

TABLE OF CONTENTS

Section 1

West Feliciana Middle School Pledge	1.1
West Feliciana Middle School Philosophy	1.2
Non-Discrimination Statement	1.3
Principal's Letter	1.4
Faculty and Staff	1.5
School Calendar	1.6
Bell Schedules	1.7 -1.9

Section 2: General Rules and Policies of West Feliciana Middle School

Personal Safety Guidelines	2.1
Appointments	2.1
Emergency Forms/Change of Address	2.1
Fire Drills, Tornado and Bad Weather Drills	2.1-2.2
Sexual Harassment	2.3
Drug Policy	2.3
After School Activities	2.3
Student Insurance	2.3
Bus Privilege	2.3
Cafeteria	2.4
Physical Education Clothing	2.4
Lockers	2.4
Snack Machines	2.4
Hall Passes	2.5
Bus Passes	2.5
Immunization and Medication	2.5
Hospital/Homebound Services	2.5
Debts/Damages/Fees	2.6
Student Fees and Supplies	2.7-2.9

Section 3: Other Information

Fund-Raising	3.1
School Pictures	3.1
Class Parties	3.1
The Halo	3.1
Visitors(Check-In/Check-Out)	3.1
Parent Conferences	3.2
Parent Pickup/Dropoff	3.2
Parent Link	3.3-3.4

Section 4: Attendance

Attendance.....	4.1
Perfect Attendance.....	4.1
Arrival Time.....	4.2
Late Arrival/First Hour Teachers.....	4.2
Tardiness.....	4.2
Early Checkout.....	4.2
After School Policy.....	4.2
“A is for Attendance”.....	4.3

Section 5: Absences and Truancy

Louisiana Truancy Law.....	5.1
Types of Absences.....	5.2
Permanently Excused Absences.....	5.2
Temporarily Excused Absences.....	5.2
Unexcused Absences.....	5.2
Absences Due to Suspension.....	5.2
Extenuating Circumstances.....	5.3
Absences Due to BMC.....	5.3
Absences Due to School-Sponsored Field Trips.....	5.3
Make-Up Work Due to Excused Absences.....	5.3

Section 6: Student Dress Code

General Appearance.....	6.1
Mandatory Uniform Policy.....	6.1-6.2
Exceptions.....	6.2
Guidelines for Free Dress Day.....	6.3
Other.....	6.3
Consequences for Dress Code Violation.....	6.4

Section 7: Discipline

Discipline Policy.....	7.1
Fighting.....	7.1-7.2
Fighting Consequences.....	7.2
Violations/Infractions.....	7.3-7.4
Weapons.....	7.5

Explosives	7.5
Disciplinary Action	7.5-7.7
Conduct toward the end of year and consequences.....	7.7

Section 8: Academic Support

School Profile.....	8.1
Teaming	8.1
Advisor/Advisee	8.1
School Building Level Committee	8.2
Guidance	8.2
Withdrawal from School	8.2
Library-Media Center Policy	8.3

Section 9: Course Offerings and Special Programs

Sixth Grade.....	9.1
Seventh Grade.....	9.2
Eighth Grade.....	9.3
Accelerated Math Program.....	9.4
Language Arts/Social Studies Textbook Letter	9.5

Section 10: Grading Policy

Grading Policy and Report Card Dates.....	10.1
Grading Scale	10.1
Pupil Progression	10.2-10.4

Section 11: Honor Roll and Recognition Programs

Honor Roll and Recognition	11.1
Recognition Programs	11.2

Section 12: West Feliciana Parish School Board Policies and Forms

Student Computer Usage Agreement and Permission to Publish Consent Form

Computer Usage – Students

Family Service Center Form

Louisiana Uniform Consent Form for School-Based Health Centers

West Feliciana Parish School Board Policies

Discipline

Dangerous Weapons

Electronic Telecommunications Devices

Expulsion

Student Alcohol and Drug Use

Student Conduct

Student Dress Code

Student Smoking

Student Searches

Suspension

West Feliciana Parish School System Parent/Student Statement of Compliance

West Feliciana Middle School Emergency Form

West Feliciana Parish School Board/Family Service Center Administration of Medication

Handbook Policy

Beginning with the 2004-2005 school year, our Handbook Policy changed.

In the past, each student in the parish received a school handbook every year. The handbook your child is receiving this year is the only one he/she will receive during his/her years here at the Middle School.

At any time there are changes or addendums to our school or school board policies, we will send them home to you to be placed in the Handbook binder.

West Feliciana Middle School Pledge

With serving hands
And caring heart
I make this pledge to do my part.

To be the best that I can be
For myself, my school, and my family.

WFMS - The Best!

WEST FELICIANA MIDDLE SCHOOL PHILOSOPHY

Recognizing the unique qualities of the middle school child in a transitional period between pre-adolescence and adolescence, we respect and support that uniqueness through our high expectations, our appropriate curriculum offerings, a nurturing and caring environment, and our commitment to good character and citizenship.

Taking into consideration the academic, social, and developmental challenges facing our students, we believe that a knowledgeable, understanding faculty and staff is critical to each child's success.

We believe that our school should provide opportunities for academic excellence, personal and social growth, civic responsibility, and character development.

We encourage the involvement of parents and the community as together we strive to make learning a meaningful and enjoyable experience for every student at West Feliciana Middle School.

Policy Notification

It is the policy of the West Feliciana School System to provide equal opportunities without regard to race, color, national origin, sex, age, handicapping condition, or veteran status in its educational program or activities. This includes, but is not limited to, admissions, educational services, financial aid, and employment.

