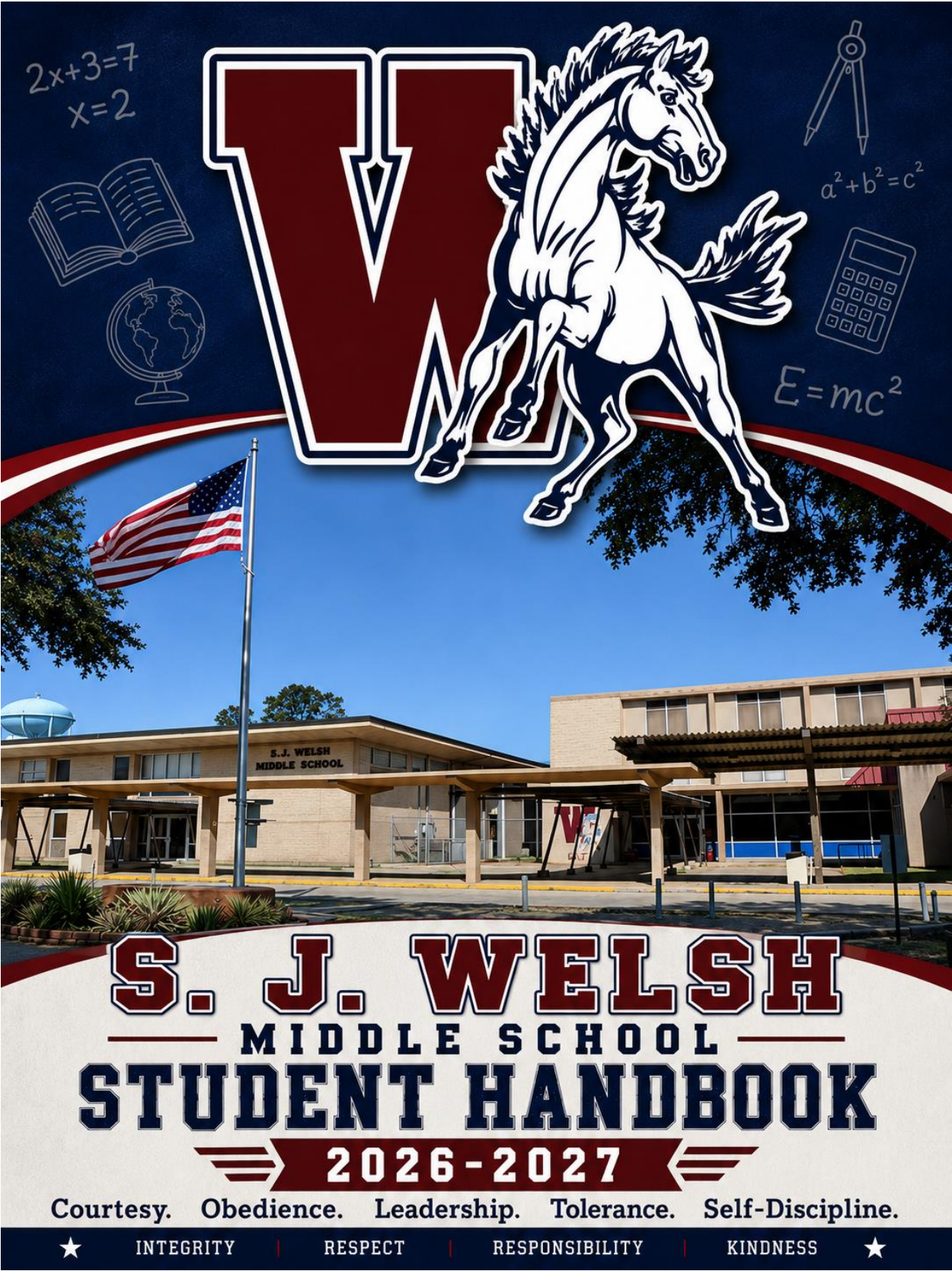




CALCASIEU PARISH

2026-2027 SCHOOL CALENDAR

Students Report Thursday, August 13, 2026

HOLIDAYS

Labor Day Monday, September 7, 2026

Teacher Inservice (no school for students) Friday, October 9, 2026

Fall Break Monday, October 12, 2026

-Tuesday, October 13, 2026

Election Day Tuesday, November 11, 2026

Veterans Day Tuesday, November 11, 2026

Thanksgiving Monday, November 23, 2026

-Friday, November 27, 2026

Christmas, New Year Monday, December 21, 2026

-Friday, January 1, 2027

Teacher Inservice..... Monday, January 4, 2027

Students return Tuesday, January 5, 2027

Martin L. King, Jr. Day Monday, January 18, 2027

Mardi Gras Holiday Monday, February 8, 2027

- Wednesday, February 10, 2027

Teacher Inservice (no school for students) Monday, March 15, 2027

Easter/Spring Break Friday, March 26, 2027

- Friday, April 2, 2027

Last Day for Students..... Wednesday, May 26, 2027

-HALF DAY Dismissal at noon

School Closes Friday, May 28, 2027

Report cards mailed

TEACHER INSERVICE DATES

(students will NOT attend school on these dates)

Friday, October 9, 2026

Monday, January 4, 2027

Monday, March 15, 2027

NINE – WEEK PERIODS END

First Nine-Weeks Period Friday, October 16, 2026

Second Nine-Weeks Period Monday, January 11, 2026
Third Nine-Weeks Period Thursday, March 18, 2027
Fourth Nine-Weeks Period Wednesday, May 26, 2027

**Dates, programs, policies, and rewards in this student handbook are subject to change based on CPSB and State Department of Education policies and calendars.*

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PRINCIPAL'S MESSAGE

Welcome to S. J. Welsh Middle School!

We are proud to say that Colt spirit is thriving in our community, and we're excited about the incredible year ahead.

Our school's guiding principle—**Achieving Educational Excellence Together**—reflects the strong partnership among our faculty, staff, students, families, and the broader community. Together, we work to establish high academic and social expectations that support the growth of every middle school student.

Middle school is a time of significant transition, and we are committed to making this journey a positive and successful one for all students. We encourage you to embrace every opportunity—whether academic, athletic, organizational, or social—to grow, connect, and thrive.

My door is always open. Please don't hesitate to reach out whenever you need support or simply want to talk. Once again, welcome to S. J. Welsh. I hope this year becomes your best one yet! **Brad Durio, Principal**

Our Vision

To provide a premier educational experience, S. J. Welsh Middle School will nurture each individual's growth by maintaining our uncompromising principles and values to develop prepared and productive citizens.

Our Mission

S.J. Welsh is a community of learners committed to a holistic educational approach. We celebrate our diversity and empower all students to become academically, emotionally, and socially the best version of themselves entering a dynamic world.

PURPOSE OF THE HANDBOOK

This handbook contains information concerning our school rules and policies. The administration reserves the right to prescribe penalties for violations of guidelines not specifically stated here and to alter any assigned penalties as they see fit. Furthermore, the administration reserves the right to amend any provision set forth in this handbook when it is deemed to be in the best interest of the educational process.

HISTORY OF S. J. WELSH

Our school was named after Mr. Samuel John Welsh, one-time president of the Calcasieu Parish School Board. S. J. Welsh was built in 1960 on 14 acres of vacant fields. The main building and one gymnasium were constructed at a cost of \$680,000.

Since 1960 the school has grown from a junior high school of 280 students to a middle school with over 1200 students. Funds from bond issues have enlarged the school plant. Fourteen additional classrooms,

new dressing rooms, and a girl's gym were added between 1969 and 1980. Further additions were completed with nine additional classrooms, a new band room, and several other renovations in 1992.

In 2005, renovation and expansion included the addition of the new administrative offices, library, 6th grade center, and enlargement of the girls' gym, which seats 1200 students. In 2012, the west parking lot was expanded to accommodate visitors and sporting event parking.

Our 7th grade center and drive around the back of the school to ease traffic on McNeese Street were opened in 2014. Preparations for a new 8th grade center began in 2017 when four temporary buildings were relocated, and five others were removed. The 8th grade center was complete, and the 8th graders moved in March 2019

In August of 2020, Hurricane Laura hit Lake Charles, bringing damage to every building on campus. Laura destroyed the concession stand, score board, and visitor-side bleachers on the football field. Less than six weeks later, Hurricane Delta took almost the same track as Hurricane Laura. Delta destroyed many of the repairs that had already been completed, and further damage was done to areas that had not yet been repaired. Despite every building still needing repairs, the school finally opened on October 29, 2020.

Major renovations to repair damages from 2020 Hurricanes Laura and Delta began in January 2024.

SCHOOL BELIEFS

All students can learn.

- **Student learning is the school's first priority, the driving force of the curriculum.**
- The responsibility for providing a safe, supportive learning environment is shared by staff, teachers, parents, students, and our community.
- Students learn in different ways: instructional strategies and assessment techniques should provide students with a variety of means for success.
- Student performance is directly affected by clearly defined expectations: higher expectations yield higher student achievement.

CONTACT INFORMATION

Front Desk (337) 217-4410 ext. 1231

PRINCIPAL

Mr. Brad Durio..... ext. 1243

Assistant Principals

Mrs. Renee' LeJeune ext. 1227

Mrs. Danette Manuel..... ext. 1224

Mr. Trey Jones ext.1248

Mr. Casey Vincent ext. 1228

Administrative Assistant

Mrs. Saige Stelly..... ext. 1229

Counselors

Mrs. Angela Celestine – **8th Grade**. ext. 1236

Mrs. Lindsay Rochester – **7th Grade** ext. 1237

Mrs. Amy Dietz – **6th Grade**... ext. 1235

Behavior Interventionist

Mrs. Angela Farquhar ext. 1226

Reading Specialist

Mrs. Jean Pitre..... ext. 1230

Librarians

Ms. Rhonda Durio ext. 1238

Mrs. Angela Turton ext. 1238

Bookkeeper

Mrs. Daranee Lambert..... ext. 1272

Secretaries

Mrs. Allison Breau – **Attendance**.. ext. 1232

Mrs. Karen Hagan – **Registration** ... ext. 1242

Mrs. Angie Nunez – **Payroll**..... ext. 1234

Mrs. Debbie Whaley – **Discipline** ... ext. 1233

School Nurses

Mrs. Amy Drymon – Admin Hall..... ext. 1277

Ms. Patti Martin – 6th Gd Bldg ext. 1247

Cafeteria Mgr

Ms. Catoshia Brown ext. 1251

COUNSELORS

Students and parents are encouraged to work closely with the counselors. They serve as advisors in many areas. The counselors deal with concerns in the areas of academics and social adjustments, as well as a broad range of specialized concerns that may impact your student.

TEACHER-PARENT CONFERENCES

Parents needing to schedule a teacher conference may call Mrs. Hagan. Please note that teachers are charged with providing instruction and have many roles and responsibilities required during the school day. Teachers are not available to meet with parents during their assigned instructional times and cannot take phone calls during class time. Most concerns can be addressed by emailing your child's teacher. Their email address is their firstname.lastname@cpsb.org. Please be sure to include a subject otherwise our server will reject the E-mail.

ADMINISTRATIVE OFFICE

Students entering the office should do so in a quiet, polite, and well-mannered way. ***Students need a hall pass to come to the office during class time. At the beginning of each class, there will be a 10-minute “stay put” time. This means that no student will be permitted to leave their classroom until after the first 10 minutes of class. This allows the administration to make sure that the hallways are clear at the beginning of each class.***

LIBRARY

The library will open at 7:45 a.m. and close at 3:30 p.m. each day. To check out a library book, make a selection and take it to the circulation desk. Only two books may be checked out at any time, and library books are due two weeks from the check-out date. It is the responsibility of the student to return the book by the date due.

