

*WELCOME TO PORT ALLEN
MIDDLE SCHOOL!!*

Mission Statement:

To prepare every student for success through high quality instruction and character building experiences.

We are beginning a year of quality education for the students of our district. Port Allen Middle School boasts a wide range of academic programs including our Traditional Academic and Gifted & Talented pullout programs, in addition to a well-rounded program of extra-curricular activities.

We offer the required subjects of Social Studies, English, Mathematics, Reading, Science, and Physical Education at each grade level as well as electives including: French, Music Appreciation, Band, Introduction to Business Computer Applications and Journey to Careers. Students have the opportunity to earn high school credits in Music Appreciation, Introduction to Business Computer Applications, Journey to Careers and Algebra I.

Port Allen Middle is proud of its faculty and staff. Many of our teachers hold advanced degrees and bring a wealth of knowledge and years of experience to their classrooms. Our staff and teachers are eager to begin a new year working with our students and parents to ensure a quality education.

HONOR CODE

Students attending Port Allen Middle School are responsible for maintaining high moral and ethical standards set forth by the following honor code. This honor code, which is based on self-respect and respect for others, promotes discipline, accountability, school pride, and spirit. It helps each student to grow physically, emotionally, and academically in an atmosphere of trust. Students who fail to adhere to the Honor Code and the Code of Conduct are subject to disciplinary action.

Port Allen Middle School Honor Code

- *On my honor, I will do my own work to uphold the ideals of Port Allen Middle School. I agree to protect the good name of the school and see that all others do the same.*
- *I will do my own work both in and out of school. I will not plagiarize the work or ideas of others, nor will I allow another student to use any part of my work as his own.*
- *I will not lie. I will not forge the signature of another student, **any** parent's signature, the signature of any teacher or authority on notes or school documents including, but not necessarily limited to reports, tests or conduct notifications.*
- *I will report to a teacher or administrator any rumors or threats which may violate the safety of the school environment.*
- *I will not bully, physically intimidate, threaten, shame, disgrace, or socially discriminate fellow student.*
- *I will hold myself accountable for any infringement of the above rules and regulations. I will expect and encourage all other students to do the same. I will report myself or others to a teacher or administrator for any infringement of the above rules and regulations.*

Port Allen Middle School
Expectations

PAMS

Prepared

Attend

Motivated

Succeed/Safety

BOOKS and MATERIALS

Students are responsible for the proper care and return of all library books and textbooks issued to them. The condition of each book will be determined at the time of issuance. Any damages assessed at the end of the school year will be based on the condition of the book when issued. **Textbooks must be covered at all times.** Students will not damage the cover or interior pages of any book. They will not loan their books to others. Books that are not returned (lost or stolen, etc.) must be paid for at the replacement cost regardless of condition when issued. Students are responsible for all equipment and materials that they use at school.

Grades will be withheld according to WBRBSB and BESE policies until fines for damaged or lost books/ equipment and/or materials are paid.

LIBRARY

The library is located in the center of the school and serves all members of the school community. It is important to remember that quiet and appropriate behavior must always be practiced when entering, using and leaving the library.

Library materials can be checked out for two weeks or 14 total days. The first day after an item is due is a "grace day" which means that a student may return or renew items on that day without penalty. The grace day is actually an overdue day, so if it is not used, the student is responsible for it as an overdue day. Overdue books have fines of \$.05 per day.

Students must have a clear record, that is, no overdue books or fines in order to check out books. The maximum number of items which can be checked out is five, however, it is recommended that only one or two items be check out at a time.

The library opens at 7:35 A.M. Students may use the library and computers during that time before homeroom. Students need to remember that the library is a quiet place during this time.

Computers and printers may be used for school related work only; *personal projects are not allowed.*

Books may be returned to the library before school, between classes, after school or by placing books in an area designated by the teacher in the classroom.

DISCIPLINE POLICIES

Students have a fundamental right to a free public education. You have a corresponding responsibility to join with other members at Port Allen Middle School in respecting the rights and responsibilities of others and in establishing a climate for learning within the school.

It is the professional belief of the staff and administration at Port Allen Middle that the rules and regulations expressed in the West Baton Rouge Parish Student Handbook will assist in providing a safer, healthier and happier atmosphere for students to learn.

Students are expected to behave in an orderly, courteous manner at all times and in all situations. No disruptive acts of any nature will be tolerated under any circumstances.

Students are to exhibit proper behavior at ***all extra-curricular activities***. Teachers through a behavioral referral forms will refer students who fail to adhere to the rules and policies of the West Baton Rouge Parish School Board and Port Allen Middle School to the administration. Inappropriate student behavior may result in any one of the following dispositions: counseling, parent conference, Behavior Clinic, RTI, suspension or expulsion.

The parish-wide discipline policy is in effect at Port Allen Middle School, including the **“Zero Tolerance for Fighting Policy.”** *

* The “Zero Tolerance for Fighting Policy” is in effect from the time you leave your home for school until the time you return inside your home from school. It is also in effect during **all school-related activities**.