Nondiscrimination Statement

The West Feliciana Parish School Board adheres to the equal opportunity provisions of federal civil rights laws and regulations that are applicable to this agency. Therefore, no one will be discriminated against on the basis of race, color, or national origin (Title VI the Civil Rights Act of 1964); sex (Title IX of the Education Amendments of 1972); disability (Section 504 of the Rehabilitation Act of 1973) in attaining educational goals and objectives and in the administration of personnel policies and procedures. Anyone with questions regarding this policy may contact Nancy Dreher, Title IX Supervisor at 635-3891.

Supervisor of Title IX

**Nancy Dreher
Post Office Box 1910
St. Francisville, LA 70775
(225) 635-3891**

Coordinator of Section 504

**Amy Betts
Post Office Box 1910
St. Francisville, LA 70775
(225) 635-3891**

West Feliciana Middle School
P.O. Box 690
St. Francisville, LA 70775
225-635-3898

August 14, 2007

Dear Students and Parents/Guardians:

Welcome to West Feliciana Middle School for the 2007-2008 school year. As we move into our eighth year as a middle school, we are extremely pleased to report to you that we continue to be one of the top scoring middle schools in the state. To meet the challenges that accountability presents to us, we are making every effort to prepare teachers and students to perform at their highest academic level.

We will be articulating our vision regularly to you through newsletters and other communications as the year progresses. We look forward to meeting the needs of our students and plan to have some nights available to you during the year.

Attendance continues to be a critical component of the Louisiana Accountability Program for schools. We are going to continue to expect that students miss no more than four (4) days (excused or unexcused) per semester. With continued improvement of student attendance, this also provides an excellent opportunity for improving student achievement which is our ultimate goal.

We are indeed fortunate to have Superintendent of Schools, Mr. Lloyd Lindsey's continuing commitment to our schools and the community as partners in education. We know that both are essential in supporting an educationally strong, safe, healthy, and enriched learning environment for our students.

This handbook has been designed to give students and their families a picture of our school, our activities, and our rules and regulations. Read this handbook thoroughly and familiarize yourself with its contents.

Thank you for your continued support.

Yours in Education,

Darryl Powell, Principal

**WEST FELICIANA MIDDLE SCHOOL
ADMINISTRATIVE STAFF AND FACULTY
2007-2008**

Principal	Darryl Powell
Assistant Principal	Jovanka McCray
Assistant Principal	Beverly Grant
Administrative Assistant	Rickey Grant
Counselor/Social Worker	Ricky Chatman
Secretary	Christi Sykes
Attendance Clerk	Jodie Harper
Receptionist	Frances Washington

6th GRADE TEAMS

MUDBUGS

Karen Barron – Support
Jodi Knight
Margaret Anne Lemoine
Patricia Martin - Leader
Susan Morgan

BEARS

Alisha Bennett
Lacey Jewell
Brenda Redd - Leader
Debera Seals – Support
Renee Sparks

EXPLORATORY TEAM

Mildred Armstrong
Ed Davis
Leigh Hughes
Janet Lathrop
Valdora Snedecor
Leslie McClure
Rae Lynne Thomas - Leader
Cindy Thompson

7th GRADE TEAMS

REDFISH

Amanda Crutchfield
Sally James
Jodi Lemoine
Willia Parkerson – Leader
Jeannie Sills – Support

CATFISH

Joy Cazabat - Support
Cassie Hendry
Martha Holmgren - Leader
Heather Howle
Susan Ouchley

PE TEAM

Carolyn Harris
Marzette Payne
Rod Lemoine
Dorothy Vessel

SUPPORT PERSONNEL

Sally Amacker – Para Professional
Gale Prine – Speech Therapist
Brenda Stirgus – Compass Lab
Lashonda Bailey – Para Professional

8th GRADE TEAMS

BAYOU BEASTS

Mumford Leake – Support
Ruthie Leming
Mary Rogers
Abby Temple
Whitney Whealdon – Leader
Ashley Harvey

KINGFISH

Robert Tucker
Joni Smith
Susan Lambert
Christine Phillips - Leader
Cherie Reich – Support

2007-2008

Tuesday, August 7, 2007 6th Grade Orientation
Wednesday, August 8, 2007 – Monday, August 13, 2007 Staff Development Days/ No Students
Tuesday, August 14, 2007 Students' 1st Day of School
Tuesday, August 21, 2007 Open House
Monday, September 3, 2007 Labor Day Holiday
Wednesday, September 12, 2007 Staff Development Day/ No Students
Friday, October 5, 2007 Early Dismissal for Homecoming (11:29 a.m.)
Wednesday, October 10, 2007 Staff Development Day/ No Students
Monday, November 19, 2007 – Friday, November 23, 2007 Thanksgiving Holiday
Thursday, December 20, 2007 – Friday, December 21, 2007 Early Dismissal
Monday, December 24, 2007 – Friday, January 4, 2008 Christmas Holiday
Monday, January 21, 2008..... Dr. Martin Luther King's Birthday Holiday
Monday, February 4, 2008 – Tuesday, February 5, 2008..... Mardi Gras Holiday
Wednesday, February 13, 2008 Staff Development Day/ No Students
Monday, March 10, 2008 – Friday, March 14, 2008..... LEAP and iLEAP testing
Friday, March 21, 2008 – Friday, March 28, 2008..... Easter Holiday
Tuesday, May 20, 2008 Early Dismissal
Wednesday, May 21, 2008 Early Dismissal/ Students Last Day of School
Thursday, May 22, 2008 – Friday, May 23, 2008 Work Days/Staff Development

Early Dismissal for Staff Collaboration, Development, and Planning – Wednesday, November 14, 2007,
Wednesday, January 9, 2008.

