



W. W. Lewis Middle School

2026–2027 Student Handbook

Fostering a culture of respect, belonging, and academic excellence for all students every day.

1752 Cypress St • Sulphur, LA 70663

Phone: 337-217-4700

Table of Contents

1. Welcome to WWL
2. School Leadership & Contact Information
3. Mission, Vision & School Pride
4. PBIS Expectations
5. Arrival & Dismissal Procedures
6. Bell Schedule & Important Dates
7. Attendance Policies
8. Academic Success & Student Supports
9. Dress Code Expectations
10. Technology Expectations
11. Discipline Procedures
12. Cell Phones & Electronic Devices

13. Cafeteria, Hallways, and Restroom Procedures

14. Forgotten Items & Drop offs

15. Crisis & Safety Procedures

16. Extra-curricular Opportunities

17. Parent & Student Acknowledgement

Welcome to WWL

Welcome to W. W. Lewis Middle School! At WWL, we are committed to creating a safe, supportive, and engaging learning environment where all students can succeed academically, socially, and emotionally.

Our staff believes in building strong relationships with students and families while maintaining high expectations for learning and behavior. We encourage every student to become actively involved in academics, athletics, clubs, leadership opportunities, and positive school culture.

This handbook is designed to help students and families understand the expectations, procedures, and supports available at W. W. Lewis Middle School. We encourage families to review this handbook together and contact us with any questions throughout the school year.

We are proud to be WWL Rebels!

School Leadership & Contact Information

Principal	April Gonzales	April.gonzales@cpsb.org	Ext. 5802
Assistant Principal	Vincent Caldwell	Vincent.caldwell@cpsb.org	Ext. 5803
Assistant Principal	Baleigh Cooper	Baleigh.cooper@cpsb.org	Ext. 5818
Assistant Principal	Karen Andrews	Karen.andrews@cpsb.org	Ext. 5804

Mission Statement

Foster a culture of respect, belonging, and academic excellence for all students, every day.

PBIS Expectations

At W. W. Lewis Middle School, we believe every student contributes to the success of our school community. Our PBIS expectations help create a campus that is safe, respectful,

productive, and welcoming for all students.

Prompt	Arrive on time and prepared to learn.
Productive	Stay on task, participate, and do your best.
Positive	Encourage others and maintain a good attitude.
Polite	Treat students, staff, and visitors with kindness and respect. Empathetic towards others – treats others how you would like to be treated.

Students demonstrating these expectations may earn PBIS rewards, incentives, special event opportunities, and recognition throughout the school year.

Arrival & Dismissal Procedures

- Students begin arriving on campus at 7:00 AM, and all students begin departure at 3:10 PM.
- Car riders are expected to have a ride passing through the car line no later than 3:30 PM.
- Bus riders are typically picked up by 3:30 PM. However, there are instances of bus splits which can delay riders departing.
- Walkers dismiss at the crosswalk on the Southeast (near Mike Willis Ford) and Southwest (near 4D outfitters) corners of campus. Walkers **MUST** use crosswalks when exiting the campus.
- Our car line doors on the north side of the school will close at 7:45 AM. If the doors are closed, please pull to the front of the school – If arriving after 7:50 AM, students must be signed in by a parent/guardian in the front office.
- During dismissal, we ask that all cars pull up to the front of the line to allow for the maximum number of students to be picked up at a time to keep our car line flowing efficiently.
- If a change must be made to your child's method of transportation at dismissal, please call the office at 337-217-4700. We will announce these changes during afternoon announcements.

Bell Schedule & Important Dates

Reporting Days

Students' First Day.....8/13
 Students' Last Day5/26

Holidays/In-services

Students Do Not Report on the Following Days
 System Offices Closed7/3
 Teacher Virtual PD8/6
 Paras Report to Work.....8/10
 System-wide In-service 8/7, 8/10
 School Level In-Service8/11-12
 Labor Day9/7
 System/School In-service10/9
 Fall Break..... 10/12-13
 Election Day.....11/3
 Veterans Day 11/11
 Thanksgiving 11/23-27
 Christmas..... 12/21-1/1
 Teacher In-service1/4
 MLK Day 1/18
 Mardi Gras2/8-10
 System/School In-service3/15
 Easter Break.....3/26-4/2
 Teacher In-service 5/27-28
 Memorial Day5/31
 Juneteenth Holiday 6/18