- **STUDENTS INVOLVED IN FIGHTS ARE SUBJECT TO SUSPENSION.**
- **Students cited for provoking, instigating or participating in disturbances on campus shall be suspended. Students MAY also be recommended for expulsion and are subject to being reported to our School Resource Officer with WBRPSO.**

BULLYING

Bullying is the most common form of violence in our society.

Rules against Bullying

1. We **will not** bully others.
2. We **will** help students who are bullied.
3. We **will** include students who are easily left out.
4. When we know somebody is being bullied, we **will** tell an adult at school and an adult at home.

HAZING

Port Allen Middle School seeks to promote a safe environment where students may participate in activities and organizations without compromising their health, safety or welfare. Hazing of or in any form is prohibited. Hazing is a very serious offense. Hazing is any intentional, knowing or reckless act committed by a student, alone or in concert with others, directed against another student which:

- Endangers the mental or physical health or safety of a student.
- Substantially or seriously demeans, degrades or embarrasses a student.

Students may be subject to serious disciplinary action including recommendation for expulsion should that student/s:

1. Engage in hazing.
2. Solicit, encourage, direct, aid or attempt to aid another student engaging in hazing.
3. Intentionally or knowingly permit hazing to occur.
4. Have firsthand knowledge of the planning of a specific hazing incident involving a student OR has firsthand knowledge that a specific hazing incident has occurred, and knowingly fails to report that knowledge to the appropriate school personnel.

Honor Code and Code of Conduct

Included in the Student Handbook, students will find a copy of the Port Allen Middle School Honor Code and school expectations. Teachers will review the codes during the first week of school and periodically throughout the school year. *Students and parents are required to sign the contract on the **first page** in the Port Allen Middle School Student Handbook verifying they have received, read and understand the Honor Code and school expectations, West Baton Rouge Parish Student Handbook and Discipline Policy, The Port Allen Middle School Student Handbook, Parental Involvement policy, COMPACT Agreement, Bus Rules and Media Release.* These pages must be returned to school and will be kept on file in the administrative office.

General and major offenses, including violations of network/Internet access rules, dress code violations and tardies will be handled according to the WBR Parish Student Handbook and the Port Allen Middle School Handbook.

***The administration reviews each disciplinary referral on an individual basis.**

In addition to the parish-wide discipline policy and the Port Allen Middle School Code of Conduct, the following regulations are in effect at Port Allen Middle School and on school buses serving Port Allen Middle School:

1. Chewing gum, candy products, chips; sunflower seeds, and beverages are prohibited on our campus and buses. These products will be confiscated and disposed of. Items purchased during Big Break must be consumed during the break and not taken into the building.
2. Possession of cell phones, CD players, iPods, iPhones, MP3 players as well as tape players, CD's, radios, cameras, electronic games, collector's cards, laser lights, any noisemakers or other electronic devices are prohibited at school, school buses, school functions and field trips. **THEY WILL BE CONFISCATED.** *Items confiscated in school will be returned only to a parent/guardian. Parents/Guardians may pick up the item and sign for it at a designated day and time the school chooses.*

******BRINGING TO SCHOOL ANY ELECTRONIC DEVICE IS SOLELY AT**

THE STUDENT'S RISK. THE SCHOOL IS NOT LIABLE FOR ANY LOST, STOLEN, OR DAMAGED DEVICE INCLUDING ANY CONFISCATED DEVICE.

Confiscated items may be picked up on the 1st Thursday of the month after the student has served disciplinary measures. Pick up time is between the hours of 3:15 and 3:45 pm. If school is closed on the 1st Thursday; then parents may pick up items on the next assigned after school detention/behavior clinic date.

*When items are confiscated the following guidelines shall be followed...
(Any non-electronic item or electronic item that is not in use)*

- *1st offense – confiscation, student shall be assigned to after school behavior clinic for willful disobedience*
- *2nd offense – confiscation, student assigned to after school detention for willful disobedience and, item held UNTIL THE END OF SCHOOL YEAR*
- *Each additional offense – confiscation, item held until END OF SCHOOL, and possible student suspension for willful disobedience.*

When students are found in possession of electronic devices that are deemed in use, students will be subject to disciplinary action, including suspension.

“In use” is defined as a cell phone that can make or receive calls or text; or any other electronic device that can be operated. This means in the “ON” position.

IF STUDENTS REFUSE TO TURNOVER THEIR ELECTRONIC DEVICE, THE STUDENT WILL BE SUSPENDED FOR 3-5DAYS FOR WILLFUL DISOBEDIENCE.

3. Large sums of money, jewelry or any other expensive valuables, which may be lost or stolen should not be brought to school. **THE EXCHANGE OF PERSONAL PROPERTY, i.e. watches, electronic devices is STRICTLY PROHIBITED.** The school is not responsible for items. Any amount exceeding \$20.00 (unless for a specific school sponsored event) is considered excessive.