If a library book is damaged or lost, the student will be charged for the cost to replace the book. A refund will be given if the book is found and turned into the library.

S. J. Welsh Library has an incentive program to encourage reading. The criteria is set by the librarians. Students will be recognized for their reading achievements throughout the school year.

SECURED CAMPUS ADMITTANCE

All visitors to our campus will be admitted into the building through the front security door. Visitors will buzz the front office, state the nature of their business, and will be directed to the front office. Please be patient, especially during high-volume business times. ***BE PREPARED TO SHOW A VALID PICTURE ID.***

VISITORS

ALL VISITORS MUST SIGN IN. A VALID ID IS REQUIRED.

REGISTRATION

A registration fee of \$45 will be collected from each S. J. Welsh student. Money collected pays for the classroom equipment, printed materials, first ID tag lanyard, maintenance and repair of equipment, copiers and copier maintenance, testing materials, and the purchase of a variety of supplies and consumables. This fee includes a \$10 class fee and a \$10 technology fee. The student class fee pays for student supplies, student workbooks, curricular activities, and rewards and incentives. The technology fee covers the purchase of Promethean board supplies, classroom printer ink and toner cartridges (students are allowed to print in the classroom) and computer supplies.

Additional fees include: \$5 P.E. fee and \$5 fee for some rotating enrichments. All fees are due by September 1. Students enrolled in band, choir, and orchestra will be notified of the fees for those classes by the directors. Fees may be paid in cash or money order. SJ Welsh DOES NOT accept personal checks. Credit card payments are accepted using: Online School Payments (OSP) website. Credit card payments can also be taken in person in the front office. The link to OSP is <https://osp.osmsinc.com/CalcasieuLA/>.

FINES AND FEES

Any student owing fines, charges, fees, fundraiser money, lost or damaged textbook/ library fees etc. at the beginning of or during the course of the school year will not be allowed to participate in or attend any extra or co-curricular activities such as athletic events, dances, pep rallies, etc. This also includes students who are new to SJ Welsh but may owe money to other Calcasieu Parish schools.

The Calcasieu Parish School Board may impose certain student fees or charges to help offset special costs incurred in the operation of specific classrooms or subjects. Generally, students should not be denied or delayed admission nor denied access to any instructional activity due to failure or inability of their parent or guardian to pay a fee. Report cards and other academic records cannot be withheld for failure to pay a fee, pursuant to La. Rev. Stat. Ann. §17:112(C).

Descriptions of the fee(s) being charged, the dollar amount of the fee, how the fee will be collected, and the deadline by which a student fee is due can be found in your student's Student Progress Center. Families may request an economic hardship waiver. Hardship waivers must have documented proof of the hardship and be approved by the principal.

WITHDRAWAL/TRANSFER

Pupils who withdraw or transfer from S. J. Welsh must do so through the registration secretary. CPSB permits are necessary for any transfers within the parish. A parent or guardian must come to school to fill out the necessary forms. **No student records will be released until all obligations to S. J. Welsh have been settled, and a release of information form has been signed by the parent or guardian.**

ID TAGS

ID tags must be worn and visible at all times during school hours and school functions. Students should only be in possession of their own ID tag for the current school year. ID tags must be surrendered to any faculty member upon request. **If forgotten at home or if for some other reason a student does not have an ID, they must pay \$1 to buy a temporary ID. A student who does not have the money to buy a temporary ID will be charged \$1. If lost or stolen, another tag may be obtained in the office for \$5. Students are not to draw on or deface their ID tag in any manner.** Only school-issued stickers will be allowed on the ID tag. The student's picture must be visible. The barcode on the ID tag will be used in the Library and the Cafeteria. Excessive ID charges could result in your child serving time in ISS (In School Suspension) if fines are not paid.

CAFETERIA (337) 217-4410 ext. 1251

The school cafeteria is maintained as a vital part of the health program of S. J. Welsh. Continuing in the 2024-2025 school year, S. J. Welsh is a CEP School. (Community Eligibility Program). ALL students at S. J. Welsh Middle School will eat free. Price for adult lunches: Teachers' lunch is \$3; Adult visitors' lunch is \$4; Teachers' breakfast is \$1.50. The cafeteria serves approximately 1000 meals per day and requires the cooperation of all students to operate orderly and effectively. Violations of rules will result in student cafeteria duties.

Breakfast and lunch are served in the cafeteria. Students may enjoy a meal from the cafeteria or bring a lunch from home.

Students may not have lunches or fast food brought in or delivered during the regular school day.

Please note the following:

- **Since all students eat free, the front office will not accept dropped off lunches.**
- Students may not bring soft drinks into the cafeteria due to state regulations.
- If a student needs special food for medical reasons, there must be a written explanation from both the doctor and the parent provided to the principal.

CUSTODIANS

The school custodians are an important part of the overall school staff. While they are charged with general maintenance within the facility, they also join the administrative staff and faculty in a multitude of daily school functions.

- Students will recognize that the custodians, like all members of the school staff and faculty, are to be respected.
- Students must realize that they share the responsibility of keeping our school clean and well maintained and ensuring the overall health of our campus.

DAILY SCHEDULE

Each child will be provided with a schedule of classes. These classes will include math (2 periods), science, English/language arts, social studies, physical education, and two enrichments.

Gifted students will attend specialized classes for their English and math classes.

French Immersion students will attend specialized classes for their French, social studies, and science classes. Students who have met established criteria may schedule French or Spanish in place of one of their enrichments.

GIFTED AND TALENTED

SPARK (Seeking Purposeful Analytical Realistic Knowledge) is the local name for the program for academically gifted and talented students in Calcasieu Parish. The identification of gifted students begins with a referral by a teacher, friend, or parent of the student with approval of the local school committee (SBLC). A screening test is given; and, if the student scores meet the minimum requirements, a full evaluation is given by a Pupil Appraisal team. Once a student is classified as academically gifted, an Individual Education Program (IEP) conference is held, and the student is placed in the program. Evaluations by local psychologists are accepted for review by Pupil Appraisal. See your grade level counselor for more information or a referral for the Spark program.

HOMEWORK

Meaningful homework will be given as needed to reinforce skills and independent work habits, to teach responsibility, to review concepts, and to **encourage self-discipline**. Teachers will strive to coordinate assignments to maintain a fair and balanced load for each school day.

ENRICHMENTS

All 6th and 7th grade students will have two enrichments. One will be a rotating enrichment for the first semester. Students will rotate to a new enrichment class after the second 9-weeks. Rotating enrichments include art, guitar, life skills, STEM, and ukulele. **Some rotating enrichments have a \$5 supply fee. The enrichment teacher will let parents know if the class has a fee in a class information form. This form will also include what the enrichment fee covers.** Enrichments are determined by a student's schedule. Requests are not accepted.

Eligible 8th grade students may participate in high school credit course enrichments: Fine Arts Survey, Family and Consumer Science, STEM, or Quest. Eighth grade students who complete four 9-week grading periods with a passing grade in one of these four enrichments will receive one high school credit for the class. High school credit classes are determined by a student's schedule and GPA. Requests are not accepted. There is a \$25 supply fee for Fine Arts Survey and non-rotating STEM classes to offset the cost of supplies. The FAS and STEM teachers will let parents know when to pay the fee and what the fee covers in a class information form. Students who do not meet attendance requirements in either semester are subject to removal from the credit course. Additionally, students who are in danger of failing a credit course will be moved to a rotating enrichment. If a parent/guardian would prefer their student NOT be enrolled in a high school credit enrichment, please contact the 8th grade counselor.

Seventh grade students who do not maintain a minimum GPA of 2.0 in their 7th grade year will not be eligible for high school credit enrichments in their 8th grade year.

The second enrichment for all students will be band, chorus, orchestra, foreign language, or iReady. Students may audition for band, orchestra, or chorus enrichments. These are non-rotating enrichments for all grade levels; however, 8th grade students do not receive high school credit for these non-rotating enrichments. There is a class fee for band, orchestra, and chorus students to offset the cost of music, supplies, and festival. As with all classes, regular attendance is a vital part of a student's success.

BACKPACKS

Students are allowed to have backpacks in class or halls. Backpacks are the students' responsibility. Students are to adhere to classroom policies about storing backpacks during class. The school is not responsible for lost or stolen backpacks or the items contained within.

LOCKERS

Physical education lockers will be the only lockers that are issued to students and are in both the gym locker rooms. Students will be responsible for providing their own locks and will be directed by P.E. teachers when they should begin bringing them. P.E. lockers are used to store P.E. uniforms, shoes, and personal hygiene items needed during P.E. classes only. Books, binders, and other scholastic materials are not to be stored in P.E. lockers. Students will only be permitted in the locker room during their designated P.E. hour.

Band and orchestra instrument storage is available in the band and orchestra rooms.

LOST AND FOUND

If a student has lost any item, he/she should check with his/her teachers and the Front Office. Any item found by students should be turned in immediately to a teacher or the main administrative office staff. Lost items will be kept in the Front Office. Upon identification of these articles, they will be returned. Any unclaimed item will be donated or discarded after 30 days. Students should check with their PE teacher for any lost gym suit.

RESTROOMS

Restrooms are available throughout campus for student use. Students are expected to keep them clean. Backpacks are not permitted in restrooms. Students are prohibited from loitering, smoking, writing on the walls or damaging the facilities in any way. More than one person per stall is prohibited. The use and/or operation of electronic communication devices in restrooms will be disciplined as outlined by the Use of Electronic Devices policy.

VALUABLES

Exercise good judgment. School is not the place for expensive jewelry, accessories, radios, cell phones, smart watches, or electronic entertainment devices. Children should not carry large sums of money. **Keep your valuables safe by leaving them at home.**

TEXTBOOKS

Students are responsible for the care of textbooks they are assigned or allowed to use. Textbooks must be returned in good condition. Students will pay for any lost or damaged books. The student will be charged with the replacement cost of the book(s).

STUDENTS CONTACTING HOME

Students will not be allowed to use the telephone for personal calls or when angry at a teacher or administrator. If a student becomes ill, a member of the office staff will contact parents via the phone numbers we have on file. It is vital to update your contact information should it change during the year.

Students may use the phone after school for ***school related activities or emergencies ONLY***. The Student Phone is not to be used for personal conversations or to make after-school arrangements. Please make a rainy-day pick-up plan with your child if they normally walk home or to a pick-up location. ***Additionally, students are not allowed to use their cell phones to make contact with parents when not given permission to use the office Student Phone.*** Such an activity will be considered an Electronic Device violation and will be disciplined as such.

Students involved in after-school sports are to use the phones in the coaches' offices.

TELEPHONE AND MESSAGES

The office phones are for business only. Messages will be taken in the office, and the student will be notified at the end of the day.

DELIVERIES OF GOODS AND SERVICES FOR STUDENTS

Students are to report to school with all the supplies, materials, and equipment needed for the successful completion of the school day. **The front office will not accept items being dropped off to students. This includes instruments, sports equipment, PE uniforms, and lunches.** S. J. Welsh is a participating school in the Community Eligibility Program which affords every student a free lunch. ***Items such as snacks, gifts, flowers, presents, fast food, and other deliveries will not be accepted on the campus.*** Homework, class assignments and/or projects, books, backpacks may be left in the front office for a student to pick up; however, students **WILL NOT** be called out of class to pick up forgotten items.