2007-2008

REGULAR SCHEDULE

<u>6th GRADE</u>		<u>7th GRADE</u>		<u>8th GRADE</u>	
Bell	7:25	Bell	7:25	Bell	7:25
1 st period	7:30-8:17	1 st period	7:30-8:17	1 st period	7:30-8:17
2 nd period	8:20-9:07	2 nd period	8:20-9:07	2 nd period	8:20-9:07
3 rd period	9:10-9:57	3 rd period	9:10-9:57	3 rd period	9:10-9:57
4 th period	10:00-10:47	4 th period	10:00-10:47	4 th period	10:00-10:47
5 th period	10:50-11:37	5 th period	10:50-11:38	Lunch	10:50-11:20
6 th period	11:40-12:27	Lunch	11:40-12:10	5 th period	11:23-12:10
Lunch	12:30-1:00	6 th period	12:12-1:00	6 th period	12:13-1:00
7 th period	1:03-1:50	7 th period	1:03-1:50	7 th period	1:03-1:50
8 th period	1:53-2:40	8 th period	1:53-2:40	8 th period	1:53-2:40

***Language Arts Blocks do not have pass time.*

EARLY DISMISSAL SCHEDULE

<u>6th GRADE</u>		<u>7th GRADE</u>		<u>8th GRADE</u>	
Bell	7:25	Bell	7:25	Bell	7:25
1 st period	7:30-7:56	1 st period	7:30-7:56	1 st period	7:30-7:56
2 nd period	7:59-8:25	2 nd period	7:59-8:25	2 nd period	8:00-8:25
3 rd period	8:28-8:54	3 rd period	8:28-8:54	3 rd period	8:28-8:54
4 th period	8:57-9:26	4 th period	8:57-9:26	4 th period	8:57-9:26
5 th period	9:29-9:55	5 th period	9:29-9:55	5 th period	9:29-9:55
6 th period	9:58-10:24	6 th period	9:58-10:24	6 th period	9:58-10:24
7 th period	10:27-10:53	7 th period	10:27-10:53	Lunch	10:27-10:57
8 th period	10:56-11:22	Lunch	10:56-11:26	7 th period	11:00-11:26
Lunch	11:25-11:55	8 th period	11:29-11:55	8 th period	11:29-11:55

<u>6th GRADE</u>		<u>7th GRADE</u>		<u>8th GRADE</u>	
Bell	7:25	Bell	7:25	Bell	7:25
1 st period	7:30-8:13	1 st period	7:30-8:13	1 st period	7:30-8:13
Activity	8:15-8:55	Activity	8:15-8:55	Activity	8:15-8:55
2 nd period	8:57-9:39	2 nd period	8:57-9:39	2 nd period	8:57-9:39
3 rd period	9:42-10:24	3 rd period	9:42-10:24	3 rd period	9:42-10:24
4 th period	10:27-11:09	4 th period	10:27-11:09	4 th period	10:27-11:09
5 th period	11:12-11:54	5 th period	11:12-11:54	Lunch	11:11-11:41
6 th period	11:57-12:39	Lunch	11:56-12:26	5 th period	11:43-12:25
Lunch	12:41-1:11	6 th period	12:28-1:10	6 th period	12:28-1:10
7 th period	1:13-1:55	7 th period	1:13-1:55	7 th period	1:13-1:55
8 th period	1:58-2:40	8 th period	1:58-2:40	8 th period	1:58-2:40

AFTERNOON ACTIVITY SCHEDULE

<u>6th GRADE</u>		<u>7th GRADE</u>		<u>8th GRADE</u>	
Bell	7:25	Bell	7:25	Bell	7:25
1 st period	7:30-8:12	1 st period	7:30-8:12	1 st period	7:30-8:12
2 nd period	8:15-8:57	2 nd period	8:15-8:57	2 nd period	8:15-8:57
3 rd period	9:00-9:42	3 rd period	9:00-9:42	3 rd period	9:00-9:42
4 th period	9:45-10:27	4 th period	9:45-10:27	4 th period	9:45-10:27
5 th period	10:30-11:12	5 th period	10:30-11:12	Lunch	10:29-10:59
6 th period	11:15-11:57	Lunch	11:14-11:44	5 th period	11:01-11:43
Lunch	11:59-12:29	6 th period	11:46-12:28	6 th period	11:46-12:28
7 th period	12:31-1:13	7 th period	12:31-1:13	7 th period	12:31-1:13
8 th period	1:16-1:58	8 th period	1:16-1:58	8 th period	1:16-1:58
Activity	2:00-2:40	Activity	2:00-2:40	Activity	2:00-2:40

HOMECOMING SCHEDULE

<u>6th GRADE</u>		<u>7th GRADE</u>		<u>8th GRADE</u>	
Bell	7:25	Bell	7:25	Bell	7:25
1 st period	7:30-7:53	1 st period	7:30-7:53	1 st period	7:30-7:53
2 nd period	7:56-8:19	2 nd period	7:56-8:19	2 nd period	7:56-8:19
3 rd period	8:22-8:45	3 rd period	8:22-8:45	3 rd period	8:22-8:45
4 th period	8:48-9:11	4 th period	8:48-9:11	4 th period	8:48-9:11
5 th period	9:14-9:37	5 th period	9:14-9:37	5 th period	9:14-9:37
6 th period	9:40-10:03	6 th period	9:40-10:03	6 th period	9:40-10:03
Brunch	10:06-10:36	7 th period	10:06-10:29	7 th period	10:06-10:29
7 th period	10:39-11:02	Brunch	10:32-11:02	8 th period	10:32-10:55
8 th period	11:05-11:29	8 th period	11:05-11:29	Brunch	10:58-11:29