4. Metal combs, metal picks, scissors, rat-tailed combs or any other instruments that could cause harm to you or any other student should not be brought to school.
5. Water guns, stink bombs, itching powder, firecrackers, ***any device that may cause any physical harm to any person and firearms or even a semblance are prohibited.***
6. **NO LOITERING** in halls, during class change or at the bus port. Students are expected to stay in their designated/class areas at all times. Students must have a hall pass to leave the classroom except during the change of class times.
7. There will be no *parties*, including Christmas and birthday parties, held during school. ***Distribution of invitations to parties and food is prohibited.*** Port Allen Middle School assumes no responsibility for events that are not school sponsored.
8. All cosmetic/personal items including **ALL** hairbrushes and combs for male and female students, lipstick, makeup, cologne/perfumes, body lotions, stick deodorants, etc. must be kept in backpacks. If seen, these items will be confiscated and disposed of.
9. The following are **PROHIBITED**: all types of aerosol sprays including deodorants, perfumes/colognes, breath fresheners, nail polish/remover and liquid White-out.
10. Public displays of affection towards any person on campus are prohibited. All students are to refrain from displays of affection such as hugging, kissing, holding hands, leaning on another student, making gestures that may be considered offensive at school or to another person at school, on the school bus and at school functions. Students in violation will be referred to an administrator.
11. "Play" fighting, horseplay, slap-boxing and teasing are prohibited. "Driving" or verbal taunting which may incite or encourage fighting is prohibited and will result in disciplinary action including suspension.

12. PASS OUT GAMES are strictly prohibited. These acts will be immediately reported to the administration for disciplinary action and counseling.

13. Straws, food, etc. may not be taken out of the cafeteria.

14. Students who choose to use the work of another as their own, choose to turn in the work of another as their own, or allow another to use their work to turn in as their own will be considered guilty of **plagiarism**, which is a major offense and will be disciplined accordingly and will receive a zero for the work in question.

- Students caught cheating on homework; class work, quizzes, or test will be disciplined accordingly, and will receive a zero (0) for the work in question.

15. Students may not sell ***any items for personal profit or gain*** or for other schools or organizations on campus.

16. Students found using a writing instrument in a improper or distracting manner (writing on their person, property, or clothing) will be referred to an administrator.

AFTER SCHOOL BEHAVIOR CLINIC

Behavior clinic provides an alternative to the routine procedure for dealing with disruptive students. Its operation is based upon the concept of positive intervention and behavior modification theory and techniques. Alternative forms of discipline or clinic may be used when deemed necessary by the principal or designee. Students will be assigned to the clinic for committing minor offenses as designated in the WBR Student Handbook and/or Port Allen Middle School Handbook. Parents must provide transportation and pick up the student promptly following the clinic, unless approved for the activity Bus by the Assistant Principal.

The option of behavior clinic as a disciplinary action will be forfeited for future disciplinary issues if a child is not picked up within 15 minutes from dismissal of behavior clinic. These students may face suspension on future disciplinary offenses.

Failure to appear at clinic on the assigned date at the assigned time may result in a suspension, unless the student has a valid excuse. Students with valid excuses must attend the next scheduled session of the clinic. Behavior clinic will be conducted after school on assigned dates for a period of at least one hour and thirty minutes. Parents will be informed of an assignment to the clinic in writing by an Official School Letter. Students must be in clinic the entire period to receive credit for attending. Any student who is asked to leave because of inappropriate behavior in the clinic will receive, at the minimum, a two day suspension. Behavior Clinic time is 3:15 to 4:45 on the designated day.

Students who stay after school for behavior clinic must be picked up within 15 minutes of dismissal from the clinic (unless riding the activity bus)

Note: Failure to comply with this procedure will result in the loss of the student's privilege to use behavior clinic as an alternative to suspension.

TIME OUT ROOM / CLINIC

PURPOSE: The purpose of TOR and CLINIC is to provide an alternative to out of school suspension whereby a student who has committed a minor offense (see WBR Student Handbook and Port Allen Middle School Handbook) at school or at a school function will be able to remain in school and have an opportunity to modify his behavior through discipline activities, counseling, academic assignments, encouragement and parent/guardian contact.

Our goal is to reduce out- of-school suspensions while improving general student behavior in an academic environment that is conducive to learning.

Expectations:

- Students will complete all assigned work and receive credit for it while in TOR.
- Students will follow all school rules as well as all TOR rules while assigned to TOR.
- A student who is absent on the date he is assigned to TOR will be reassigned. A student, who checks in late, excused or unexcused, will be reassigned to TOR.

T.O.R./Clinic Policies and Procedures

1. Only administrators can place a student in T.O.R.
2. Students cannot be placed in T.O.R. without a referral
3. Students will not be allowed to talk in T.O.R.

Students who disrupt T.O.R. will be suspended

Students who continuously commit minor offenses after being assigned to TOR will receive the following:

- 1st – 3rd Offense - Notify parents by phone
- 4th Offense - SPC – (Mandatory Parental Conference)
- 5th Offense - Behavior Clinic
- 6th Offense - Counseling and Suspension

Students who are assigned to TOR or Behavior Clinic may not participate in *any extra-curricular activity, such as practices or active participation, during or after school that day including: all athletic events, cheerleading, band. etc.*

SMOKE FREE FACILITY

Port Allen Middle School is a smoke free facility. It is WBR School Board Policy and the Louisiana Smoke Free Act that no one should smoke anywhere on the school campus including vehicles.