Nine Week Periods

1st 10/16
 2nd 1/11
 3rd 3/18
 4th 5/26

State Testing

LEAP ELA/Math/Sci. (3-8) TBA
 EOC Fall CBT TBA

Calendar Code

- Students' First Day
- Last Day for Students - Half Day
- School/Employee Holiday
- System-wide In-service
- Teacher Virtual PD Day
- Teacher In-service home school
- System/School In-Service Day
- Nine Weeks Period Ends
- Time Change

182 Teacher Work Days
 172 Instructional Days
 4 Emergency Days



Calcasieu Parish School Board

BUILDING FOUNDATIONS FOR THE FUTURE

2026-27 District Calendar

July 2026							August 2026							September 2026						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4							1			1	2	3	4	5
5	6	7	8	9	10	11	2	3	4	5	6	7	8	6	7	8	9	10	11	12
12	13	14	15	16	17	18	9	10	11	12	13	14	15	13	14	15	16	17	18	19
19	20	21	22	23	24	25	16	17	18	19	20	21	22	20	21	22	23	24	25	26
26	27	28	29	30	31	23	24	25	26	27	28	29	27	28	29	30				
30	31																			

October 2026							November 2026							December 2026						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	1	2	3	4	5	6	7			1	2	3	4	5
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
25	26	27	28	29	30	31	29	30						27	28	29	30	31		

January 2027							February 2027							March 2027						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2		1	2	3	4	5	6		1	2	3	4	5	6
3	4	5	6	7	8	9	7	8	9	10	11	12	13	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28							28	29	30	31			
31																				

April 2027							May 2027							June 2027						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3							1			1	2	3	4	5
4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26
25	26	27	28	29	30	23	24	25	26	27	28	29	27	28	29	30				
							30	31												

WWL Bell Schedule

Bus Drop Off	7:00
Breakfast	7:20 – 7:40
First Bell	7:45
Tardy Bell	7:50
1 st Period	7:50 – 8:45
2 nd Period	8:50 – 9:35
3 rd Period	9:40 – 10:25
4 th Period	10:30 – 11:15
1 st Lunch	11:15 – 11:45
5 th Period	11:20 – 12:05
Or	
5 th Period	11:50 – 12:35
2 nd Lunch	12:05 – 12:35
6 th Period	12:40 – 1:25
7 th Period	1:30 – 2:15
8 th Period	2:20 – 3:10
Dismissal – All Students	3:10

W. W. Lewis Half Day Schedule

Bus Drop Off	7:00
Breakfast	7:20-7:40
First Bell	7:45
Announcements and KWWL	7:50
1 st Period	8:00-8:22 (22 min)
2 nd Period	8:27-8:49
3 rd Period	8:54-9:16
4 th Period	9:21-9:43
5 th Period	9:48-10:10
6 th Period	10:15-10:37
7 th Period	10:42-11:04
NO 8 th Period	
Lunch	11:04-11:30
All Students Dismiss	11:30

W.W. Lewis Pep Rally Schedule

Bus Drop Off Time	7:00
Breakfast	7:20-7:40
First Bell	7:45
1st Period	8:00-8:40
2nd Period	8:45-9:25
3rd Period	9:30-10:10
4th Period	10:15-10:55
First lunch	10:55-11:25
5th Period for 2nd lunch	11:00-11:40
5th period for 1st lunch	11:30-12:10
Second lunch	11:40-12:10
6th Period	12:15-12:55
7th Period	1:00-1:40
8th Period	1:45-2:25
Pep Rally	2:30-3:10
Dismissal	3:10