RECOGNITION PROGRAMS SCHEDULE

<u>6th GRADE</u>		<u>7th GRADE</u>		<u>8th GRADE</u>	
Bell	7:25	Bell	7:25	Bell	7:25
1 st period	7:30-8:09	1 st period	7:30-8:09	1 st period	7:30-8:09
2 nd period	9:16-9:55	2 nd period	9:16-9:55	2 nd period	9:16-9:55
3 rd period	9:58-10:37	3 rd period	9:58-10:37	3 rd period	9:58-10:37
4 th period	10:40-11:19	4 th period	10:40-11:19	4 th period	10:40-11:19
5 th period	11:22-12:01	5 th period	11:22-12:01	Lunch	11:22-11:52
6 th period	12:04-12:43	Lunch	12:04-12:34	5 th period	11:55-12:34
Lunch	12:46-1:16	6 th period	12:37-1:16	6 th period	12:37-1:16
7 th period	1:19-1:58	7 th period	1:19-1:58	7 th period	1:19-1:58
8 th period	2:01-2:40	8 th period	2:01-2:40	8 th period	2:01-2:40
Recognition Program will begin at 8:13-9:13.		Recognition Program will begin at 8:13-9:13.		Recognition Program will begin at 8:13-9:13.	

Section 2

General Rules and Policies of West Feliciana Middle School

Personal Safety Guidelines

In the event a student feels that an individual is a threat to the safety and well being of others, we encourage him/her to report this individual to a person in authority (teacher, administrator, staff, office, etc.).

Each student must follow these instructions:

- Report all “strangers” or people who should not be on campus immediately (no pass needed) to the main office.
- Be alert to people acting suspiciously and note how they are dressed so that they may be described in the event a problem arises.
- Normally, large sums of money and/or expensive items (expensive watches, computers, radios, etc.) should not be brought to school. The school shall not be the guardian of these items. Money or other valuables should not be left in lockers.
- Report all missing items immediately to a teacher, a coach, or administrator. Make every effort to do so before class is dismissed if possible.
- Valuables shall be given to P.E. teachers for safekeeping during P.E. class.

Appointments

Please call school office to make appointments with teachers, teams, administrators, or guidance counselor.

Emergency Forms: Change of Address/Phone

It is the responsibility of the parent or guardian to make certain that the school can contact a responsible person in case of emergency. Emergency data forms are to be completed at the beginning of the school year. Please make certain they remain up-to-date. New forms are available at the attendance office.

Fire Drills: Tornado/Bad Weather Procedures

Emergency evacuation maps are posted in each room. Students should study the plans and become familiar with them as they are different. Teachers should exit with their roll books.

Fire Drill: When the fire alarm is sounded, students are to walk quickly and quietly while leaving the building. Students are to stay with their teachers and await further instructions. If students are in the library during evacuation, they should exit and stay with the librarian.

Evacuation Plans are posted in every room.

Adult spotters may be posted to watch for a possible approaching tornado. Listen for an announcement from the principal and follow the instructions below:

- Open all doors and windows.
- Move quickly, without running; quietly, without talking. Move single file down stairs, one team on each side of the stairwell.
- Keep calm, regardless of the situation. Listen for instructions.
- Assume positions of best protection, sitting down with knees up.
- Stay away from doors and outside glass.
- Stay together until authorized to move back to the classroom or elsewhere.

SIXTH GRADE

- Move into sixth grade hall, each team facing lockers on the same side of the hall where their classrooms are located.
- Assume positions of best protection.

SEVENTH GRADE

- Proceed down the seventh grade stairwell to the Administrative Hall.
- Redfish team should proceed in a single file down the side of the stairwell closet to the office and assume the seated position of best protection on the Principal's side of the hall.
- Catfish team should proceed in a single file down the side of the stairwell closet to Highway 61 and assume the seated position of best protection on the Guidance side of the hall.

EIGHTH GRADE

Kingfish Team:

- Proceed down the center stairwell single file.
- Assume the seated position of best protection down the center of the Administrative Hall.

Bayou Beasts Team:

- Proceed down the sixth grade stairwell single file to the sixth grade hall.
- Assume the seated position of best protection down the center of the sixth grade hall.

Overflow 8th grade students:

- Assume the seated position of best protection along the hallways leading from the back of the foyer to BMC and the SOAR classroom.

PE: If PE classes do not have time to come to the Administrative Hall, they should go to their locker rooms and assume the seated position of best protection.

Cafeteria: Students move to Administrative Hall. If there is no time, assume the seated position of best protection along the serving line.

In recognition of the growing concern of sexual harassment, WFMS will not tolerate any sexual harassment on the part of any employee or student towards another employee or student within the confines of the school setting. Conduct in violation of this prohibition shall result in disciplinary action. An administrator or counselor should be contacted if a problem occurs, and the problem will be reported to the School Board personnel office

Drug Policy

Any student with illegal drugs or controlled substances (as defined by La.R.S. 40:961), in his/her possession on school grounds, school bus, or school-sponsored activities, shall be recommended for expulsion.

After School Activities

Positively no loitering in the school building after hours. Students involved in extracurricular activities are not allowed in the building after school hours unless accompanied by their sponsor.