STUDENT VEHICLES

No student may drive any motorized vehicle on campus during regular school hours. No student may leave campus in a vehicle driven by a minor without written/verbal permission from the parent given in advance to an administrator.

SCHOOL BUSES

School Buses are an extension of the school.

PORT ALLEN MIDDLE SCHOOL DOES NOT ALLOW LOITERING AT THE BUS LOADING ZONE IN THE MORNINGS OR AFTERNOON. THIS ACTION WILL RESULT IN AN AUTOMATIC BEHAVIOR CLINIC.

Behavior on the school bus must conform to the standards set by the driver and the WBR Parish School Board. A student whose behavior creates a problem for the driver and other students and is reported to the office will be subject to temporary suspension of riding privileges for a period ranging from THREE DAYS to ONE SCHOOL YEAR. Continued disruption may result in an indefinite suspension/expulsion of riding privileges.

FIGHTING ON THE BUS WILL RESULT IN SUSPENSION FROM SCHOOL AND POSSIBLE EXPULSION FROM BUS PRIVILEGES FOR THE SCHOOL YEAR.

In the event a bus breaks down before picking up students in the morning, students are to remain at their bus stop (or home in case of bad weather) until another bus picks them up for school. It is the goal of Port Allen's Administrative Team to ensure that all students will be picked up each day.

Regular bus riders must bring a note signed by the parent to the office on days that they are being picked up by a parent or a parent's designee. ***Bus riders are not allowed to walk home.***

Students who are walkers or bike riders must have a written note from their parent(s) stating they are allowed to walk/ride to and from school. This note will be kept on file at the school.

**PLEASE NOTE AND REGARD THE FOLLOWING STATEMENT:
Permission WILL NOT be granted for student to ride any bus other than the one to which they have been assigned except where extenuating circumstances exist. In such cases prior (two days in advance) approval by the principal is required. **"Going home with a friend", even for school work, is not an extenuating circumstance.****

PARTICIPATION AT SOCIAL, ATHLETIC, EXTRA CURRICULAR FUNCTIONS

A student must be in school and attend 6 complete period, INCLUDING THE FIFTH (5th) period, on the day of an after school function to be eligible to participate. If the student wishes to participate in a weekend school activity, the student must have attended school on the previous Friday.

Students who have been suspended from school **ARE NOT ALLOWED TO ATTEND ANY SCHOOL SPONSORED EVENT DURING THE COURSE OF THE SUSPENSION.** This includes, but is not limited to all events on campus or away for members of: athletics- team member, manager or supporter; band, choir, drama, BETA, Disney, all club activities.

****Students who do not have a valid Port Allen Middle School Photo ID, will not be allowed to purchase a ticket to attend social, athletic, or extracurricular functions (dances, games, etc.).**

***Excessive referrals for discipline problems and/or a suspension will negate the possibility of attendance at social functions for a 9 week period as designated by the principal.*

Special activities such as field trips or field days may have additional stipulations for participation.

ATHLETICS

Student athletes are first and foremost students and then they are athletes. Their primary responsibilities as students are to attend class, do the work assigned and follow all class and school rules. As athletes, the students must meet the eligibility requirements established by the **West Side League, WSL**; which is an overall GPA of 1.5 for the 2015– 2016 school year. They must also fulfill their student obligations or forfeit the right to participate in athletics. Cheerleading is not required to follow the **WSL's** requirements. Cheerleaders are athletes and are required to follow the WSL rules and regulations as well.

Student athletes who have poor grades on their progress report will be

placed on academic probation. He/she will not be released from any class in which he/she is failing in order to attend an athletic event. ***If the student has an F in two or more classes on the subsequent report card, he/she will not be allowed to continue on the team that season.***

A student athlete who is suspended from school is prohibited from participating in OR attending any athletic event including practice until the suspension has been completed and the student is cleared through the administrative team.

Students, who make a commitment to be a team member and then decide not to honor that commitment, **MAY** be denied the right to be considered for a position on any other athletic team during the course of the school year.

Only West Baton Rouge Parish School employees will be allowed to serve as volunteer coaches in any middle school event. No parent volunteer will be used as a volunteer coach. In addition, **parents' presence at practice is prohibited.** Parents, friends and family members are encouraged to attend the athletic events, sitting in the fan section. At no time should a parent approach the team area or bench area during an athletic competition in order to avoid distraction and unsafe situations for our players and/or coaches.

STUDENTS PICKED UP BY PARENTS/CARPOOL

Students must be picked up ***within 15 minutes*** of dismissal of school or any school activity or function. **There is NO adult supervision to ensure your child's safety after 3:25 PM.** If your child remains on the school campus **after 3:25 PM**, without authorization from Port Allen Middle School your child will not be allowed to attend any after school/extra-curricular activities including but not limited to: athletic events, dances, practices, programs, concerts, or tutoring. Administrative consequences will/may include verbal warning, SPC (suspension pending parent conference) and possible suspension from school.

Students who are not picked up within 30 minutes after the conclusion of a function will be referred to the administration. The students are at risk of losing the privilege of attending other after school activities for the remainder of the semester. Students picked up 45 minutes after the conclusion of a function will lose the privilege of attending other after school activities for the remainder of the school year.