Attendance Policies

- Students must be present a minimum of 167 six-hour school days per school days per school year to be eligible for promotion.
- The days absent for elementary and secondary school students shall include excused absences, unexcused absences, and suspensions/expulsion.
- Excused Absences—absences which are not considered for purposes of truancy, including absences incurred due to extenuating circumstances
- Unexcused Absence—any absence not meeting the requirements set forth in the excused absence definition, including but not limited to absences due to any job (including agriculture and domestic services, even in their own homes or for their own parents or tutors) unless it is part of an approved instructional program.
- Suspension/Expulsion—absence in which a student is not in attendance in the regular instructional setting due to disciplinary actions imposed by the school. The absence is not considered for purposes of truancy unless the student is assigned to an alternative site and is not in attendance at the assigned alternative site. A student who is absent, including a suspended student, shall be allowed to submit missed assignments and tests and shall be eligible to receive the same academic credit and grades originally available when work is completed satisfactorily and in a timely manner.
- Tardiness is not counted against the attendance requirements. Tardies shall include but not be limited to leaving or checking out of school unexcused prior to the regularly scheduled dismissal time at the end of the school day but shall NOT include reporting late to class when transferring from one class to another during the school day.
- If a student has an excessive number of unexcused absences, parents and legal guardians may make a formal appeal in accordance with the due process procedures established by Calcasieu Parish School System. If a school district grants a waiver of the attendance requirement because of extenuating circumstances, students are eligible to make up missed work, receive grades, and earn credit if they complete the missed work and pass the course.
- Check Outs - Any student needing to leave school during the regular school day must have a parent or other authorized adult come to the front office to sign him/her out.
 - Those authorized to check the student out must be listed on the student's emergency card and be prepared with proof of ID. Students should be checked out by 2:30 PM per CPSB policy.
 - Upon returning to school (within the same school day), the student must be signed back in by an authorized person at the front office.
 - ****Please note** - checkouts made during your student's lunch time could be delayed. 1st lunch (11:15 – 11:40) 2nd lunch (12:05 – 12:35)

Academic Success & Student Supports

WEB Program: WEB (Where Everybody Belongs) helps support and connect incoming students to school culture.

RTI - At W. W. Lewis Middle School, we are committed to supporting the academic success of every student through a Response to Intervention (RTI) / Multi-Tiered System of Supports (MTSS) process. RTI is a proactive approach used to identify and support students who may need additional academic or behavioral assistance.

Ketchup Café: A structured support opportunity for students to complete missing assignments or unfinished classwork, during their lunch time. Ketchup café's purpose is not punitive, rather than to provide an opportunity for students that WANT to utilize this time to catch up on missing assignments/incomplete work. Teachers may assign Ketchup café, but students are responsible for showing up during their designated lunch hour. Consequences are not assigned for students that choose not to go to Ketchup café, but they may not receive extra opportunities to complete the missing assignments/incomplete work.

Lewis VIPs: Students demonstrating academic growth on their LEAP assessment and/or attain mastery/advanced in 2 or more content areas. Only available to 7th & 8th Grade students.

PBIS Rewards: Positive behavior, attendance, and compliance are recognized and celebrated throughout the school year. Lewis Loot (points) are rewards to students so that may have access to various incentives and rewards – also access to our Rebel Rewards store. Parents will be offered access to view their student's profile, allowing access to discipline referrals that are input through the system as well as another communication portal between staff and parents.

Dress Code Expectations



WNL

2026-2027

**STUDENT
DRESS CODE**



SHIRTS

- NAVY, WHITE, GREEN, ROYAL BLUE, & RED POLO ANY DAY
- **MON-FRI.** -CURRENT YEAR SPIRIT SHIRT OR EXTRA-CURRICULAR SHIRT
- **FRIDAYS-** CURRENT OR PREVIOUS YEAR'S SHIRTS

BUY SPIRIT SHIRTS ONLINE OR IN STORE AT 4D-OUTFITTERS

BOTTOMS

- NAVY OR KHAKI
- UNIFORM PANTS
- BLUE OR BLACK JEANS
- SHORTS AND SKIRTS- NO SHORTER THAN 3" ABOVE KNEE
- NO HOLES OR RIPS
- NO KNIT PANTS/TIGHTS



- SHOES MUST HAVE A BACK.
- **NOT ALLOWED:** JANDLES, SLIDES, SLIPPERS, CROCS OR FLIPPLOPS

SHOES

IDS

IDS MUST BE WORN **DAILY**. ID'S ARE GIVEN AT THE BEGINNING OF THE YEAR. REPLACEMENTS ARE \$5 AND RENTALS ARE \$1
IF IDS ARE DEFACED, NEW ONES MUST BE BOUGHT!