STUDENT INSURANCE PROGRAM

Low-rate group accident insurance shall be made available to all students. Parents will be informed of this insurance annually and urged to purchase it for their children. **THE BOARD SHALL NOT ASSUME LIABILITY FOR ACCIDENTS TO STUDENTS.**

MEDICATION

Absolutely no medicines are given internally, externally, or by injection at school without written instruction from a physician and written permission from a parent or legal guardian. Even medications such as **Aspirin** or **Tylenol** are considered medications and cannot be administered at school without a physician's written instruction. FORMS ARE AVAILABLE IN THE OFFICE AND MUST BE COMPLETED BY THE PHYSICIAN AND PARENT PRIOR TO ANY MEDICINE BEING ADMINISTERED AT SCHOOL. A parent may administer medication to their child at school. Medication, time administered, and parent signature are required.

Role of Parent/Guardian in the Administration of Medication at School

1. To obtain written orders for all medication administered at school to his/her child, including annual renewals at the beginning of the school year
2. To obtain a prescription for all medications to be administered at school, including medications that might ordinarily be available over the counter.
3. To arrange for the safe delivery of the medication to and from school (by a responsible adult), in an original labeled container as dispensed by the pharmacist.
 - a. To provide an authorization (forms can be picked up in the office) that contains the following instructions:
 - b. the student's name
 - c. clear instructions
 - d. Rx number
 - e. current date
 - f. medication name, dosage, frequency, and route
 - g. physician's or dentist's name

- h. parent/guardian's printed name and signature
 - i. parent/guardian's emergency phone number
 - j. statement granting or withholding release of medical information
4. To provide a list of all medications the student is currently receiving at home and school, if not a violation of confidentiality or contrary to the request of the parent/guardian or student that such medications not be documented
 5. To list names and telephone numbers of persons to be notified in case of a medication emergency in addition to the parent or guardian and licensed prescriber.
 6. To request unit dose packaging whenever possible.
 7. To provide no more than a 20 school-day supply of medication to be kept at school
 8. To comply with written and verbal communication regarding school policies.
 9. To grant permission for school nurse/physician consultation.
 10. To remove, or give permission to destroy unused, contaminated, discontinued, or out-of-date medication according to the school guidelines.

IMMUNIZATIONS

At eleven years of age, students are required by law to have another round of immunizations. If this requirement is not met, your child is at risk of being removed from public school.

All students at S. J. Welsh Middle must furnish a health record from their physician or the health department. Any student who fails to meet the immunization standard shall be prohibited from attending school until such time as the immunization standards are met.

All students who are enrolling for the first time in any Louisiana school are required to have received three doses of the Hepatitis B vaccine.

COMMUNICABLE DISEASES

A decision concerning notification of parents in regard to a student's illness requires judgment based on the student's statement of his/her complaints and observation of his/her appearance and behavior. As guides for dealing with sick students the following principles are suggested:

1. Give careful consideration to the student's statement of his or her complaints.
2. A student with a fever of 100 degrees or higher shall not be permitted to stay at school.
3. A child vomiting or with loose stools shall not be permitted to stay at school.
4. Students with severe colds, sore throats, or productive coughs should not stay at school
5. Purulent nasal discharge, conjunctivitis (pink eye), severe headache, and skin eruptions may be indications of acute communicable disease. Students with these conditions should be considered contagious.
6. Students with scabies (itch), ringworm, impetigo, or lice are to be considered infectious and not permitted at school.

ARRIVAL TO/DEPARTURE FROM SCHOOL

Students arriving at school should report immediately to the cafeteria if eating breakfast. After breakfast or if not eating, girls and boys will report to their respective gym to wait for the first bell. The first bell rings at 7:40 a.m. daily. Classes are scheduled to conclude at 3:00 p.m. each regular school day.

LATE TO SCHOOL

Students arriving later than 7:45 a.m. **must** report to the Attendance Office ***with a parent/guardian to receive an admit prior to attending classes***. The front office will document late to school status. Please note, it is imperative that students arrive on time. Excessive late to school arrivals will result in a Child Welfare and Attendance referral and possible investigation/ TASK referral.

CHECK OUTS

- All students leaving school during the regular school day must be signed out in the Attendance Office by a parent or guardian. A valid ID is required for anyone checking out a student.
- Parents must contact the Attendance Office to give permission for any other adult to check out their child in emergency situations when the parent might not be available if that adult's name is not on the signed Student Enrollment Form.
- Office personnel cannot call a student out of class to be checked out until a parent, or their designee arrives to sign them out. The only exception is when the student is walking next door or being walked across the street for a doctor or dentist appointment.
- All students returning to school on the same day they have checked out must report to the Attendance Office for an admit prior to returning to classes.
- Remember to bring notes from the doctor's office if your absence is medically related.
- Students who become ill while at school will be sent to the Attendance Office with a telephone request to call home.

DROP OFF/PICK UP PROCEDURES

ALL CAR RIDERS WILL BE DROPPED OFF AND PICKED UP IN THE EAST PARKING LOT. Traffic from West McNeese Street will enter campus by turning into the west parking lot (by Hunter McGuire). Traffic will flow around the back of the football field proceeding to the east parking lot where the drop-off/pick-up site is located. CARS EXITING THE EAST PARKING LOT MUST MAKE A **LEFT TURN** ON TO McNeese STREET. This drop-off/pick-up site will be used from 7:00 a.m. until 7:40 a.m. in the mornings and from 3:00 p.m. until 3:30 p.m. in the afternoons. The gate leading to the car drop-off/pick-up is only open from 7:00 – 7:40 a.m. and 3:00 – 3:30 p.m. for safety reasons. Please drop off and pick up your student curb side closest to the school. **PARENTS, please note that no students are to be dropped off in the west parking lot or by stopping on the street.** This is extremely dangerous. Also, local businesses have requested that you not park in their parking lots while waiting for your child.

All car riders are expected to be off campus by 3:30 each day. After the second incident of late pickup (after 3:30), students will be placed on a bus if eligible or will be a walker if they live within a mile of the school. Any

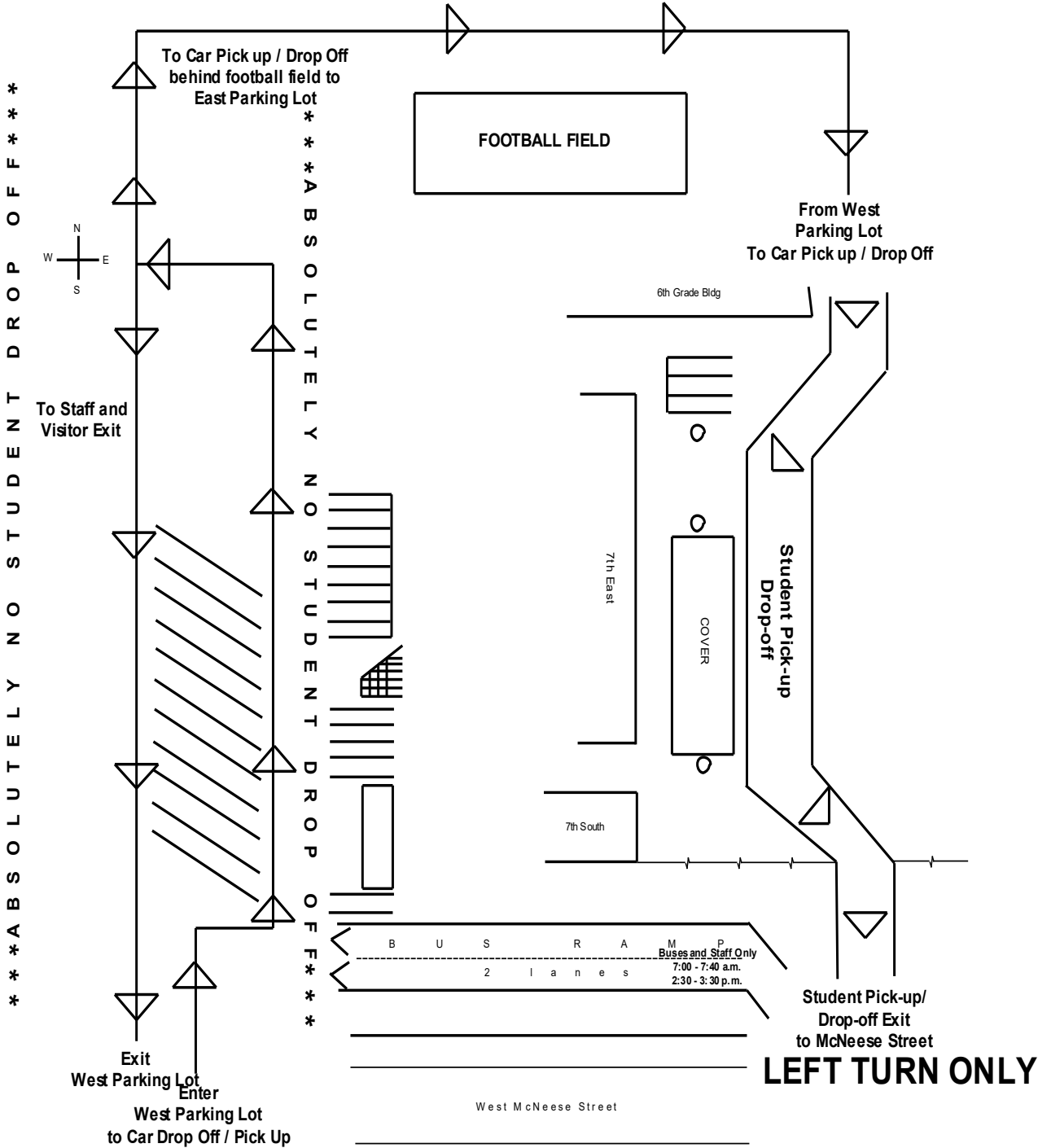
student remaining on campus after 3:30 p.m. due to extra-curricular activities will be picked up from the west parking lot. The front circle is the designated bus pick-up and drop-off location; therefore, vehicles must yield to buses.

Students arriving/departing by bus will be dropped off and picked up from the front circle.

Parents may drop off and pick up from the front circle between 7:40 a.m. and 2:30 p.m. and after 3:30 p.m. only.

Buses begin lining up in the front circle at 2:30 p.m. for afternoon routes. So that parents do not get blocked in, and so that buses may get in line, **THERE ARE NO STUDENT CHECK OUTS AFTER 2:30 P.M.**

CAR PICK-UP/DROP-OFF MAP



ATTENDANCE (ABSENCES AND LATE TO SCHOOL)

By state law, a middle school student must attend school a minimum of 167 days in a school year. A doctor's excuse is required for an excused absence. ***A parent note will be taken as documentation of the parent/guardian's awareness of their child's absence but does not constitute an excused absence. A parent note must include the student's full name, the date of the absence, the reason the student was absent, and the parent/guardian signature.*** Anyone who feels their excessive absences from school were due to extenuating circumstances may file an appeal form to Child Welfare and Attendance. It is the parent's responsibility to pick up these forms, available in the CWA office. Action on appeals will be taken at the close of the school year by the Supervisor of CWA. An investigation by the Office of Child Welfare and Attendance will be done on any student who is absent five or more days during the school year. See Appendix for more information regarding Attendance Protocols.