Students participating in athletics will abide by written guidelines established by the athletic department.

BREAKFAST AND LUNCH

The West Baton Rouge Parish School Board will serve free or reduced cost meals to children whose parents' income is at or below the standards set on the eligibility scale. A new application must be submitted EACH school year, even if a student was on free or reduced price last year, a *new application* MUST BE SUBMITTED. Application forms will be sent home with each student the first week of school.

Breakfast will be served from 7:35 AM to 8:00 AM each morning and is at no cost to all students. Students who participate are to go directly to the cafeteria when they arrive at school. Failure to comply with this request will result in the loss of the privilege of eating breakfast at school that day.

"Fast Food" is not allowed on campus. All students are expected to eat a hot lunch prepared at school or bag lunch from home. A student not eating on a regular basis must bring a note from home signed by a parent in order to be excused from eating. All students will go to the cafeteria during the lunch period. DRINKS IN CANS OR BOTTLES ARE NOT PERMITTED OUTSIDE OF THE GYM ON BUSES OR ON CAMPUS.

Only containers unopened/secured, such as juice boxes/'Capri Sun' types containers are permitted

Charging for meals or extra items is not allowed. The State of Louisiana Food and Nutrition Programs Policies of Operations Bulletin 1196, Sections 3.09-21 and 3.19-02, states "Regulations do not prohibit a school system from denying a meal to paying students who had not paid for the Meal." This means that school meals can be denied to any student for

nonpayment of meals. An application for meal benefits may be completed at any time during the school year.

Students are expected to maintain a clean environment while eating in the cafeteria.

Food, beverages, straws, etc. must be left in the lunchroom. Students are to leave the table and floor clean and free of trash.

Lunch money should be paid before school during breakfast in the cafeteria. Payments made during the lunch period slow down the serving line and create problems for others. Checks are an acceptable form of payment. If an NSF check is received, all future payments must be made in cash or by money order.

Extra items and entrees are available for purchase in the cafeteria at lunch **only** to students who have purchased a meal. Juice, fruit punch, milk and water are available to all students for purchase regardless of whether they purchased a meal or not.

Students requiring special foods or preparations must have a note from a physician stating such.

Students may not charge their lunch, extra items, or entrees. Students that received free or reduced lunch benefits at the close of the past school year will continue to receive the same benefits for the first month in the current school year. **A new application for free lunch must be completed, returned and approved by the end of the first month for the benefits to continue.**

If you have questions feel free to contact the cafeteria manager at 225-383-8811.

MEDICAL POLICIES AND PROCEDURES

NO STUDENT IS ALLOWED IN THE NURSE'S OFFICE BETWEEN CLASSES.

Children are not allowed to have any medication/drugs including OTC, over-the-counter, medications in their possession on the school grounds or

buses, including purses, backpacks, athletic bags and lockers.

Teachers and principals have the right to take the medication from the child and contact the parents for appropriate information. Disciplinary action will be taken for any offense involving medication of any kind.

- **Students found in possession of any medication, including OTC, shall be suspended**
- **Students may be recommended for expulsion**

Antibiotics and other short-term medications will not be given at school, including nonprescription medication.

Exceptions to the general policy are:

1. Medications for behavior modification i.e. Ritalin (only with physician orders)
2. Insect sting allergy (only with physician's orders)
3. Anti-convulsion medications (i.e. Dilantin, only with physician's orders)
4. Medication for asthmatic condition (only with physician's orders)
5. Insulin (only with physician's orders)

If a student requires medication and meets the criteria for taking it at school, parents must provide the appropriate information and a Doctor's signature per *WBR School Board Policy*.

The forms may be obtained in the school office. You may contact the school office for additional information.

DRESS CODE POLICY

The purpose of the Port Allen Middle dress code is to ensure a safe and orderly environment that is conducive to learning for all students. Students are to be dressed in a modest and appropriate fashion at school and at all school functions.

At no time will there be writing on school uniforms-pants, sweatshirts, undershirts, uniform shirts, PE uniforms other than identifying the items with the student's name. Students violating this policy will be

denied attendance to their classes until proper clothing is brought to the school for them to change in to. Items that are written on will be confiscated.