CELL PHONES AND EARBUDS MAY NOT BE USED DURING THE INSTRUCTIONAL DAY!

OUTERWEAR

- NO HOODIES.
- JACKETS MUST BE UNZIPPED IN THE BUILDING.
- SWEATERS SHOULD BE SOLID SCHOOL COLORS (NAVY, WHITE, GRAY, GREEN, ROYAL BLUE, OR RED) WITH NO LARGE LOGOS OR WRITING.



2026-2027 UNIFORM SHIRTS, SWEATERS AND PE UNIFORMS

[HTTPS://THE4DOUTFITTERS.COM](https://the4doutfitters.com)

ON SALE NOW!!! ORDER BY JULY 13 TO HAVE FOR 1ST DAY OF SCHOOL!



Technology Expectations

- CPSB devices are school property and should be treated responsibly.
- Students are expected to use school technology for instructional purposes only. (See the CPSB student code of conduct for violations of AUPs)
- Lightspeed and Bark monitoring systems may be utilized to support student safety.
- Student email accounts are intended for educational communication only. (See the CPSB student code of conduct for violations of AUPs)
- Damage to assigned devices may result in fines or replacement costs.

Discipline Procedures

W. W. Lewis Middle School utilizes progressive discipline practices that emphasize accountability, safety, and opportunities for growth.

Examples of schoolwide minor infractions (Level 1's) may include:

- Dress code violations
- Excessive tardiness
- Gum
- Minor disruptions
- Eating outside designated areas

Other types of classroom level infractions (Level 2's) may include:

- Refusal of classroom directives
- Failure to comply with classroom expectations
- Inappropriate communication – within the classroom
- Instructional disturbances

Level 1's and Level 2's are classroom managed behaviors. Habitual violations of these referrals will result in office level referrals. (See WWL Discipline Ladder) Level 1's reset at the end of each 9-week grading period, and Level 2's reset after the 2nd 9-week grading period.

More serious behaviors may result in office referrals, suspension, or additional disciplinary action.

Per CPSB student code of conduct – students receiving a 3rd Out of School Suspension must be recommended for expulsion/alternative placement. Students receiving two referrals for fighting and/or vaping must also be recommended for expulsion/alternative placement. Students that receive any Level 4 referral MAY be recommended for expulsion/alternative placement.

Students and families are encouraged to work collaboratively with teachers, counselors, and administrators to support positive student behavior.

Level 1 Discipline Ladder - Schoolwide Minor Infractions

Number Referral	Consequence	Description
1	Warning	-Dress code violations -IDs -Gum -Tardy -Eating w/o permission -Profanity (not directed at) outside of classroom
2	Warning	
3	Warning/Parent Contact	
4	1-Lunch Detention	
5	3-Lunch Detention	
6	5 Lunch Detention/Parent Contact	
7	1-ISS	
8	1-ISS	
9	2-ISS	
10	1-OSS	

- Level 1 referrals restart at the end of the 9-week period.
- After referral #6, students will be referred to the office. An administrator will contact the parent/guardian(s).

Level 2-Discipline Ladder - Classroom Level Infractions

Number Referral	Intervention	Possible Consequence
1	Student/Teacher Conference	Warning
2	Student/Teacher Conference	Warning
3	Behavior Contract	1-Lunch Detention
4	Parent Conference	3-Lunch Detention
5	Counselor Conference	5-Lunch Detention
6	Check In-Check Out	1-ISS/Admin. Intervention
7	Administration Conference	2-ISS/Admin. Intervention
8	Administration Conference	1-OSS/Admin. Intervention

- Parent/Guardian(s) will be contacted upon each referral.
- Level 2 referrals will be reset at the end of the 1st semester.