Student Insurance

Student insurance is available at no cost to parents. If students are covered under a family policy, expenses incurred will be paid according to the school insurance policy schedule of benefits in addition to the insured's primary insurance. After benefits by the family policy have been paid, the school insurance will pay towards the expenses at the usual and customary rate for our area but may not cover the entire expense.

Students who are not insured through a family policy or medical card will be insured for school hours. Medical expenses will be paid at a usual and customary rate for our area but may not cover the entire expense.

Bus Privilege

The privilege of riding the bus is conditional on proper behavior and observance of rules and regulations. Behavior on the school bus that is detrimental to health and safety may result in the privilege of riding the bus being denied.

All disciplinary problems which develop on a school bus traveling to and from school will be handled by an administrator. A student could be removed or expelled from a bus if he or she is disrespectful to the driver, smokes, fights, curses, or causes any kind of disturbance on the bus which will endanger the safety and health of others. When a student is removed from the bus, the parent will assume the responsibility of getting student to and from school.

Students should report to the cafeteria promptly at the designated time. The rights of others shall be respected by not breaking line, using proper table manners, and leaving the tables and surrounding areas clean. The cafeteria personnel shall be treated with respect at all times. After lunch, students may congregate outside the cafeteria in the area designated by the administration. Students may not enter the school building until instructed to do so by a teacher or administrator. Improper behavior and/or actions shall result in disciplinary action. No cafeteria food or drink may be consumed anywhere other than the cafeteria. Students may not have canned or bottled drinks in the cafeteria. The cost of meals is as follows:

Breakfast		Lunch	
Reduced	\$.30	Reduced	\$.40
Full Pay	\$ 1.25	Full Pay	\$1.50
Employees	\$ 1.50	Employees	\$2.25
Visitors	\$ 1.65	Visitors	\$3.00

Physical Education Clothing (\$7.00 shirt-\$7.00 shorts)

- Students are required to wear physical educational uniforms because of health reasons.
- The name of the students must be placed on the shorts and shirt.
- A student is not permitted to wear another student’s uniform.
- P.E. clothes must be worn in P.E. classes ONLY. (Not under uniform shirt)

Lockers

Students are not allowed to share lockers or locker combinations. Altering the lockers in any way that causes the locking mechanism not to engage properly is prohibited. Lockers should be kept neat and free of decorations inside and out. Locker shelves are permitted. Students who accept the lockers do so with the understanding that they will be subject to periodic locker checks. Willful destruction or defacement of the lockers shall result in disciplinary action. The school is not responsible for valuables kept in lockers.

Snack Machines

Students will be allowed to purchase juice/water, and/or snacks at designated times during their lunch hour at the snack machines located outside of the cafeteria/gymnasium area. It is the responsibility of each student to assure that all trash is disposed of properly. All beverages or food purchased must be consumed during the designated lunch hour. Food and beverages of any kind may not be brought back into the school building. Failure to adhere to these policies will result in loss of snack machine privileges and/or administrative disciplinary action. The Gatorade machines located inside the gym are reserved for after school use by athletes only. Students may not make purchases from these machines.

Hall Passes

Students must obtain a hall pass when leaving the classroom.

Bus Passes

A written note from parents is required when students need to ride a different bus. This note should be taken to the attendance office at the beginning of the day in order to receive a “Bus Permission Slip” which will be signed by the attendance clerk. Students must present this slip to the bus driver before boarding the bus.

Immunization and Medication

Louisiana Statute 17:170 makes it mandatory that every child attending the West Feliciana Parish Public Schools be properly immunized against diphtheria, tetanus, whooping cough (pertussis), poliomyelitis, measles, and rubella, or shall present supportive evidence if immunization records are incomplete. Immunizations may be obtained from your local physician or the local health unit.

No student can be given medicine at school unless a consent form is filled out by the parent and signed by the physician allowing medication to be administered at school. Please note the following:

- We must have a written consent from the doctor that the medicine has to be given during school hours, or kept there for emergencies.
- The medicine must be brought to school by the parent/guardian. Do not send medicine with the student on the bus.
- Medicine must be in its original container, labeled by a pharmacist.
- Any time there is a change in medication, a new consent form must be filled out.
- Students shall not be allowed to have medication of any kind in their possession.
- Over-the-counter medications will not be administered to students unless a signed consent form is on file.

Hospital/Homebound Services

A student who is enrolled in the West Feliciana Parish School System and who, as a result of health care treatment, physical illness, accident, or the treatment thereof, is temporarily (a minimum of three weeks) unable to attend school shall be provided instructional services in the home or hospital environment through special education, when appropriate.

Debts/Damages/Fees

In order for children to receive a quality education at West Feliciana Middle School, they must have the necessary materials, supplies, and textbooks as well as total use of the library. West Feliciana Middle School has imposed minimum fees on students to help offset special costs incurred in the operation of specific classrooms or subjects. Fees are assessed for school supplies in the sixth, seventh, and eighth grades to assure that all students have the correct supplies and hopefully to make it easier on the parent/guardian. A family would have to spend a much greater amount to buy these supplies as the school gets them at a bulk rate and, therefore, at a much lower price. This is a real service to parents and is done successfully across the United States. West Feliciana Middle School also has a strong belief that no student will be deprived of proper instruction should the student's family not be able to pay the full fee or a portion of the fee.

The schools of West Feliciana Parish may also require a parent or guardian to compensate the school for lost or damaged textbooks or other materials. In order for all students to receive a quality education, textbooks, library books, etc., must be replaced so that students will be afforded the same opportunities the following year. A child will be assessed the monetary fees based on the replacement cost of the book, taking into consideration the age and condition of the book.