1. **Standard uniform khaki** pants, capris, skorts, skirts, jumpers or shorts not more than 3" above the knee must be worn. (**NO** tight fitting/stretch pants type pants such as jeans, biking shorts, sweat pants, wind suits, flair pants, or overalls.) *CARGO PANTS, PANTS WITH EXTRA POCKETS, LARGE POCKETS ARE PROHIBITED.* (NOTE: Dark to medium khaki only) **Students are not allowed to tuck pant legs into socks or shoes.**
2. A traditional collared, no more than ****4** buttons, navy blue shirt/blouse with **no visible logo** must be worn. PAMS collared shirts with the logo are acceptable. Navy turtlenecks are acceptable in winter. ****Uniform shirts can have no more than 4 buttons.**
3. Only white and/or gray undershirts, with sleeves that should not be longer than sleeves of uniform shirt. **NO COLORED** undershirts may be worn. Undershirts will have no collar and no color on neck or sleeves. All shirts, uniform and undershirts must be neatly tucked in at all times in the front and back. Your regulation uniform belt must be visible at all times.
4. Port Allen Middle School's Official Green Sweat Shirt will be worn. The only alternative will be non-hooded **PLAIN** navy blue sweatshirts. Sweatshirts will not be worn inside out. Thermal shirts will not be worn around school as a sweatshirt. Lightweight parkas, jackets or sweaters with **no visible logo** and *without a hood* may be worn over the navy tops ***inside the building***. Uniform shirt collars must be worn out with sweatshirts, sweaters, etc.
5. ONLY **Plain brown, black, blue, navy blue, white or khaki belts are acceptable.** **NO DESIGNS/DECORATIONS** – no rivets, no holes, no jewels/stones, no embroidery. Belts must be worn on bottoms with belt loops. **Belt buckles are to be no more than 2 inches by 2 inches.** Shirts and blouses must be tucked in.
6. Port Allen Middle School ID badge must be visibly worn around the neck at all times with a school-issued lanyard or other school approved lanyard. **For your safety lanyards will not be worn as**

chokers. Chains of any form are not acceptable for securing a student's ID. If a student's ID is not visible, the student will receive a dress code violation. *"In my pocket"* will result in a dress code violation. ID's are not to be altered, on the front or the back, in any way including writing on the ID or placing stickers on the ID. Altered ID's will result in a dress code violation and must be cleaned or replaced at a cost of \$5.00. ID's must be worn and visible for any student to purchase tickets to AND attend any extra-curricular activities including dances and games.

7. Excessively tight and skin tight apparel such as pants or shirts is prohibited.

8. Excessively loose clothing or clothing allowed to sag below the waist is prohibited. **All wearing apparel will be worn above the crest of the hip bone, at or near the waist. Pants should not have holes or be cut-off with frayed edges. Jackets may not be tied at the waist. The grungy look is UNACCEPTABLE for Port Allen students.**

9. Approved club uniforms (Scouts, 4-H, etc.) may be worn on club days.

10. Approved spirit shirts (band, cheerleader, Beta, etc.) and member issued by a school sponsor may be worn on designated days.

11. Traditional matching **tennis shoes with closed toes and closed backs** that can be secured with matching colored shoelaces that are tied must be worn in all school facilities and on school grounds.

NO: rain or rubber boots, duck boots, slippers, sandals, loafers, high heeled shoes, ballet-type shoes, work boots, hiking boots, cowboy style boots, or calf-high or knee high tennis shoes are allowed.

Only 1 (one) pair of matching socks is acceptable. Printed socks cannot reference drugs, alcohol or tobacco products.

12. The bringing or wearing of ALL type/**ANY** type of hats/caps/sweater hats/beanies to school, including on school buses is prohibited, as is any other head covering such as bandannas, hoods, scarves, neck ties, hair picks, hairnets, curlers, visors or sunglasses. **Scarves may not be worn as headbands.**

13. Use of hairbrushes, combs, lotion, perfume, makeup, etc., is restricted to the PE locker rooms.

14. Female students are permitted to wear one (1) pair of earrings not bigger than a quarter only, and then only in their ear lobe. Gage earrings and Spike backed will not be allowed. Earrings must match and can be no larger than the ear lobe. (There will be no ear apparel for male students including straws, broomsticks and toothpicks). ***Watches are the only acceptable wrist wear for ALL STUDENTS. (Only one watch)*** Necklaces and bracelets of any type made of any type of material are not acceptable.

15. Only moderate sized purses, no larger than 5" X 8" are acceptable in classrooms. Back pack purses and drawstring athletic bags are not allowed in classrooms.

16. Items that can be used as a weapon are prohibited, i.e., wallet chains, chokers, metal belts, metal picks and all rat-tailed combs.

17. Profane/obscene language, mature themes, cults, whether direct or inferred, on t-shirts or other clothing is prohibited at all school functions. Reference to drugs, alcohol or tobacco products on clothing is prohibited.

18. Chewing gum, candy products, sunflower seeds, cold drinks/sodas are prohibited on campus. Except during big break they however, must be consumed during big break.

19. The wearing of ornamental non-prescription eyewear is **prohibited**. The wearing of ***fashion***, non-prescription, eyeglasses and contacts is not allowed. Students are not allowed to share prescription glasses or any contact lens.

DRESS CODE VIOLATIONS

Dress code violations will be interpreted as discipline problems and offenders will be subject to disciplinary action. Repeat offenders will be considered to be willfully disobedient. The principal will have the final decision on the interpretation of the dress code.

DRESS CODE VIOLATION DISCIPLINARY PROCEDURES

The following is the disciplinary procedure for students in non-compliance with the mandatory uniform policy:

- **1st-3rd offense**: letter of reminder (warning) sent to the parent/guardian from the principal or her designee
- **4th offense**: on-site detention (Clinic, TOR, or RTI)
- **5th offense**: 2-day suspension for willful disobedience.

Dress Code infraction start over after a student is suspended.

