in citations being issued by police and/or recommendation for expulsion.\*\***

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, vape, 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  
Making Homicidal threats toward individuals on campus

### Consequences:

Student Conference  
Recess Detention  
Saturday Detention  
In School Suspension  
Positive Behavior Center  
Loss of Privileges  
Out of School Suspensions  
Recommended for Expulsions  
Parent/Teacher Conference

## Threats Made on Camus

Any student making a threat on campus, suicidal or homicidal, will have to go through the following processes:

- Any student making a suicidal threat will have to be picked up from school immediately, (They cannot go home on a bus after making any threat.) and an appointment must be scheduled with the School Based Health Center in Breaux Bridge. Once cleared, the student can return to school
- Any student making a homicidal threat, regardless of intent, will have to be picked up from school immediately, (They cannot go home on a bus after making any threat.) and an appointment must be scheduled with the School Based Health Center in Breaux Bridge. **Students making homicidal threats may also be suspended, recommended for expulsion, and issued a citation by police regardless of intent of the comment.** Once cleared by the health center and consequence served (if applicable), a student may return to school if there is no recommended Expulsion or a favorable determination has been made from an Expulsion hearing.

**After a student makes 2 threats, they can no longer be seen and cleared by the School-Based Health Center. A private psychologist, counselor, or psychiatric facility must clear the student with proper documentation.**

## 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 an ePass electronic hall pass generated on the ePass system. While changing classes, students are to continue moving toward their next class using the proper walkways. 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 in the correct direction according to expectations set up and communicated with students. Students are to **walk on the right side** of the hall or sidewalk. Loud talking, yelling, and causing disruption to traffic flow are not allowed. Students are only allowed to be in designated areas (Walkways and hallways) of their classes. Violation of these rules will result in disciplinary action for being out of area.

## **ePASS/RESTROOM**

ePASS is a digital hall pass management system adopted by St. Martin Parish School Systems to monitor movement of students to all areas on campus in addition to bathrooms, such as library, office, gym, etc. PASS enhances security, accountability, and efficiency in managing student movements during the school day to ensure the safety of all students. Students generate a pass when transitioning outside of regular transition times to monitor their whereabouts on campus throughout the day. This includes but not limited to bathroom use, going to office library, or another class on campus, etc. ePASS sends notifications to teachers of students who have extended the time permitted to transition to areas outside of the classroom on campus. Teachers and students manage the implementation of PASS. Students are allowed a certain number of restroom passes per 9 weeks. Students are allowed to use the restroom during alternate times such as the morning when they go to breakfast, PE, and Lunch/Recess without using a pass. Restroom passes renew every month. **Students with a medical excuse signed by a doctor can go to the restroom as needed without limit.** Excuses must be updated every school year with a signature and diagnosis from a medical doctor. Students will still have to utilize the ePass system to track their location on campus when going to the bathroom. Students are allowed to use the restroom during alternate times such as the morning when they go to breakfast, PE, and Lunch/Recess without using a pass. Restroom passes renew every new 9 week period.

## **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. Please report when your student informs you of any bullying or teasing activity that may be occurring. 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 and depending on severity can also be labeled with the State Department of Education as a Bully.**

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 (AirPods, iPod, MP3 players, Meta Bluetooth Glasses, or any wireless headphones or air pods etc.) are prohibited for all students in grades pre-Kindergarten through 12. Students are only allowed to have wired headphones ONLY. Possession of prohibited electronic devices will result in the same consequences as cell phone violations.

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 search and 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: Devices are only returned to parents. Students **DO NOT** get devices back at the end of the day. **Students cannot bring any devices on campus for any adult to hold for them. They are not Allowed.**

- **First Offense:** Remove device, conference with student, contact parent. **Minor Infraction Issued**
- **Second Offense:** Remove device, conference with student, contact parent, **Major Infraction Issued, Saturday Detention**
- **Third Offense:** Remove device, conference with student, contact parent, **AOS (Alternative to Out of School Suspension)**
- **Fourth Offense:** Remove device, conference with student, contact parent **AOS (Alternative to Out of School Suspension)**
- **Fifth Offense:** Remove device, conference with student, contact parent, **1-Day Suspension**

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

The school is not responsible for any electronic devices brought on campus that are lost or stolen, as they should not be brought on campus.

## 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 will be allowed to participate on the field trip or event, or students must meet individual requirements set forth for the field trip. If there are safety concerns for students due to incidents that have occurred on the school campus, that student may be required to attend the trip if earned with a parent or guardian in attendance as well. 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

Students and parents should only message teachers or school staff via email or approved District platform, such as Remind or school emails.

## 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 with an administrator and not just with the teacher.** These visits should be purposeful and planned. These will only be scheduled according to need. **The principal reserves the right to deny anyone visiting classrooms.** Conferences with teachers should be arranged before school.

## 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.

**Items confiscated that violate school dress code policy—hoodies, shoes, etc. will be donated to charity 2 weeks after school closes if they are not picked up by a parent or guardian.**

## 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 between students.

## 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
- If the book is a consumable book the student needs to write in, it must be brought to school daily for use. Loss of a consumable book will result in a replacement fee of \$50 and up, depending on cost, for the book to be replaced.
- Depending on the type of book, parent/guardian will have to pay for a new textbook at cost if damaged beyond use.**

## 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 cannot bring only snack food items for lunch.** 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. **Water fountains are operating. Students no longer need to bring water bottles on campus daily.** Students who bring their lunch in a lunch bag may have water that remains in their lunch bag to be consumed in the cafeteria ONLY.