West Feliciana Middle School will have an application available to request waiver or reduction of fees or payment for lost or damaged books based on family income, number in family, or other extenuating circumstances. This information will be confidential and well-guarded to assure the privacy of our students and their families.

West Feliciana Middle School may withhold grades of students until a parent or guardian adequately compensates the school or fills out proper paperwork to request the waiver or reduction of fees form.

In lieu of monetary payments, both school and parent/guardian may elect to have students perform community service activities, provided that such are arranged so as not to conflict with instructional time, are properly supervised by school staff, and are suitable to the age of the child.

West Feliciana Middle School is committed to working with all parents and students in providing a quality education so that students may be successful in our society. We feel strongly that taking the responsibility and prioritizing where money is spent is critical to the overall education of our students.

Sixth Grade

The sixth grade will be ordering supplies for each child this year and collecting a supply fee of \$26.00. Some of these items will be distributed to each classroom to use as class sets.

In addition to the \$26.00 academic supply fee, the following school fees will be collected:

Math Fee	\$2.00
Science Lab Fee	2.00
Time for Kids	5.00
Student Activity Fee	<u>6.00</u>
Total fee	\$15.00

P.E. Uniform \$14.00 Academic Fee \$15.00 Supply Fee \$26.00 **Total Fee \$55.00**

Fees may be paid by check or money order. Check must be made payable to West Feliciana Middle School.

Supplies will be distributed to the classrooms and students on the first day of school if the fee has been paid. Parents are responsible for replacing supplies such as paper and pencils as needed throughout the year. Students are responsible for supplying their own pens and pencils. Also, each student is required to carry only a clear or mesh backpack while on campus.

Seventh Grade

The seventh grade will be ordering supplies for each child this year and collecting a supply fee of \$35.00. Some of the items will be distributed to each classroom to be used as class sets.

In addition to the \$35.00 supply fee, the following school fees will be collected:

Student activity fee: \$ 6.00

Technology fee: 5.00

Science fee: 4.00

Supplies: \$35.00 Academic Fee: \$15.00 Total \$50.00

P. E. uniforms are not included in the \$50.00 fee; however, most seventh graders already have uniforms and are not required to buy another. The cost of the P.E. uniform is \$14.00.

Fees may be paid by check or money order. Check or money order must be made payable to West Feliciana Middle School.

Supplies will be distributed to the classrooms and students on the first day of school if the fee has been paid. Due to the students' different schedules, there may be other minimal fees required for some exploratory classes. Parents are responsible for replacing supplies such as paper, pencils, binders, etc., as needed throughout the year.

Eighth Grade

Eighth grade students will be ordering supplies for each child this year and collecting a supply fee of \$38.00. Some of the items will be distributed to each classroom to be used as a class set.

In addition to the supply fee, the following school fees will also be collected:

Student Activity:	\$6.00
Technology Fee:	\$2.00
Science Fee:	\$4.00

Supplies: \$38.00 Academic Fees: \$12.00 TOTAL: \$50.00

P.E. uniforms are not included in the \$50.00 fee; however, most eighth graders already have uniforms and are not required to purchase another. **The cost of the P.E. uniform is \$14.00.**

Calculators are used daily in your child's math class. If you would like to purchase a calculator through the school, **the cost of a calculator is \$15.00.** You may add this to your child's supply fee.

Fees may be paid by check or money order. For your convenience, you may pay in full over the summer. Please place the money in a sealed envelope with your child's name and grade and bring it to the school office.

Supplies will be distributed to the classrooms and students on the first day of school if the fee has been paid. Due to the students' different schedules, there may be other minimal fees required for some exploratory classes. **Parents are responsible for replacing supplies such as paper, pencils, pens, binders, etc. as needed throughout the year.**

Other Information

Fund-Raising

West Feliciana Middle School will sponsor two fund-raisers yearly: one in October, and one in February. All profits will go into Teacher Instructional accounts to directly benefit students and teachers. The October fund-raiser, the Magazine Subscription Drive, is in conjunction with the high school and has been very successful for the past several years. The February fund-raiser features a catalogue of gift items from which to order.

School clubs and organizations may also apply for approval for fund-raisers during the school year.

School Pictures

Pictures are taken twice during the year. The fall pictures go in the yearbook (*The Halo*) and uniforms must be worn. The date for fall pictures is August 28. Retakes will be October 11. Spring pictures are scheduled for February 29, and the dress will be determined by the principal. Fall and Spring Sports pictures will be taken. The date is TBA at a later date.

Class Parties

There will be no school-sponsored parties during the school day. All parties connected with the school must be approved by the Principal a week in advance of the event. No food or drink will be taken to the classroom during the school day unless approved by an administrator.

The Halo

The Halo is a student produced publication which documents the school year. All students, faculty, and administrators are given the opportunity to have their pictures taken and included in the publication. *The Halo* is published by West Feliciana High School with West Feliciana Middle School being featured. The cost is approximately \$35.00.

Visitors (Check-In/Check Out)

Whenever visiting on campus, parents or other visitors must sign in at the office and be issued a Visitor's Pass. **It is for the safety, protection, and well-being of all students and staff that all visitors must check in with the office and have the visit approved before entering any other area of the school campus.**

Parent Conferences

Parents shall not visit the classrooms each morning or stand in hallways for the purpose of conferencing with teachers without following proper procedures. No conferences with teachers will be scheduled during instructional time, but will be scheduled for team planning time or the teacher's individual planning time. West Feliciana Middle School teachers and administrators welcome parents to visit their children's classrooms, but teachers use their mornings to prepare for the day's instruction and need to know in advance or by way of the principal/assistant principal if a conference is desired. When parents sign in for conferences, they will be issued a Visitor's Pass and the team/teacher will then be notified.