Excused Absences

Excused absences will be granted for the following reasons:

- Children who are ill and whose attendance at school would endanger their health or that of their classmates as noted by an official doctor's excuse.
- Death in the immediate family; such absences not to exceed 5 days. Obituary or Memorial Service documentation must be submitted upon return.
- Observance of religious holidays of the student's own faith. Parent note must of observance must be submitted upon return.

In the event of an EXCUSED ABSENCE from school, the event the student does not submit a missed assignment, the zero will stand and be averaged into the nine-week grade. A general guide is one day for each day of absence. *In the event of an extended absence, please contact your child's grade-level counselor to discuss make-up options.* The student is responsible for all missed work.

If a student needs to miss school for any other reason, contact the office before being absent. If the student has not missed many days, is passing his/her schoolwork, and the absence has educational value, then an excuse may be pre-approved. Any days missed, whether excused or unexcused, will be considered an absence. A field trip is not considered an absence.

GRADING POLICY

The CPSB directs that evaluation of student progress be based on various aspects of performance as measured against standards for the respective grade or subject. Student's grades/scores on any work, test, report, or activity are private. At no time should any grade(s) be read aloud, posted, or made available to anyone except the student, his/her parent or guardian, or approved school officials.

Teachers are encouraged to evaluate students frequently. Each student will receive a report card at the end of each nine-week marking period.

90-100A	Excellent	4	4.0-3.5
80-89 B	Above Avg.	3	3.4-2.5

70-79 C	Average	2	2.4-1.5
60-69 D	Below Avg.	1	1.4-1.0
0-59 F	Unsatisfactory	0	0.9-0.0

PROMOTION POLICY

Any student in middle school grade 6 and grade 7 shall be promoted on the basis of successful classwork. Successful classwork is defined as passing all work or all work except one subject. A rigorous review of student performance shall be conducted when there is evidence of successive yearly failures in any core subject. Failing to pass two subjects shall not be considered successful class work. Failing students will be required to attend Summer School.

Eighth grade students shall score at least “Basic” in ELA or mathematics and “Approaching Basic” in the other core subjects assessed by the LDOE to be promoted to the 9th grade. Additionally, students must successfully complete classwork. Successful classwork is defined as passing all work or all work except one subject. Failure to pass two or more core subjects will not be considered successful classwork. Students not meeting the promotion standard after taking the 8th grade state assessments in the spring will be placed on a high school campus as a Transitional Ninth Grade Student following their completion of summer remediation. The LEA may waive the state policy for students scoring at the “Unsatisfactory” level in ELA and Math if a student scores at the “Basic” level in the other subject, provided that the student has participated in the spring administration of LEAP and has attended summer remediation.

ACADEMIC INTERVENTION PLACEMENT

Students who are identified to be in need of academic interventions will be placed in an appropriate, targeted intervention program for the purpose of accelerating a student’s academic performance. Data triangulation, referrals, and/or class observations from the Academic RTI committee will be factors used to identify students for placement. Academic Intervention programs will target reading fluency and comprehension, and/or mathematical reasoning, fluency, and application based on a student’s needs. Placement in an RTI program is a necessary factor for students who are in need of intervention to be successful, to meet or exceed grade-level expectations, and to promote academic proficiency.

POSITIVE BEHAVIORAL INTER-VENTIONS AND SUPPORTS (PBIS)

Positive Behavioral Interventions and Supports (PBIS) is a proven researched and evidence-based discipline program that emphasizes school-wide systems of support that include strategies for defining, teaching, modeling, and supporting appropriate student behaviors to create positive school environments. PBIS provides a positive and effective alternative to the traditional methods of discipline to significantly reduce the occurrence of problem behaviors in the school. The desired results are a more positive school climate and increased academic performance. Students with discipline infractions will still have corrective consequences for not meeting the PBIS expectations (traditional approach); but, more importantly, students who have met the expectations are recognized and rewarded. This is done with the use of an immediate and periodic reward and recognition system through a token economy. Students will earn Colt Cash for meeting the Colt Expectations (Courtesy, Obedience, Leadership, Tolerance, and Self-Discipline) with excellence. Colt Cash may be redeemed at the mobile Colt Store for unique school supplies, candy/snacks, novelty items, local restaurant and fast-food gift cards. Students with no Office

Discipline Referrals at the end of each 9-week period will be rewarded with a special event for their positive behavior. These special events will be posted once school begins.

INTERNET USE

Guidelines are provided so that Internet users are aware of the responsibilities associated with its use. Responsibilities include efficient, ethical, and legal utilization of network resources. The user's signature on the contract is legally binding and indicates that he/she has read the terms and conditions and understands their significance. A student may not use **any** computer connected to the internet unless he/she has signed the acceptable use policy (AUP). See also 1:1 Device on pages 30-32 in this handbook.

STUDENT DRESS CODE-CPSB

Guidelines for acceptable, normal, good grooming should be taught and enforced in the home by the parents as part of their responsibility in training their children for responsible citizenship. All students are expected to be responsible in their dress and grooming by avoiding extremes and manifesting self-discipline with regard to these regulations. Cooperation of parents is expected.

The policy of the Calcasieu Parish School Board shall be that no mode of attire shall be considered proper for school wear that distracts or disrupts classroom and school decorum. The School Board feels it is the responsibility of each student to use good judgment in one's total appearance so that the attention of others is not distracted from the purpose of school.

Cleanliness shall be a basic consideration. For health and safety reasons, students must wear shoes to school. In questions regarding student dress and grooming, the principal or his/her designee of each school shall make the final decision as to what is considered proper or improper dress according to the guidelines provided.

It shall be unlawful and against School Board policy for any student or non-student to wear or possess on his/her person, at any time, body armor on any School Board property, school campus, at a school-sponsored function, on a school bus or other school transportation, or in a firearm-free zone, with limited exception as enumerated in La. Rev. Stat. Ann. §14:95.9. School-sponsored functions shall include, but not be limited to, athletic competitions, dances, parties, or any extracurricular activities. A firearm-free zone means any area within one thousand feet of any school campus and within a school bus. Body armor shall mean bullet-resistant metal or other material intended to provide protection from weapons or bodily injury.

SCHOOL UNIFORMS

Students attending all public Pre-K-12 schools in Calcasieu Parish shall adhere to the following official school dress code:

1. Uniform shirts will be white, hunter green or navy-blue polo/golf style shirts (short or long sleeves with a collar) or shirts that button down the front with a collar. No emblem, logo, decoration, or decorative trim is allowed. School Administrators have the option to choose a uniform shirt in one of the school's colors.
2. White, hunter green or navy-blue turtlenecks with no emblem, logo, decoration or decorative trim are acceptable. Turtlenecks can be worn separately or under a uniform shirt.

3. Face Coverings are permissible, and mandatory use of face coverings will apply as long as face coverings are mandated by a qualifying state or local authority. Face Covering is defined as a covering of the nose and mouth that is secured to the head with ties, straps, or loops over the ears, or is wrapped around the lower face including nose and mouth. In addition to face coverings, students may wear a plastic face shield that covers eyes, nose and mouth. Face coverings do not have to be designated colors, but should be school appropriate and not derogatory, offensive, political in nature, or distracting to the school environment, as determined by school principal. 4. T-shirts (solid white, hunter green or navy blue) will be allowed under a uniform shirt.
5. Spirit shirt/club shirt may be worn on day(s) determined by the school administrator.
6. School administrators have the option to allow students to wear a school issued T-shirt or face covering with the official school logo or school colors.
7. Shirts may or may not be tucked in.
8. Khaki, black, or navy-blue pants (shades may vary), skirts, shorts, skorts, or jumpers must be uniform style and color. Black jeans, pants only (uninterrupted black with reasonable fading), or blue jean pants only (shades of blue may vary) shall not have any holes, rips, or tears. The following items are prohibited: black or blue jean shorts, corduroy or wind-suit materials, sweatpants, stretch pants or leggings, jeggings, joggers, spandex, baggy pants, bell-bottoms, carpenter or cargo styles, hip-huggers, side-knee pockets, capris. Emblems, logos, or decorations are not allowed. Shorts and skorts must measure (front and back) no shorter than three inches above the knee and no longer than mid-knee. Skirts, black or blue jean skirts, and jumpers must measure no shorter than three inches above the knee. 9. Belts should be black, brown, navy blue, hunter green, or khaki with no emblem, logo or decoration and must be worn with slacks and shorts that are designed to have belt loops. Belts must be visible 15 and worn around the waist. Belts are optional for pre-k, kindergarten, and first grade students.
10. Socks (or stockings/tights for girls) are required and may be of any color with no emblem, logo or decoration and must cover the ankle and be visible. Middle and High School students are not required to wear socks or stockings with sandals.
11. Appropriate shoes must be worn at all times. Flip Flops are not allowed. Sandals are not allowed in elementary grades.
12. Acceptable outerwear for classroom is limited to include sweater, sweater vest, sweatshirt, and light jacket. During class time, jackets are to remain open, not zipped or buttoned. Colors for classroom outerwear include khaki, navy blue, hunter green and white. No emblem, logo, or decoration is allowed on classroom outerwear. The uniform shirt must be worn under outerwear.
13. Heavy coats and jackets worn to and from school and/or outdoors are not restricted, recommended colors of navy blue, white, khaki and hunter green, jackets are allowed in the classroom if without a hoodie.
14. No head wear shall be worn on campus with the exception of knit caps that can be worn only to and from school in extremely cold weather. No headwear of any kind is to be worn in school buildings at any time without the approval of the school administrator.
15. Wearing dress or attire signifying gang affiliations is strictly prohibited on campus and at school-related activities.
16. Body Armor (bullet-resistant metal or other material intended to provide protection from weapons or bodily injury) is prohibited.

Dress Code Regulations-Other:

- Prohibited items that distract from the learning environment include bandannas, hair rollers, extreme hairstyles, unnatural hair colors, lines, letters, or designs shaved in the head.
- Sunglasses, nose rings, visible body piercing, and excessive or inappropriate jewelry are prohibited.
- Prohibited items include excessive and inappropriate makeup; painted faces, inappropriate tattoos, and stick-on tattoos are prohibited.
- Clothing worn is not to be suggestive or indecent.
- Clothing, jewelry, and general appearance shall not be of the type that would cause a disturbance, distract or interfere with the instructional programs.
- Clothing, jewelry, and general appearance shall not be such as to constitute a health or safety hazard.
- Bullet-Resistant Backpacks – students are not permitted to wear, carry, or possess a backpack on school property or a school bus that has bullet-resistant metal or other material intended to provide protection from weapons or bodily injury.

Principals may declare spirit or club days and allow students to wear school spirit shirts, or dress up days (i.e., when school pictures are scheduled) or allow students to wear other uniforms such as Boy Scouts, Girl Scouts, cheerleaders, band, chorus, etc. Other questions about uniforms should be referred first to the school authorities, then to the central office staff.

School Dress Code Policy-S. J. Welsh Middle

- Wearing dress or attire signifying gang affiliations is strictly prohibited on campus and at school-related activities.
- NO JEGGINGS, or JOGGERS allowed. (Both uniform and free dress days)
- Bottoms may not have rips, holes, tears, rubbings, or distressing. (Both uniform and free dress days)
- Cut offs are not allowed. (Both uniform and free dress days)
- All pants must have belt loops.
- Crocs, Flip Flops, shower shoes, slippers, jandals, and slip-on shoes are not allowed.
- Sandals must have a strap across the back.
- Necklaces worn by students must be of minimal size. Large necklaces and/or medallions are not permitted.
- No visible body piercing is allowed.
- Appropriate accessories for females include small purses, small simple necklaces, and/or small stud earrings or hoops. (hoops can be no larger than a quarter coin in size)
- S. J. Welsh students may also choose to wear a maroon or a heather gray uniform shirt.
- Students may wear uniform bottoms and **an approved** school spirit shirt available from school, a current year school organization or club that the student is an active member of, or team t-shirt on any day of the week.