## Sports

Parks Middle School participates in several competitive sports including boys basketball, girls volleyball, and girls softball. Try-outs are held during the school year and will be announced in advance during the morning announcements. Our PE teacher/Coach has guidelines for students who can try out for teams. Students who are chosen for teams for all sports offered at Parks Middle **MUST** sign an athletic contract with school guidelines regarding discipline and grade requirements, and parents must attend the parent meeting before the season begins. This is Mandatory. Any student or parent refusing to sign an athletic contract will not be allowed to remain on the team. Grades will be checked on all game days at any point of the day. Students with F's when grades are checked are not permitted to play for any reason. **Failure of student and parent/guardian to sign and adhere to guidelines will result in the student being removed from the team regardless of financial investment. Please review these policies before trying out for Sports Teams. Refunds will not be given for anything purchased for the team if your student is removed from the team for discipline or behavior.**

## 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 month in the 4-H sponsors classroom at the designated school time. The deadline for ALL applications and fees paid will be August 29th. The cost to join 4-H is \$10

## Student Chromebook Policies

All students will have use of a Chromebook according to district 1:1 technology policy. **Chromebooks will not go home for any students this year.** Students will have use of devices in each classroom as needed. Students will get a Chromebook in the morning during Homeroom each day and return it to Homeroom at the end of the day. Each student and parent or guardian are responsible for the care and use of the Chromebook that is being issued. There is Chromebook insurance that covers up to \$125 of damages for the Chromebook that can be purchased for \$30 for one child or \$60 per family of children. If you elect not to purchase this or damages to the Chromebook exceed \$125, the parent or guardian will be held accountable for paying for the damages before another Chromebook can be issued. Please see the following list of guidelines and policies for chrome books.

- Students should use the Chromebook “as is” and NOT download any additional applications or extensions, change the screen in any way, remove the Google Account Logo on the screen, remove the case, or change out any of the accessories. **Teachers monitor this during student use using a program. If anything inappropriate is detected, consequences will be issued according to severity of the situation and what they are inappropriately viewing or doing with the Chromebook.**
- NO food or liquids should be put near the Chromebook.
- Students should NOT swap parts with other students, even if they are siblings. All parts are coded to your student. This includes the charger and case.
- Parents or guardians will provide wired ear buds or headphones for your students. Teachers do not have these in their classrooms for students. They cannot be borrowed from another student.

The following information are guidelines and consequences for misuse of Chromebook hardware or failure to follow the protocols listed above.

- ANY damages to Chromebooks, intentional or not, are the responsibility of the parent or guardian. If the parent or guardian does not purchase the Chromebook protection plan, they will have to pay the fines for the damages before their child will be issued another Chromebook. If they purchase the protection plan, damages will be covered up to \$125.

- If a Chromebook is stolen, the parent or guardian must file a police report and provide information of the police report to the school for us to turn in to district personnel.
- If a Chromebook is lost, the parent or guardian is responsible for replacing it.
- If a student owes a fee for Chromebook damage, it needs to be paid as soon as possible, so we can issue another Chromebook. There will also be incentives for students throughout the school year. If students owe a fine for Chromebooks or any other reason, they will not be allowed to participate in certain activities.

The following actions with Chromebook misuse and misuse of computer software can result in an infraction (major or minor depending on the severity of the action) and/or a fine for the student. It can also result in a student not being allowed to utilize a Chromebook in the classroom. In this case, teachers will copy what is needed on paper for the student to complete assignments. Actions are listed below, but not limited to:

- Intentionally damaging the Chromebook hardware by throwing, slamming, stepping on, or banging on the keys of the Chromebook.
- Changing the screen or any software on the Chromebook.
- Downloading Proxy sites to access blocked websites.
- Making changes to filters created to prevent visiting inappropriate sites from being accessed on the Chromebook.
- Not following the directions of the teacher while using the Chromebook and visiting sites that may not be blocked, but should not be accessed during instruction. This also includes Cyberbullying another student or students. **Anything being viewed that is threatening in nature or inappropriate for school will result in automatic major referral, suspension, and possibly issuance of a citation by police, or recommendation for Expulsion.**
- Using another student's username and password is fraud, and it cannot occur. Students should only use their username and password to access the chrome book and any websites on the Chromebook, such as iREADY, Prodigy, etc. **If a student believes their Chromebook username or password is compromised, they should notify administration and Mrs. Breaux, Technology Coordinator, immediately.**
- Adding extensions for games or other prohibited applications onto the Chromebook.
- Anything else that may damage or compromise the hardware or software of the Chromebook in addition to the actions listed above.
- Violating any of the agreements signed by student and parent when the Chromebook was issued.

## Metal Detectors

All students must walk through metal detectors daily when they enter campus. This is part of district policy to have safe schools and ensure students do not enter school with weapons. Visitors to the front office must also walk through metal detectors to enter campus. Any student suspected of having a weapon or prohibited items will also be searched. A parent will be contacted via phone call, and a form will be sent home notifying the parent/guardian that a search was conducted and what the outcome of the search was.