Students in non-compliance will be placed in on-site detention, TOR or RTI until an appropriate uniform is obtained from home. If students are unable to obtain a uniform from home, they will remain in TOR or RTI for the remainder of the day.

PARENT-TEACHER COMMUNICATION

Since regular parent/teacher communications are vital for successful student achievement and the successful operation of the school, parents and teachers must each bear equal responsibility for these communications. The primary communication methods shall be by email, student planner and telephone. Teachers will inform parents of the teacher's school email address and school phone number and parents will inform teachers likewise.

Any parent wishing to see a teacher must schedule an appointment through the guidance department at 225-383-5777. Parents are also encouraged to contact teachers using the school website.

Parents can access the J parent command center, which will allow parents to view their child's grades, absences and behavior record at any time.

Every four and a half weeks, a progress report is sent home with the student. This is one way of communicating the student's progress, or lack

of progress, at the midpoint in the grading period. This allows time for the student to take action and pull up a grade if need be. Report cards are sent home at the end of each nine weeks. If a parent does not receive the progress report or report card, he/she should call the school office and request a copy, or check the J parent command center.

It is the student's responsibility to deliver all communications sent by either parent or teacher to the intended recipient.

PARENTS/VISITORS ON CAMPUS

All parents/visitors must report to the front office. Parents/visitors are not allowed in classrooms or other areas of the school unless escorted by a member of the administrative team. A visitor's pass may be issued for the stated destination. Classes will not be interrupted for conferences, not even brief ones. Our goal is to maximize safety, security and instructional time. Parents may be given the opportunity for a classroom observation ONLY after the Principal and the teacher have given their approval.

***** Parents are required to have a valid state I. D. in order to check out students or visit classrooms.**

NOTE: Written request to observe a classroom must be submitted to the school 24 hours (1 school day) prior to date of request.

ATTENDANCE

Regular school attendance, in addition to being required by STATE LAW, is essential to the student's progress. Parents should call the ATTENDANCE OFFICE at 225-383-5777 each day your child is absent to report the reasons for the absence. Even if phone contact is made on the day your child is absent, it is necessary for the student to bring a note from the parent upon his/her return stating the reason for the absence(s). Written excuses must be on file before an absence can be certified as excused.

A student is EXCUSED for absences due to:

1. Personal illness

2. Death in the family
3. Religious holidays
4. Doctor or dental appointment

STATE ATTENDANCE LAW MANDATES *that all students who have missed in EXCESS OF **10 DAYS** WILL NOT RECEIVE CREDIT for courses taken. Exceptions can be made only in the event of an extended personal illness or verified by a physician and/or other extenuating circumstances as approved by the Louisiana State Department of Education and verified by the local school system.*

To be recognized for perfect attendance, a student must attend school all day, every day of the school year. Students who are tardy or who check out early will not be considered for perfect attendance.

CHECKING INTO SCHOOL

A student is late if not in class by **8:05 AM**. The student must report to the attendance office for an admit slip. Students arriving after 8:15 AM, must report to **the front office with the parent** and receive an admit slip. The attendance clerk will record the reason the student is checking in late and issue an admit slip. Students dropped off at or after 8:15 AM without a parent signing them in will not be allowed to attend class until the parent appears to sign the student in for the day.

CHECKING OUT OF SCHOOL

Students are not allowed in the attendance office or the nurse's office between classes for any reason

Students who become ill at school must obtain a check-out request from his/her teacher at the time of illness and submit it to the school office.

Upon receipt of the request, the office will contact one of the parents. **NO CHECK-OUTS WILL BE ALLOWED BEFORE 10:00 AM.** If a student knows in advance of the need to check-out (doctor's appointment, etc.), he/she must bring a note signed by a parent to the office. **PARENTS**

MUST REPORT TO THE OFFICE AND SIGN THE CHECK-OUT BOOK PRIOR TO PICKING UP THE STUDENT. Parents should wait in the office area as the student is called to the office and dismissed from there. **Students may not be checked out after 2:20 PM.**

TARDY POLICY

A student is considered tardy if he/she is late for school or class. Students are released to homeroom at 8:00 AM. **The school day begins at 8:10 AM.**

Any student arriving to school after 8:15 AM must be signed in by a parent/guardian. Students will obtain an admit slip from the office before going to class. When tardy, students must have an admit slip written by an administrator or teacher to report to class.

Students arriving to class after the bell each block will be marked tardy by the teacher.

The following is the disciplinary procedure for students who are tardy:

- **3rd offense:** letter of reminder (warning) sent to the parent/guardian from the principal or her designee
- **4th offense:** on-site detention (clinic or SPC)
- **5th offense:** 2-day suspension
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Tardy infractions start over after a student is suspended.

If a student is more than four (4) minutes late for class they may be considered cutting class after appropriate information is considered. If the child has cut class, he/she will be sent to the office with a referral.

REMEMBER: *The responsibility to arrive to class on time is the student's.*

GUIDANCE

Guidance is a service of our school. The purpose of Guidance is to help students with individual needs or problems. Students desiring to see the counselor should complete the appointment form available in the main office. Parents should feel free to contact the office during school hours to set up an appointment.