- Hooded sweatshirts and t-shirts **ARE NOT PERMITTED ON CAMPUS.** (*A hoodie is defined as outerwear that does not unzip completely and has an attached hood.*) Any article of clothing with a hood must have a zipper and must remain unzipped while the student is in the halls and classrooms.
- Hoods, caps, or other head coverings shall not be worn on campus.
- No combs or picks with handles or metal combs or picks are allowed on campus.
- No spirit pins, birthday buttons, or political propaganda pins are allowed.
- Athletic slippers are not allowed to be worn during the normal school day.

DRESS CODE VIOLATIONS

All Pre-K through 12 schools in Calcasieu Parish shall strive to achieve full compliance of the Dress Code Policy and should resort to disciplinary measures only when positive measures fail. Students who violate the dress code shall be disciplined in accordance with the Student Code of Conduct. Staff will direct students to correct inappropriate attire that can be immediately corrected with no further action.

Students shall not be considered in violation of the Dress Code Policy in the following instances:

- During the first five (5) school days after transferring from an out of the parish school.
- When a student has been authorized by the school principal to wear something other than the approved school uniform.
- When a parent has secured an exemption from the School Uniform Policy while an appeal of an exemption from the School Uniform Policy is pending.

Parent(s) or guardian(s) may request an exemption from the School Uniform Policy by submitting a written request to the school principal. Exemptions may be granted for religious reasons, medical reasons, or other justifiable reasons.

A dress code violation is defined as any deviation from the parish and S. J. Welsh dress code policy. Any student receiving a violation for either late to class, ids, or dress code will receive an ODR. These referrals can be issued by any adult on campus. The S. J. Welsh dress code ticket is a two-copy ticket; your child will be required to sign the bottom of the ticket to indicate that he/she has received a ticket. Immediately upon receiving the ticket, your child will receive the white copy of the ticket that he/she is required to bring home in order to notify parents or guardians. *It is the student's responsibility to notify you and show the ticket to you.* The yellow copy of the ticket will be submitted to the discipline secretary. The following ladder explains the consequences of receiving tickets. **These consequences will continue for the entire school year.**

1st ticket warning to student and white copy is given to student

2nd ticket warning to student and white copy is given to student

3rd ticket warning to student and white copy is given to student

Upon accumulation of the first set of 3 tickets, an Office Discipline Referral (ODR) with an official warning, a phone call and/or letter will be made/sent to parent/guardian in order to inform you of where your child stands concerning future consequences.

Upon accumulation of the **4th ticket**, a phone call will be made to parent/guardian as well as one (1) day of **In School Suspension** scheduled. Your child will have one day to make up any work missed due to time spent in ISS.

Upon accumulation of the **5th ticket**, a phone call will be made to parent/guardian as well as two (2) days of **In School Suspension** scheduled. Your child will have one day to make up any work missed due to time spent in ISS.

Upon accumulation of the **6th ticket** , a phone call will be made to parent/guardian as well as one (1) day of **Out of School Suspension** scheduled. Your child will have one day to make up any work missed due to time spent in OSS.

Upon accumulation of the **7th ticket** , a phone call will be made to parent/guardian as well as two (2) days of **Out of School Suspension** scheduled. Your child will have one day to make up any work missed due to time spent in OSS.

Students will be issued a dress code ticket as documentation that the student was directed to correct inappropriate attire. Again, these tickets are accumulated which will be issued consequences as aforementioned.

DISCIPLINE POLICY OF CALCASIEU PARISH SCHOOL BOARD

In accordance with CPSB Policy, every teacher is authorized to hold every pupil to a strict accountability for any disorderly conduct in school, on the grounds of the school, on the street while going to or returning from school, during recess or on a school bus.

The broad objective of discipline is to help all students, through the guidance of parents, teachers, counselors, principals, and others interested in their welfare, to develop self-discipline, which is necessary if learning is to occur. Although the ultimate responsibility for a student's conduct rests with the student and his/her parents, we who are charged with the responsibility of educating the youth of the community recognize that discipline is a part of our daily responsibility. We accept this challenge and will attempt to provide situations for each student to correct his/her own mistakes. The teacher, principal, counselor, or any agency at the disposal of the school will make every effort to identify the problem and to help the student in every way possible.

In those cases where corrective action becomes necessary, disciplinary measures will be taken with the idea of not only solving the immediate problem, but of correcting future behavior and helping the student to understand that an uninterrupted education is available, provided he/she exhibits responsible conduct. This includes following certain reasonable rules and regulations of the school.

The principal of the school has the responsibility to maintain discipline and to provide everyone with opportunities to grow in self-control. While the school is concerned with each student as an individual, it must also be concerned with the entire student body and in preserving the proper atmosphere for teaching and learning. When the efforts of all concerned fail to modify or correct a student's behavior and misconduct, the individual may be suspended or expelled from school. The following is a list of violations and resulting dispositions set forth.

CONDUCT AND DISCIPLINE

General Conduct

S. J. Welsh has standards regarding behavior. By learning to follow these guidelines, the student will develop habits that will be valuable both now and later in life.

- S. J. Welsh students are expected to be honest and considerate of others.
- The way you act and look affects our school. People judge you and your school by your appearance, actions, and attitudes.
- Conduct yourself in a polite and acceptable manner while attending school or any school related function.
- Respect the rights of others. Treat them honestly, courteously, friendly, and fairly.

- Practice good manners while eating in the school cafeteria. Enter quietly and talk quietly during lunch.
- Obey and practice all standards required of you by the school during noon recess, homeroom, during class exchanges, or while waiting to go home. Talk quietly in our halls.
- Items may not be bought and/or sold on school premises without direct consent from school administration.
- Properly care and use materials, equipment, furniture, books, and property furnished by the school. You will repair, clean, or pay for any item of school property that you misuse.
- Obey all rules the school feels are necessary to provide a healthy, safe, and orderly environment; an environment where every student has the opportunity to receive the best education possible.
- Be on time and attend school regularly.
- Remain in assigned areas.
- Chewing gum is not permitted on school grounds. This includes classrooms, hallways, the cafeteria, gyms, courtyard, or bus ramp.

Classroom Disruptions

Students who disrupt the learning environment not only affect their learning, but that of their peers. Students who create a Level 1 classroom disruption will be issued a Classroom Discipline Referral. The following discipline ladder will be followed:

1st Set of 3: Warning

4th Offense: 1 day ISS

5th Offense: 2 days ISS

6th and Future Offenses: 1 Day OSS

LATE TO CLASS

Punctuality to school and class helps teach students the valuable lesson of being on time. Late to class is considered to be a breach of school rules and is punishable by disciplinary actions. Five minutes is allotted to students to travel from one class to another. Late class is defined as arriving after the allotted five minutes of travel.

LATE TO CLASS VIOLATIONS

A student who is late to class will receive a tardy ticket. Disciplinary action will be issued as follows:

1st late to class Ticket warning to student and white copy is given to student

2nd late to class Ticket warning to student and white copy is given to student

3rd late to class Ticket warning to student and white copy is given to student

Upon accumulation of the first set of 3 tickets, an Office Discipline Referral (ODR) with an official warning, a phone call and/or letter will be made/sent to parent/guardian in order to inform you of where your child stands concerning future consequences.

4th late to class Ticket, ODR and 1 Full day of ISS

5th late to class Ticket, ODR and 2 Full days of ISS

6th late to class Ticket, ODR and 1 Full day of OSS

7th late to class Ticket, ODR and 2 Full days of OSS

REPORTING OF SUSPENSIONS

The suspension of a student from a school shall be reported by the school principal or his designee to the appropriate assistant superintendent and to the office of Child Welfare and Attendance. Upon receipt of a third suspension form for a single student, the Office of Child Welfare and Attendance shall notify the parent in writing of the suspensions to date and inform the parent that upon the fourth suspension the student may be recommended for expulsion by the school principal. Copies of this due process letter shall be sent to the principal and to the appropriate assistant superintendent.

Several forms of discipline are used in S. J. Welsh Middle School's school-wide discipline plan. Clear communication of expectations and consequences help the student understand what is and what is not acceptable. Conferences with the student and with the parent are an important first step in the discipline process when it becomes apparent that the student is not meeting discipline expectations. Corrective actions that may take place include lunch detention, or ISS. Other corrective actions may include out of school suspension or the CPSB alternative school. ***On the third time a student is suspended from school, Louisiana law requires that the student be recommended for expulsion.***

IN SCHOOL SUSPENSION (ISS)

Students who receive ISS as a result of a serious offense or habitually violating school/classroom rules will be expected to complete a packet dealing with the infraction committed before being allowed to return to their regularly scheduled classes. Students will be responsible for all missed class work, projects, assignments, etc. and will be allowed one week to make up any tests/exams.

CODE OF CONDUCT AND DISCIPLINE MANAGEMENT PLAN

Every student enrolled in the Calcasieu Parish School System must have a signed Code of Conduct and Discipline Management Plan form on file at the school the student attends. The Calcasieu Parish School System Code of Conduct and Discipline Management Plan Booklet contains the CPSB discipline policies and consequences.

A copy of the Calcasieu Parish Discipline Consequences will be sent home with each student during the first week of school.

TITLE IX

Notice of Prohibition of Unlawful Discrimination Based on Sex Title IX of the Education Amendments of 1972 prohibits discrimination based on sex in education programs or activities which receive federal financial assistance.

It is the policy of the Calcasieu Parish School Board to maintain a learning environment that is free from prohibited sexual discrimination or sexual harassment. All forms of unlawful sex discrimination on the part of an employee to employee, employee to student, student to student, any person to another person or any combination of these relationships is prohibited. Unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, verbal harassment of a sexual nature, are examples of prohibited conduct. The School Board recognizes that peer sexual harassment is a form of prohibited discrimination and can contribute to an unacceptable educational environment. The Board, therefore, will not tolerate sexual harassment on the part of any student toward another student. Inquiries about or complaints of violation of this policy or of Title IX of the Education Amendments of 1972 may be submitted to:

Dr. Felicia Coleman

Title IX Coordinator

Calcasieu Parish School Board

1015 6th Avenue

Lake Charles, LA 70601

(337) 217-4300 ext. 3618

felicia.coleman@cpsb.org

Or, as provided in the Calcasieu Parish School Board complaint and grievance procedures (Formal Procedure for Sexual Harassment Complaints and Formal Procedure for Student-to-Student Sexual Harassment Complaints), copies of which may be obtained from the CPSB office at:

Calcasieu Parish School Board

3310 Broad Street

Lake Charles, LA 70601

(337) 217-4000

SEXUAL HARASSMENT

The School Board recognizes that peer sexual harassment is a form of prohibited discrimination and can contribute to an unacceptable work and educational environments. The Board, therefore, will not tolerate sexual harassment by any student toward another student.

Each school shall educate its student population and staff concerning the School Board's intolerance of such harassment and shall require students and staff to report any such behavior to the school administrator. Additional reporting options are listed in Policy JCED. Harassment policy information shall be disseminated to the student population.