Parent Pickup/Dropoff for Student

Parents are to drop off and/or pick up students at the designated driveway in front of the school. To keep the flow of traffic moving and to prevent a back-up of traffic from spilling over into and blocking Bains Road, parents are asked not to stop directly in front of the school, but rather are asked to keep moving to the farthest position available before stopping. Students are not to arrive on campus before 7:00 a.m.

The intercom will be used to summon students to the office if a parent wishes to check his/her child out early during the school day. A parent must first go to the Attendance Clerk's office and ask to check out his/her child, sign the student out (proper identification may have to be given), and the Attendance Clerk will call the student to the office.

The administration strongly recommends not checking students out during the day unless it is an emergency. Our school day lasts until 2:40P.M.

Dear Students and Parent/Guardians:

West Feliciana Middle School proudly presents *Parent Link*, a system designed to help increase communications between parents, teachers, and students. *Parent Link* is a voice mail system. You can leave a message for your child's team or an individual teacher. You can access homework for your child by calling the team mail box. The homework will be updated each day.

Parent Link is not intended to take the place of personal contact between the parent and the school. During school hours, simply call 635-3898 as usual, and the receptionist will direct you to the *Parent Link* system. Of course, Administrators will be available to take your calls as needed during office hours, without the use of voice mail.

To easily access *Parent Link* for Homework Hotline after school hours, it is not necessary to listen to all of the options. When the recorded message begins, press the team number of your choice from the list below.

Homework Hotline	
Mudbugs	6101
Bears	6201
Redfish	7101
Catfish	7201
Bayou Beasts	8101
Kingfish	8201

In addition, you will be able to check your child's homework on the internet using *OnCourse*. This is a new parish initiative and the service will be available as soon as possible.

Follow in Your Childs Footsteps

6 th Grade	September 13
7 th Grade	September 20
8 th Grade	September 27

Do you ever wonder what your child's day at school really consists of? This is your chance to find out! Parents will follow their child throughout an average day of school. You will attend every class just as your child does, and yes, you have to eat your vegetables at lunch! We will send out more information on this event when the school year begins. We look forward to seeing you at school!!

It is our desire as always to provide you with as much information as possible since parental support is the key to your child's success. These services are provided as communication between the parent and the school, and we hope you will find them very helpful.

Sincerely,

Darryl Powell
Principal

Parent Link Mailboxes/Homework Hotline

<u>Mudbugs</u>	<u>6100</u>	<u>Exploratory</u>	
Homework Hotline	6101	Mildred Armstrong	2329
Susan Morgan	6210	Valdora Snedecor	4000
Jodi Knight	6120	Janet Lathrop	4110
Karen Barron	6150	Ed Davis	4120
Margaret Anne Lemoine	6140	Leslie McClure	8110
Patricia Martin	6180	Rae Lynne Thomas	4140
		Leigh Hughes	4170
		Cindy Thompson	4190
<u>Bears</u>	<u>6200</u>		
Homework Hotline	6201	<u>P.E.</u>	
Alisha Bennett	6250	Marzette Payne	5000
Brenda Redd	6220	Rod Lemoine	5110
Renee' Sparks	6230	Dorothy Vessel	5120
Lacey Jewell	6240	Carolyn Harris	5130
Debera Seals	6260		
<u>Redfish</u>	<u>7100</u>	<u>Administration</u>	
Homework Hotline	7101	Darryl Powell	2079
Amanda Crutchfield	7210	Christi Sykes	2029
Sally James	7120	Jodie Harper	2049
Willia Parkerson	7130	Rickey Grant	2039
Jodi Lemoine	7260	Beverly Grant	4160
Jeannie Sills	7150	Jovanka McCray	2069
		Frances Washington	2439
		Ricky Chatman	2089
		Brenda Stirgus	2099
<u>Catfish</u>	<u>7200</u>	<u>Custodians</u>	
Homework Hotline	7201	Robert Gilmore	3109
Martha Holmgren	7110	Jeff Green	3129
Cassie Hendry	7220	Ethel Williams	3139
Heather Howle	7230	Dorothy Stansberry	3149
Susan Ouchley	8130	Barbara James	3159
Joy Cazabat	7270	George Brown	3169
<u>Bayou Beasts</u>	<u>8100</u>	<u>Cafeteria</u>	
Homework Hotline	8101	Aline Baker	1009
Abby Temple	6170	Charlotte Cobb	1119
Whitney Whealdon	8210	Rechel Harris	1129
Ruthie Leming	6110	Joyce Jones	1159
Mary Rogers	8150	Nolan Sullivan	1179
Mumford Leake	8160	Angeline Wilson	1189
<u>Kingfish</u>	<u>8200</u>		
Homework Hotline	8201		
Christine Phillips	8120		
Robert Tucker	8220		
Susan Lambert	8230		
Joni Smith	6160		
Cherie Reich	8260		
Ashley Harvey	4180		

Section 221 of Title 17 of the LA Revised Statutes states that responsibility for a child's school attendance is placed with the child's parent or legal guardian. This responsibility includes awakening the child in sufficient time each morning and ensuring that the child, in fact, arrives at school by the appointed time. Any parent, guardian, or tutor found to be in violation of the compulsory school attendance law may be fined not more than two hundred-fifty dollars and/or sentenced to thirty days in jail.