WITHDRAWALS

A student who withdraws from Port Allen Middle for any reason must contact the Guidance Counselor to begin the proper procedure. No records, transcripts, or report cards will be released for any student who has failed to clear all matters with the office.

HALL PASS

Teachers should not allow students to leave their classes except for matters of extreme importance. When a student is permitted to leave class, he/she should be provided with a hall pass showing the date, student's name, where he/she is authorized to go, time and the teacher's signature. ANYTIME a student is in the hall he/she MUST HAVE A HALL PASS.

GRADING AND REPORTING

Student progress reports will be issued one time each nine weeks at the 4½ week mark. The progress reports will indicate the student's total grade in the subject from the beginning of the nine weeks to the time the progress report is issued. Report cards will be issued each nine week period. All progress reports and report cards will be sent home with the student at the times indicated. Receipt of the progress report/report card form must be signed by the parent/guardian and returned to the homeroom teacher within in two days. The final report card will be mailed home from the central office of the school board.

Note: Parents will have continuous daily access to their child's grades this school year through the web-based J Parent Command Center. Parents are strongly encouraged to review the J Parent Command Center. Grading scale is provided by WBR SB.

GRADING SCALE

100 - 93	A
92 - 85	B
84 - 75	C
74 - 67	D
66 - 0	F

COMPUTER ACCESS

Only student's who return the Student, Parent and School Contract located on the first page of the Port Allen Middle School Handbook, signed by both the student and his/her parent, will be given access to the computers in the classroom, the computer lab and in the library. Students who abuse the use of the computer are subject to losing their computer privileges for the entire school year.

HOMEWORK POLICY

1. Homework will be assigned to students by the classroom teacher. Each student is responsible for all homework.
2. Students will receive a school planner. They are to use it on a daily basis and it should be checked by parents.
3. If no homework is given, students are expected to review the daily lesson from each subject.
4. It is recommended that each student obtain the name and the telephone number of a reliable student in each of his/her classes to contact in the event of an absence.
5. If a student has been absent for **THREE** consecutive days, parents may contact the guidance office to request assignments from their child's teachers, provided the absences are excused. **Requests MUST be made by 9:00 AM.**
6. **It is the responsibility of the student to ask his/her teachers for assignments missed while absent.**
7. Makeup work must be completed in a time period corresponding to the number of days absent. Example: 1 day absent allows 1 day to make up work; 2 days absent allows 2 days to make up work.
8. Students who choose to use the work of another as their own, choose to turn in the work of another as their own, or allow another to use their work

to turn in as their own will be considered guilty of plagiarism, which is a major offense and will be disciplined accordingly and will receive a zero for the work in question.

EXAMS

Final exams/Midterms are scheduled for the last week of school. **Exams will not** be given early. **Vacations and appointments should be planned accordingly.** No early check-outs.

LOST AND FOUND

Lost and found items will be located in the attendance office. Students should MARK THEIR BELONGINGS so ownership can be easily determined. All items remaining in Lost & Found at the end of each month will be given to charity. Textbooks will be returned to the office.

USE OF OFFICE TELEPHONE

Students are never allowed to use phones at school unless supervised by a staff member and only in the case of an emergency.

Permission to remain after school for activities, practices, etc. must be granted before leaving home as students do not have access to a telephone during the school day. Transportation arrangements for after school behavior clinic, practices, tutoring, parent pick-up, etc., **must** be made with students before leaving home. We are unable to call students to the phone. It is very disruptive to instruction to call students out of class.

SAFETY FOR STUDENTS

“Parents picking up their children in carpool are to remain outside the building until dismissal!”

STUDENTS ARE TO BE DROPPED OFF AND PICKED UP ONLY IN THE FRONT OF THE GYM. STUDENTS ARE NEVER TO BE DROPPED OFF OR PICKED UP IN THE SIDE PARKING LOT OR IN THE REAR OF THE SCHOOL. THIS POLICY IS FOR THE SAFETY OF OUR STUDENTS.

Port Allen Middle will provide a safe and secure environment for all students. For this purpose the building will be secured after dismissal, permitting only designated students and West Baton Rouge Parish employees to remain in the building for after school activities. ***Parents picking up their children are to remain outside the building until dismissal.*** A student will not be allowed to return to school for any article that was forgotten.

Students are expected to conduct themselves in a safe and appropriate manner at all times. Failure to do so may result not only in injury to themselves and/or others but may also result in disciplinary action.

Students will not be allowed to bring book sacks, purses over 5" x 8", backpack purses or drawstring athletic bags. **All students will have mesh and/or clear see through backpacks.** There are rare exceptions, i.e. a student with a disability who needs his/her hands free while changing classes. Students should never have to carry more than three textbooks and three notebooks at a time.

Special thanks to the discipline committee members for preparing this handbook to ensure the safety and well being of our Port Allen Middle School Family. This handbook was prepared for orderly operation of Port Allen Middle School and the safety of the students, teachers, faculty, staff, parents, and visitors to our campus.

Discipline Committee members

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Samantha Mendenhall

Jessica Major

Christy Meyer

Michelle Tureau

Deborah Stallings

Brandon Fontenot