Formal Procedures for Student-To-Student Sexual Harassment and Other Title IX Complaints can be found in CPSB policy JCED. Title IX Sexual Harassment Investigation must first be conducted, then completed, and sexual harassment determined by district level personnel before disciplinary consequences are enacted.

ERIN'S LAW

Calcasieu Parish School Board has implemented the state-mandated prevention-oriented child assault and abuse awareness program called Erin's Law which in Louisiana is found at R.S. 17:81 Y. Erin's Law was first passed in Illinois, and since then 37 other states have adopted the law, including Louisiana, although not all of these laws are identical. The Louisiana version of Erin's Law requires all public schools to provide education on child assault awareness, including what constitutes abuse or an assault. Child abuse includes sexual abuse. Schools will present information to all students during the school year. Our goal is for students to be able to recognize abuse and learn how to speak out if they need assistance. It is important for parents to become aware of and educated on signs and symptoms of abuse. The resource list and informational tips provided, at cpsb.org under "Our District" under "Policies" and choosing the "Erin's Law" tab, act as a gateway to gaining pertinent information on the program and abuse prevention. (Child Protection Hotline) 1-855-452-5437 to report or file an abuse or neglect case.

Resource List

- Childhelp 1-800-4-A-CHILD (Childhelp is a national nonprofit organization that helps victims of child abuse and neglect.) The hotline operates 24 hours a day, 7 days a week.
- RAINN 1-800-656-HOPE (www.rainn.org) Rape, Abuse, & Incest National Network is the nation's largest anti-sexual assault organization.
- Stop It Now! 1-888-PREVENT (www.stopitnow.org) Stop It Now! offers adults the tools they need to prevent sexual abuse before a child is harmed.
- Department of Children and Family Services/ Child Welfare (Child Protection) 1- 855-452-5437 to report or file an abuse or neglect case. United Way provides a free and confidential service to find local help resources. Just dial 211. Available 24/7
- <http://www.erinslaw.org/>

Tips for Parents

- Building Skills with Your Child (Teach your child to speak up if something isn't right, be open and honest when communicating, and encourage and teach them to talk about how they feel.)
- Observe Your Child's Behaviors (Keep an eye open for changes in your child, notice their actions as they play, and monitor inappropriate words and behaviors.)
- If Your Child Has Been Abused (Listen to the child, do your best not to react in an emotional way, do not put the blame on yourself, be supportive and strong, don't treat abuse as a deep dark secret, show them that you believe them so they can trust you, and share information with people who need to be informed.)
- Help for You and Your Child (Give your child an opportunity to talk about what happened in a safe environment, choose a counseling provider that is a good fit for you and your child, ask for recommendations, and use provided resources.)

BULLYING

The Calcasieu Parish School Board is committed to maintaining a safe, orderly, civil, and positive learning environment so that no student is subject to bullying, hazing or similar behavior while in school or participating in school-related activities. All schools within the district have an obligation to promote mutual respect, tolerance, and acceptance among students, staff, and volunteers. Behavior that infringes

on the safety of any student will not be tolerated. A student shall not bully or intimidate any student through words or actions. Such behavior includes, but is not limited to direct physical contact, verbal assaults, the use of electronic methods, and social isolation and/or manipulation.

All students, teachers, and other school employees shall take responsible measures within the scope of their individual authority to prevent violations of this policy.

Any student who engages in confirmed bullying will be subject to disciplinary action up to and including expulsion. Students are expected to immediately report incidents of bullying to the principal or designee. Bullying Report form can be found at www.cpsb.org under “How Do I” button, then choose “Report Bullying.”

BUS TRANSPORTATION

School Bus Conduct

- Students must comply with the Student Code of Conduct while traveling on a school bus to and from their homes or school-sponsored activities. If a student commits an infraction covered in the Student Code of Conduct on a school bus, the school bus driver/monitor will complete the “The Behavior Report” and give a copy of the form to the principal.
- An administrator may suspend the privilege of riding any school bus. In all cases of suspension of bus riding privileges, the parent, bus operator, Special Education Department, and the Supervisor of Transportation shall be notified by the principal in writing within forty-eight (48) hours of such a decision, of the facts concerning each suspension, including reasons and term of suspension.
- A bus suspension does not necessarily mean a suspension from school.

Student Responsibilities

Bus Stop Safety

- Arrive 5-10 minutes prior to the scheduled stop time.
- Respect school property and the property of others while waiting at the bus stop.
- Remember your bus route number
- Approach the bus once the bus comes to a complete stop

Boarding the Bus

- Board the bus in an orderly manner

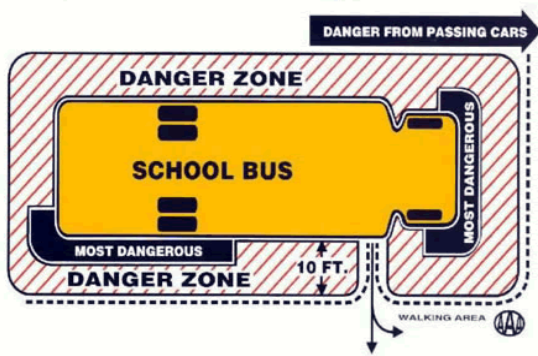
During the Ride

- Respect and follow the request of bus staff for the safety of all riders.
- Remain seated at all times

Getting Off the Bus

- Take 5 big steps (10 ft) away from the bus when getting off the bus

Be Aware of the Bus Danger Zone



CPSB District Bus Expectations

1. Stay in assigned seat.
2. Use your indoor voice and speak only with your neighbor.
3. Drinking only water is acceptable on the bus, keep treats and snacks stowed away.
4. Use appropriate language when communicating.
5. Keep all body parts and objects inside the bus.
6. Use emergency exits only when directed by bus driver or aide.
7. Incidents of bus disruptions will result in the following discipline measures which include but are not limited to:
 - Minor Offenses:
 - i. 1st Offense: ODR and note "Minor Bus Disturbance"
 - ii. 2nd Offense: ODR and note "Minor Bus Disturbance"
 - iii. 3rd Offense: Referral to administration as a major (habitually violates rules)
 - iv. 4th Offense: Long-term removal
 - Major Offenses:
 - 1st Offense – 3 Day Bus Suspension
 - 2nd Offense – 5 Day Bus Suspension
 - 3rd Offense – 10 Day Bus Suspension
 - 4th Offense – Suspension from the bus for the remainder of the semester.
 - 5th Offense – Suspension from the bus for the remainder of the school year.
8. Students shall not be allowed to ride a bus other than their assigned bus based on their domiciliary address.

Responsibilities of Parents/Guardians

1. Be familiar with and follow local board and school level policies for school bus transportation.
2. Have children ready and at their designated pickup points along the route 5 to 10 minutes before the bus is due to arrive.

3. Cooperate with the school and bus driver in teaching children safety precautions and good manners and habits for school bus passengers. Assist when there are disciplinary problems.
4. Avoid detaining the driver on the route.
5. Avoid contacting drivers to change schedules, route assignments, bus stops, etc.
6. If a problem arises, contact the principal or Supervisor of Transportation.
7. Assist the school district in monitoring safe access to passengers by keeping bus loading and unloading zones free of parked vehicles, trash or debris; by keeping vegetation trimmed, etc.

PDA (PUBLIC DISPLAY OF AFFECTION)

Public Display of Affection (PDA) is prohibited on the campus of S. J. Welsh Middle School. Teachers will take the students to the office for violation of this guideline and appropriate disciplinary consequences may be assigned.

VIOLENCE PREVENTION PROGRAM

Fighting is disruptive to the school climate and causes students to feel physically and psychologically threatened. Research indicates that the majority of students who bring weapons to school do so to defend themselves. School administrators believe students who feel safe are less likely to bring weapons to school. Guns and other weapons clearly are hazards to a safe learning environment and the possibility that they will be brought to school must be significantly reduced in order to ensure a safe school environment for our children.

DANGEROUS WEAPONS

The CPSB shall authorize the Superintendent or designated official to immediately suspend and recommend expulsion for any student found in possession of a dangerous weapon. A dangerous weapon may be defined as guns, bullets, knives, rakes, chains, clubs, or similar instruments deemed dangerous on the school grounds, on school buses, and/or at any school sponsored event, during or after regular school hours. When the student is found in possession of a weapon, the Superintendent shall be notified immediately, and the principal shall take appropriate disciplinary actions.

THREATS

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

ZERO TOLERANCE

Parents, teachers and students are expressing increased concern regarding student behavior problems in schools today. The public expects schools to provide a safe, supportive environment where students can learn, and teachers can teach. The key to such an environment is a discipline policy that should anticipate situations and provide preventive measures and deterrence where possible. Zero tolerance policies are enforced for students who engage in physical assault, fistic encounters/ fighting.

Students involved in other inappropriate physical contact (pushing and shoving) will be addressed with other disciplinary measures outlined in this Student Code of Conduct.

Responsibilities

It is the responsibility of the student, parent, and staff members to report any incidences that may result in a physical confrontation. Note to Students: It is your responsibility to alert a principal, teacher, coach, etc., to any hostile attempt directed at you. Administrators are then required to take immediate action to prevent further hostile attempts.

Self Defense

A student must do everything within reason to avoid a fight, including walking away and getting a teacher or staff member. After having done so, if the student is attacked, he/she may defend themselves within reason. At no time should the student become the aggressor or escalate the situation verbally or physically.

The Calcasieu Parish Violence Prevention Program/Zero Tolerance Policy can be found in CPSB's District Policy Manual - section JD-R

Discipline should be a learning process, which teaches individuals to behave in a manner consistent with stated expectations. The Calcasieu Parish Violence Prevention Program/ Zero Tolerance Policy clearly states expectations regarding student behavior as it relates to fighting and the expected consequences.

A second offense for Zero Tolerance may result in a recommendation for expulsion.

*Elementary students do not go through the Calcasieu Parish Violence Prevention Program/Zero Tolerance, but appropriate administrative actions will be taken for such incidents of physical assault, fistic- encounters/fighting.

NOTICE: To Parents and Students of Calcasieu Parish

The Calcasieu Parish School Board and The State Department of Education have directed that each student and his/her parents/guardians be told that without exception a student shall not be under the influence of, bring on, consume or have in his/her possession on a school bus, on school premises, or at a school function away from school, any narcotic drugs or controlled dangerous substance as defined by state law. If a controlled drug needs to be administered at school, refer to the Medication Policy in this handbook.

Any student of Calcasieu Parish Public School System found to be in violation of this policy will be subject to expulsion as provided in the Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226. Terms of the law are mandatory and include a statement that referral sources are available to parents/guardians.

ACT 909 - 1990 LA LEGISLATIVE ACT

1. Mandates that any student, sixteen (16) years or older, found guilty of knowledge of and intentional distribution of or possession with intent to distribute any controlled dangerous substance on school property, on a school bus, or at a school event shall be expelled from school for a minimum of twenty-four (24) calendar months.