Cell Phone Discipline Ladder

Number Referral	Consequence
1	1-ISS
2	2-ISS
3	1-OSS
4	2-OSS

Cell Phones & Electronic Devices

- Devices must remain off and inside student backpacks during the instructional day.
- Smartwatches and earbuds are included in this expectation.
- Violations may result in confiscation and progressive disciplinary consequences. – Students are allowed to retrieve confiscated devices at the end of the school day, unless the parent chooses to retrieve the device themselves. (See Cell Phone discipline ladder above)

Cafeteria, Hallways, & Restroom Procedures

Hall Passes

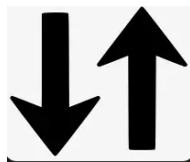
- Students remain in class during the first and last 10 minutes of class.
- Students should use restroom breaks appropriately and responsibly – during the 5-minute transitions provided between classes.
- Students must travel halls from class to class using the shortest pathway. Students found traveling in areas not in proximity to their next class may receive disciplinary consequences for being in an unauthorized area. (See CPSB student code of conduct)

Lunch Expectations:

- Keep the cafeteria and outdoor areas clean.
- Wash hands at the hand-washing station prior to entering the cafeteria.
- Upon exiting, stack empty trays neatly and place silverware in the designated area.
- Have student IDs ready when moving through the line. (Temporary IDs are distributed daily in the mornings to students that are missing their ID)
- Follow staff directions and remain respectful of others.

Hallway Expectations:

- Hallways can become crowded. Students are asked to travel the shortest pathways to their next class.
- Travel like a road



- Students must keep noise levels to a minimum and always keep their hands to themselves to ensure the safety of everyone in the building. (See CPSB student code of conduct)

Forgotten items & Drop offs

- Forgotten items, such as lunchboxes, PE uniforms, etc. may be turned into the front office and labeled with your student's name. We will email your students to let them know that items have been delivered. Students will not be called out of their classes to pick up items that have been dropped off. (Teachers and staff remind students to check emails when anticipating an item being dropped off for them)
- Students have access to check the lost and found & dropped item location in the front office throughout transition periods and during lunch.

Crisis & Safety Procedures



CRISIS INCIDENT TERMINOLOGY

LOCKDOWN

PARENT/GUARDIAN NOTIFICATION OCCURS

This term is to be utilized when a threat is on a campus. Students, faculty, and staff may not move around and must remain in locked rooms and classrooms and hidden from view. No check-ins/outs allowed.

EXAMPLES: WEAPON REPORTED ON CAMPUS, SUSPICIOUS PERSON ON CAMPUS

LOCKOUT

PARENT/GUARDIAN NOTIFICATION OCCURS

This term is to be utilized when a threat is near but off campus. Students, faculty, and staff may move around within the halls, but they must not go outside. No check-ins/outs allowed.

EXAMPLE: INCIDENT INVOLVING EMERGENCY PERSONNEL HAPPENING IN THE AREA

HOLD

This term is to be utilized when there is not necessarily a threat on campus, but students need to remain in their classrooms for a brief period of time.

EXAMPLES: MEDICAL EMERGENCY ON CAMPUS, SEVERE STUDENT INCIDENT REQUIRING EXCESSIVE RESOURCES

SHELTER IN PLACE

This term is to be utilized when there is a hazard to the health and safety of people on campus. Everyone should return indoors. All windows and doors are closed and locked, and the HVAC system is shut down. No one enters or exits the buildings.

EXAMPLES: TRAIN DERAILMENT WITH HAZMAT MATERIALS, REFINERY/PLANT CHEMICAL RELEASE OR EXPLOSION

SHELTER IN PLACE (WEATHER)

This term is to be utilized when there is weather threat. Everyone is sheltered away from glass and high ceilings and moved to the bottom floor of buildings and away from large roof areas. Check-ins/outs are not advised.

EXAMPLES: TORNADO WARNING

- **Student Privacy Act 677** - In compliance with Louisiana Act 677, Calcasieu Parish School Board will provide information related to active district contracts and data elements associated with each application. The documents listed are the current approved applications utilized by the district/schools with student information. The Calcasieu Parish School Board is authorized to share this information through Title 28; Bulletin 741; §2303 D-E and FERPA.

Extra-Curricular Opportunities

Volleyball	Football	Track
Basketball	Choir	Band
Spanish Club	Book Club	Rebel Rise
StuCo	KWWL	BETA
Web Leaders	4H	Golf
Robotics	Cheer	Dance
Yearbook		

Parent & Student Acknowledgement

We have reviewed W. W. Lewis Middle School's Student Handbook and understand the expectations, policies, and procedures outlined within this document.

Student Name: _____

Student Signature: _____

Parent/Guardian Signature: _____

Date: _____