2. Mandates that any student who is under sixteen (16) years of age and in grades six through twelve and who is found guilty as in (1) above shall be expelled from school for a minimum period of twelve (12) calendar months.
3. Mandates that any student who is kindergarten through grade five and who is found guilty as in (1) above shall be referred to the local school board through a recommendation for action from the superintendent.
4. Specifies procedures for review or appeal as follows:
5. The parent or tutor of the pupil may within five (5) days after the decision is rendered, request the school board to review the findings of the superintendent or his designee.
6. The parent or tutor of the pupil may, within ten (10) days to appeal to the district court for an adverse ruling of the school board/superintendent.
7. Requires that upon recommendation by a principal for the expulsion of any student referred to above, a hearing shall be conducted by the superintendent or his designee to determine whether the student shall be expelled or if other corrective or disciplinary action shall be taken. Until such a hearing, the student shall remain suspended from school.
8. Mandates that no student expelled pursuant to this act shall be readmitted to any public school in the state except upon the approval of the school board of the system to which he seeks admittance.

CELL PHONES-ELECTRONIC TELE-COMMUNICATION DEVICES

(Updated 8/25/26)

As per Louisiana Act 313, “Effective beginning with the 2024-2025 school year and thereafter no student shall possess, on his person, an electronic telecommunication device throughout the instructional day. If a student brings an electronic telecommunication device in any public elementary or secondary school building or on the grounds thereof during an instructional day, the electronic device shall either be turned off and properly stowed away for the duration of the instructional day or prohibited from being turned on and used during the instructional day.”

All students in CPSB schools are assigned a device to use for instruction. No student, unless authorized by the school principal or his/her designee, shall use or operate any device which records sound and/or images, electronic telecommunication device, in any elementary, middle or secondary school building, or on the grounds during the instructional day.

Cell phones and all other telecommunication devices must be turned off, stowed away out of sight and not used during the instructional day. For the purpose of this policy, the instructional day will be defined as the time students arrive on campus in the morning until the time they are officially dismissed from the campus in the afternoon.

On field trips, telecommunication devices may be possessed/used at the discretion of the principal or his/her designee.

- Calcasieu Parish School Board will not be responsible for any electronic device carried onto the school campus by a student or parent.
- Photographing, audio recording or videotaping of any persons/activities/incidents/etc. during the instructional day is strictly prohibited unless authorized by the school principal or his/her designee.

- The device will be confiscated, and disciplinary actions administered. Use of cell phones or other electronic devices by a student shall result in the confiscation of the cell phone/electronic device and a parent phone call.

Schools have the option of using other corrective strategies. All confiscated cell phones/electronic devices shall be returned to a parent or guardian when a request has been made and a release form provided by the school has been signed by parent.

These items will **NOT** be released back to the student.

First offense: Cell Phone Seen or Used During School Hours

1. Teacher requests the student's cell phone.
2. Student surrenders the phone immediately.
3. Phone is sent to the office, labeled, and securely stored.
4. Parent/guardian must come to the school to retrieve cell phone.

Consequence: Detention or In-School Suspension (ISS)

Second or recurring offense: Cell Phone Seen or Used During School Hours

1. Teacher requests the student's cell phone.
2. Student surrenders the phone immediately.
3. Phone is sent to the office, labeled, and securely stored.
4. Parent/guardian must come to the school to retrieve cell phone.

Consequence: Out-of-School Suspension (OSS).

First offense: Refusal to Surrender Cell Phone

1. Student refuses to give the phone to the teacher.
2. Administrator is called to assist.
3. Student is escorted to the office.
4. Parent/guardian must come to the school to retrieve cell phone.

Consequence: Out-of-School Suspension (OSS).

PERSONAL ELECTRONIC DEVICES

Unless prior written permission is granted by administration, iPods, iPads, wireless head-phones, smart glasses, (such as AirPods or other Bluetooth or wireless devices), Kindles, game devices of any type, etc. are not to be brought to school. These items will be confiscated and returned to the parent only. The school will not be responsible for any items that have been lost, stolen, or confiscated.

POSSESSION/USE OF ELECTRONIC SMOKING DEVICES

Student possesses Electronic Smoking Device or Electronic smoking pods and/or liquids on school grounds, at school-sponsored events, and/or when using school district transportation. Any student in grades six through twelve found guilty of being in possession of tobacco, alcohol, or a vaping product on school property, on a school bus, or at a school-sponsored event, may be recommended for expulsion, as per Louisiana ACT 337.

CALCASIEU PARISH MIDDLE SCHOOL ATHLETIC POLICY

Philosophy and Purpose

Middle school athletics should meet the needs of students in grades 6, 7, and 8 to explore and develop fully as individuals. It should provide these students with an athletic program built on sportsmanship, self-discipline, responsibility, team participation and concern for the welfare of others with proper emphasis on competition and its outcome between schools. These concerns should be reflected and evidenced in a constructive and positive manner during any athletic event by participants, coaches, and student bodies.

Disregard of this philosophy during competition between schools through the use of improper remarks, behavior, attitudes, scores, and a lack of concern for the welfare of all participants does not serve the needs, purposes, and intent of middle school athletics.

It is the responsibility of principals and coaches to see that the athletic programs in their schools reflect the proper middle school philosophy. They should keep in mind the impact of their influence on the attitudes of their students, school, and communities with whom they compete.

All students engaging in interscholastic sports shall be required to supply proof of insurance and fill out a form that states that the school or board will not assume liability for accidents or injury to students. This release form must be signed by parents before the student is permitted to participate in athletics.

STUDENT SERVICES

The mission of our school goes beyond the presentation of academics to the student body. Our school strives to provide students with a broad range of experiences and opportunities that promote the overall growth of the individual.

ATHLETIC EVENTS AND OTHER AFTER-SCHOOL ACTIVITIES

All school rules apply to students who attend any after-school activity.

Eligibility

A student is eligible who is not 15 years of age before September 1 and is in the 6th, 7th, or 8th grade. (Students may be considered eligible for a maximum of six semesters)

Eligibility Requirements for Extra- and Co-Curricular Activities

1. No student will be allowed to miss any class in which he/she is presently failing. To determine if a student is failing, average all completed nine weeks grades.
2. No student will be allowed to participate in any event of the day or night while he/she is under suspension from school.
3. A student must be in attendance at school at least one hour prior to release time in order to participate in a contest. Only the school administrator can grant exceptions to this rule for extenuating circumstances.
4. All work missed by students while at these events must be made up and completed in a manner that would be required of any other student.
5. Any student owing fines, charges, fees, fundraiser money, lost or damaged textbook/library fees etc. at the beginning of or during the course of the school year will not be allowed to participate in or attend any extra or co-curricular activities such as athletic events, band, choir, fieldtrips, dances, pep rallies, etc. This also includes students who are new to SJ Welsh but owe money at other Calcasieu Parish schools.

Parents are responsible for transporting students from school after all extracurricular activities and practices.

Calcasieu Parish School Board Policy:

- All students, other than special education must: (1) pass at least five (5) subjects from the following list: math, science, social studies, reading, English, health/physical education, and foreign language. (2) maintain a 1.5 grade point average for the first semester and end of the school year. (Average to be computed using grades from all 6 subjects listed above.)
- Special Education students that have been mainstreamed by virtue of their IEP shall be subject to the same rules as regular students. Those that have been placed in alternates to regular instructional programs or classes by virtue of their IEP must achieve 70% of his/her short-term objectives at the end of the first semester and end of the school year.

SCHOOL DANCES

Dances are open to S. J. Welsh Middle School students only. School dress code will be in effect, unless otherwise announced. All school rules remain in effect. End times are exact, and students should be picked up no later than 15 minutes after stated end time.

CLUBS, ORGANIZATIONS, AND ACTIVITIES

S. J. Welsh sponsors numerous clubs, organizations, and activities in which students may become involved. Club meeting times will be announced by the individual sponsor. An exact schedule for each club will be announced. Daily announcements providing specific updates and information are important to all students participating in clubs. What follows is a partial listing of these special opportunities.

Athletics: Interschool athletics are offered for boys and girls in those areas in which the athletic activity meets the concept and needs of the middle school child. To be a member of any of the teams, the student must meet all academic and age requirements. A six-semester rule is in effect in Calcasieu Parish Middle Schools. Upon entering 6th grade in middle school, the student has six consecutive semesters to complete eligibility. Boys' athletics includes football (7th & 8th grades only), basketball, golf, cross country, and track. Girls' athletics include volleyball, basketball, golf, softball, cross country, and track. ***Tryouts are announced for varsity sports.***

Band: Students may participate in the school band program by securing a musical instrument and then enrolling in band enrichment classes. Beginning band classes are offered to students who do not have prior musical training. Intermediate and advance band classes are available to students with prior training. Band is a performing art; therefore, if your child misses a planned concert or performance, their grade will be lowered by one letter grade for the nine weeks of the performance.

Chorus: All students may audition for chorus during the first nine weeks of school.

Orchestra: All students may audition for orchestra during the first nine weeks of school.

Cheerleading: 6th & 7th graders are selected at the end of the school year by competitive tryouts to participate in the varsity cheerleader squad for the following school year.

Dance Line: 5th, 6th, & 7th grade girls are selected at the end of the school year by competitive tryouts to participate in the Colt Kickers dance line for the following school year.

Clubs/Organizations: A number of clubs are available to students. Each club strives to meet the special interests and talents of individual students. Any student wishing to join one of the many clubs must

contact the club sponsor for membership requirements. The following is a list of some of the clubs/organizations that may be offered during the school year:

- **BETA CLUB** (by invitation only)
- **ENVIRONMENTAL CLUB**
- **FRENCH CLUB** (must be enrolled in French)
- **SPANISH CLUB** (must be enrolled in Spanish)
- **STUDENT COUNCIL**
- **4-H**
- **ROBOTICS CLUB (STEM)**
- **FELLOWSHIP OF CHRISTIAN ATHLETES (FCA)**

Activities: Athletic events, band concerts, assemblies, pep rallies, dances, fairs, competitions, and special events are available throughout the year. All SJW activities are for the exclusive use of SJW students.

HONOR'S PROGRAM

An 8th Grade Honor's Day Program at the end of each school year offers several opportunities for 8th graders to be a recipient of one or more awards. The following are some of the awards that are offered and the criteria for each award.

- **Principal's Quality Award** – Student must have a GPA of 3.5 or higher through the 3rd nine weeks grading period and no behavior related office referrals.
- **Colt Scholar Athlete Award** - Student must have a GPA of 3.5 or higher thru the 3rd nine weeks grading period, no behavior related office referrals, and have participated in one or more school sport(s).
- **Multi-Sport Award** – Student must have participated in 3 or more school sports during current school year.
- **Honor Roll Award** – Student must have received all As and Bs on their report card through the 3rd nine-week grading period.
- **Banner Roll Award** - Student must have received all As on their report card through the 3rd nine-week grading period.
- **Perfect Attendance Award** – Student must not have any absences for the entire school year. School-related absences would not count against the student.
- **Outstanding Student Award** – Each teacher will select one student to receive this award. A student's GPA in that class will be a determining factor in selecting this student.
- **President's Award** – Certificates will be given to 8th grade students who have made honor roll all three years of middle school and have high performing test scores.

PRAYER IN SCHOOLS

The Calcasieu Parish School Board shall permit school authorities of each school to allow an opportunity, at the start of each school day, for those students and teachers desiring to do so to observe a brief time in silent prayer or meditation.

Public schools shall be prohibited from adopting or using any official or standard prayer. Voluntary, student-initiated, student-led prayer in accordance with the religious views of the student offering the prayer may be permitted, however. No student attending the school shall be required to participate in any religious activity at school.

No law, rule or policy shall deny to any student attending a public elementary or secondary school the right to participate in voluntary, student-initiated, student-led prayer during school or on school property, before or after school or during free time. Athletic teams shall not be prohibited from engaging in voluntary, student-initiated, student-led prayer.

No law, rule or policy shall prevent any student who attends a public elementary or secondary school and who is responsible for or presiding over a meeting of a school organization or assembly from calling upon a student volunteer to offer an inspirational quotation or statement, offer a voluntary prayer, or lead in silent meditation, at the sole option of the student volunteer.

A student organization shall not be denied recognition, any privilege, or benefit solely because it is religious in nature, has a religious affiliation, or has no religious affiliation.

When student volunteers are called upon to offer an inspirational quotation or statement, offer a prayer, or lead in silent meditation, such students shall be selected at random by a student from among student volunteers without respect to their individual religious beliefs or lack thereof. No student shall be called upon to offer an inspirational quotation or statement, offer a voluntary prayer, or lead in silent meditation unless the student chosen has volunteered to do so.

HELPFUL WEBSITES

Student Progress Center<https://jcampus.cpsb.org/progress/>

Check your child's grades and discipline in real time.

If you need your PSN, please contact Mrs. Cormie (ext. 1242)

S. J. Welsh Middle School.....<https://welsh.cpsb.org/>

Stay informed of upcoming school events and announcements

Online School Payments<https://osp.osmsinc.com/CalcasieuLA/>

This service is provided to parents and community members to facilitate payment for school fees for a variety of products and services using a credit card.

IMPORTANT REMINDERS FOR PARENTS

- Stress the importance of education with your child.
- Send your child to school regularly and on time.
- Provide resources to enable your child to complete class work and homework.

- Encourage your child to complete work on time and provide help when possible.
- Be involved with what goes on in your child's school.
- Keep in touch with the school about your child's progress.
- Make sure the school knows where or how to contact you.
- Cooperate with the school staff in carrying out appropriate disciplinary measures.
- Review information in the student handbook with your child. Review, sign, and return student progress reports, report cards, and discipline referral forms that may be sent home.
- Keep the school informed about any health problem your child may have.
- Be sure your child has up-to-date immunizations and/or medical exams.
- Please be aware that all information, guidelines, policies, rules, and regulations are subject to changes and adjustments as circumstances warrant.
- Though it is rarely done, the principal retains the right to waiver policy when it is determined to be appropriate for the safe and just operation of the school.

PBIS

2026-2027

- At the end of each marking period, students who have no majors will be rewarded with a pass to the Champion Colt Corral.

S. J. WELSH EXPECTATIONS

courtesy

- Treat others with respect
- Care about others and their needs
- Help people in need
- Forgive others
- Express gratitude (Thank you!)
- Mind your manners (say please, thank you, yes ma'am/sir, no ma'am/sir)

bedience

- Obey all school rules
- Obey all classroom rules & procedures
- Comply with teacher requests the first time asked
- Listen carefully to all instructions given and follow directions

eadership

- Do what is expected of you
- Lead by a positive example
- Get involved in classwork and clubs
- Stay informed about your school (functions, assignments, & deadlines)
- Be accountable for your words, actions, and behavior
- Stand up/speak up for what is right

olerance

- Be kind (use words of praise and positive messages)
- Be accepting of differences
- Be open-minded; listen to others
- Be considerate of the feelings of others
- Treat others with respect

elf-discipline

- Respect other's space

- Follow school rules
- Be respectful of school property
- Be responsible for your actions

S. J. WELSH
2026-2027
BELL SCHEDULE

SCHOOL BEGINS AT 7:40 a.m.

STUDENTS ARE TARDY AT 7:45 a.m.

6 TH GRADE		7 TH GRADE		8 TH GRADE	
1 ST	7:40 – 8:40	1 ST	7:40 – 8:40	1 ST	7:40 – 8:40
ANNOUNCEMENTS 8:35					
2 ND	8:40 – 9:30	2 ND	8:40 – 9:30	2 ND	8:40 – 9:30
3 RD	9:30 - 10:20	3 RD	9:30 - 10:20	3 RD	9:30 - 10:20
LUNCH	10:20-10:50	4 TH	10:20-11:10	4 TH	10:20-11:10
4 TH	10:50-11:40	LUNCH	11:10-11:40	5 TH	11:10-12:00
5 TH	11:40-12:30	5 TH	11:40-12:30	LUNCH	12:00-12:30
6 TH	12:30-1:20	6 TH	12:30-1:20	6 TH	12:30-1:20
7 TH	1:20-2:10	7 TH	1:20-2:10	7 TH	1:20-2:10
8 TH	2:10-3:00	8 TH	2:10-3:00	8 TH	2:10-3:00

S. J. Welsh Attendance Protocols

Dear S. J. Welsh Middle School Parents, Guardians, and Students,

Welcome to a new school year! We're excited to have you with us and look forward to a great year ahead.

As we begin, we want to remind you how important attendance is to student success. At S. J. Welsh, students attend eight classes each day. Missing even one class means missing valuable instruction and falling behind on assignments, which can affect grades.

What You Need to Know About Attendance:

- **Truancy:** According to Louisiana law, a student is considered truant after **five unexcused absences** in the fall and **five in the spring**—that's less than one unexcused absence per month.
- **Excused Absences:** Illness, a death in the family, or religious holidays are examples of excused absences. Please note that **a parent note alone does not excuse an absence** for truancy purposes. (See our student handbook for full details.)
- **Notifications:** You'll receive written notices after your child's **3rd, 6th, 9th**, and any additional unexcused absences.
- **Support & Interventions:** We're here to help. If absences continue, we may involve Child Welfare and Attendance or refer families to support services. Our goal is always to support your child's education.

Tardiness: Section D of Louisiana R.S. 17:233 defines tardiness in the following manner: *"For purposes of this Section, the term "tardy" 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."*

Next Steps:

- Review the attached **Louisiana R.S. 17:233** (formerly Act 745) on attendance.
- Sign and return the **acknowledgment form** on the back of this letter, along with the district forms sent home today.

If you have questions or need support, please reach out to our leadership team or your child's counselor. We're here to help!

Sincerely

Brad Durio
Principal

I, _____, the parent/guardian of _____, have received and understand the S. J. Welsh Middle School truancy intervention notice as well as Louisiana R.S. 17:233 regarding student truancy. This letter and my signature will be kept on file.

S. J. Welsh Middle School will employ the following to promote school to home communication in an effort to engage my child and family in maintaining regular attendance:

- 3rd unexcused absence or tardy: Letter home, parent and student interview conducted by school leadership/Principal’s designee.
- 5th unexcused absence or tardy: Letter home, parent contact
- 8th unexcused absence or tardy: Letter home, parent contact, CWA contact, possible Families in Needs of Services referral
- 12th unexcused absence or tardy: Letter home, parent contact, CWA contact, FINS contact
- 15th unexcused absence and subsequent accrual of three day absence or tardy intervals: Letter home, parent contact, CWA contact

I understand that my child’s attendance plays a tremendous role in their success as a student. I further understand that I am responsible for my child’s attendance and timely arrival to school. If my child arrives after 7:50 a.m. by any means other than by CPSB transportation, they must be signed in by a parent/guardian. (In the event that late to school is a consistent challenge, school staff will assist families in arranging CPSB transportation in order to alleviate late to school arrivals. **Students living within the one-mile walk zone are not eligible for CPSB transportation.) Late to school arrivals will be referred to CWA as well as part of an intervention plan to assist with timely arrival.

Parent Signature

Date

Student Signature

Date

Brad Durio, Principal

Date

LA R.S. 17:233 Formally ACT No. 745 §233.

Cases of habitual absence or tardiness referred to juvenile or family court; denial or suspension of driving privileges; parental responsibilities

A. Any student who is a juvenile and who is habitually absent from school or is habitually tardy shall be reported by visiting teachers and supervisors of child welfare and attendance to the family or juvenile court of the parish or city as a truant child, pursuant to the provisions of Chapter 2 of Title VII of the Louisiana Children's Code relative to families in need of services, there to be dealt with in such manner as the court may determine, either by placing the truant in a home or in a public or private institution where school may be provided for the child, or otherwise.

B.(1)(a) A student shall be considered habitually absent or habitually tardy when either condition continues to exist after all reasonable efforts by any school personnel, truancy officer, or other law enforcement personnel have failed to correct the condition after the fifth unexcused absence or fifth unexcused occurrence of being tardy within any school semester.

(b)(i) The parent or legal guardian of a student shall enforce the attendance of the student at the school to which the student is assigned. The parent or legal guardian of a truant student shall ensure that the student makes up missed school work by attending after-school tutoring sessions, weekend make-up classes, or other remediation opportunities, as determined by the school board until the student has caught up with his school work. The parent shall also attend meetings at the school on at least a monthly basis relative to the student's progress until the student has caught up on his missed school work and any assistance fair conducted by the school district that provides information on supports available to families. Failure to comply with the provisions of this Item may subject a parent to the penalties provided in R.S. 14:92.2.

(ii) The principal of each school or his designee shall note any concerns that school personnel have relative to a child's school attendance on the back of any Supplemental Security Income form that the school receives relative to that child.

(c) The principal of the school, or his designee, shall notify the parent or legal guardian in writing on or before a student's third unexcused absence or unexcused occurrence of being tardy, and shall hold a conference with such student's parent or legal guardian. This notification shall include information relative to the parent or legal guardian's legal responsibility to enforce the student's attendance at school and the civil penalties that may be incurred if the student is determined to be habitually absent or habitually tardy. The student's parent or legal guardian shall sign a receipt for such notification.

(d) The parent or legal guardian of any student in kindergarten through grade eight who is considered habitually absent or habitually tardy pursuant to the provisions of this Section shall be in violation of the provisions of Subparagraph (b) of this Paragraph and shall be punished as follows:

(i) A first offense shall be punishable by a fine of not more than fifty dollars or the performance of not less than twenty-five hours of community service.

(ii) Any subsequent offense shall be punishable in accordance with R.S. 17:221(A)(2).

(iii) For purposes of this Subparagraph, an offense means a violation of this Subsection by the parent or legal guardian of a child who is habitually absent or habitually tardy; multiple offenses may result from violations involving different habitually absent or tardy children of that parent or legal guardian.

(iv) In any case where the child is the subject of a court ordered custody or visitation plan, the parent or legal guardian who is lawfully exercising actual physical custody or visitation of the child shall be responsible for the child's attendance at school on those days and shall be solely responsible for any absence or tardiness of the child on such days. The parent or legal guardian not exercising actual physical custody or visitation on the day of the absence or tardiness shall not be in violation of this Section.

(2) In a nonpublic school, a student shall be considered habitually absent or tardy only when the student has been absent or tardy for more than five days within any month without approval of the parent or other person responsible for the student's school attendance and when the student's principal has filed a written report showing dates of absence or tardiness and dates and results of school contacts with the home.

C. If a student is less than eighteen years of age and is habitually absent or tardy as determined pursuant to this Section, the Department of Public Safety and Corrections may, upon notification from the school board, deny or suspend the driver's permit or license of the student in accordance with the provisions of R.S. 32:431.1.

D. For purposes of this Section, the term "tardy" 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.

Acts 1990, No. 158, §2, eff. July 1, 1990; Acts 1994, 3rd Ex. Sess., No. 103, §1, eff. July 7, 1994; Acts 2008, No. 688, §1, June 1, 2009; Acts 2009, No. 224, §6, eff. June 1, 2009; Acts 2009, No. 305, §1; Acts 2010, No. 644, §1, eff. June 29, 2010; Acts 2024, No. 386, §1.

, No. 644, §1, eff. June 29, 2010.