If the child is chronically absent from school, the parents and/or child may be referred to Child Protection, Family Court, or local District Attorney's Office. Any school age child observed out of school during normal school hours may be subject to questioning or transporting to the Truancy Center if he/she can not offer a legitimate reason for not being in school.

Attendance

Regular attendance is essential for success in schoolwork. While enrolled at West Feliciana Middle School, a student's number one job is attending classes regularly and fulfilling all class requirements. Regular and prompt attendance is a habit and should be cultivated early. Excessive absences, even though excused, are bound to affect one's understanding and grades.

In order to be eligible to receive grades in a class, a student shall be in attendance a minimum of eighty (80) class periods per semester.

First semester August 14, 2007 to January 7, 2008 87 days

NOTE: If a student has more than eight (8) unexcused absences for a class during the first semester, credit for that class will not be given.

Second semester January 8, 2008 to May 21, 2008 87 days

NOTE: If a student has more than nine (9) unexcused absences during the second semester, credit for that class will not be given.

Perfect Attendance

Students must be present every day for every class period to be eligible for the Perfect Attendance Award. Students will be recognized at each six weeks recognition program for Perfect Attendance. Each six weeks stands alone. However, those students who have maintained perfect attendance through May 2, 2008 will receive a special award and their picture will be featured on the Hall of Honor.

Page 4.1

Arrival Time

The school day begins at 7:25 and ends at 2:40. Students should not be dropped off before buses arrive. Students arriving earlier than 7:00 must go to the cafeteria and remain there until 7:00. Students will then go to their grade level halls.

Late Arrival/1st hour Tardies

- A child is tardy after 7:30.
- A parent or guardian must sign a student in at the attendance office if the student arrives after 7:30.
- The student will receive an unexcused tardy to be admitted to class after 7:30.
- On the fifth tardy the student will be assigned one after-school detention.
- On the sixth tardy the student will receive Saturday detention.
- After the sixth tardy the student will be assigned two days in BMC.
- If tardies persist, the student could receive a short-term at-home suspension.

Tardiness

Students should not be tardy for any class. Ample time is given for all students to arrive on time for all classes. If a student is not present in class for roll call, he/she will be counted as tardy. If a student is detained by an administrator or a teacher, the student should request a slip from that person to be given to the teacher for the next class period.

- On the fifth tardy the student will be assigned one after-school detention.
- On the sixth tardy the student will receive Saturday detention.
- After the sixth tardy the student will be assigned two days in BMC.
- If tardies persist, the student could receive a short-term at-home suspension.

Early Checkout

A parent or guardian must sign a student out at the attendance office if the student must be checked out before the end of the school day. Early checkouts are not encouraged as the student will miss important instruction, class work, and assignments. It is the responsibility of the student upon returning to school to request make up work from the teachers whose classes the student missed.

Students leaving school unofficially (without permission or signing out) will receive a two-day suspension.

After School Policy

Students riding the bus must report immediately to the bus ramp after the bell rings. All other students must report to the Parent Pickup area in front of the school. Parents must arrange prompt transportation in order that students not remain on campus for more than fifteen minutes after the final school bell rings.

Page 4.2

WEST FELICIANA MIDDLE SCHOOL

A IS FOR ATTENDANCE

Attendance Incentive
2007-2008

PURPOSE

To encourage WFMS students to be at school on time every day unless they are sick, have a death in their family, or have an extenuating circumstance, thus increasing overall attendance at the school.

PROCEDURE

- Competition will be done by teams based on attendance for the whole day.
- Mrs. Harper will post weekly attendance on Monday mornings outside her office. Team attendance will be based on daily percentages of attendance. The percentages will be averaged for the weekly attendance.
- At the end of each six weeks, the team with the best attendance will receive three free dress days. The team with the second best attendance will receive one free dress day. The free dress days will occur the week immediately following the recognition program.

Section 5
Absences and Truancy

Federal Law requires school districts to report data based on truancy. According to state

and local policy, **a student is truant after the fifth unexcused absence or the fifth unexcused occurrence of being tardy within any one calendar month.** Truancy is an important accountability issue, and one that must be addressed. You will find a copy of the truancy policy below.

**Louisiana Truancy Law
R.S. 17:233**

233. Cases of habitual absence and/or tardiness referred to juvenile or family court. 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 student shall be considered habitually absent or habitually tardy when either condition continues to exist after all reasonable efforts by the principal and the teacher have failed to correct the condition after the fifth unexcused absence or fifth unexcused occurrence of being tardy within any month or if a pattern of five absences a month is established. The student's principal or the principal's designee, with the aid of the teachers, shall file a written report showing dates of absence or tardiness, dates and results of school contacts with the home, and such other information as may be needed by the visiting teacher or supervisor of child welfare and attendance. (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.

Acts 1990, No. 158 2, eff. July 1, 1990; Acts 1994, 3rd Ex. Sess., No. 103, 1, eff. July 7, 1994.

ABSENCES AND EXCUSES

If a student is absent for a day or part of a day, he/she must bring a note from the parent/legal guardian stating the reason for and the dates of the absence. The note must be turned in to the attendance office before school on the day the student returns to school. The student will receive an admit slip. Students will present the admit slip to each teacher and will request each teacher's signature. The slips will be returned to the attendance office at the end of the school day. Any absence of five consecutive days or more must be verified by a physician.

Page 5.1

ABSENCES

Types of Absences

The days/class periods to be counted as part of the allowable absences shall include temporarily excused absences, unexcused absences, and suspensions. Days/class periods not to be counted are classified as permanently excused absences (extenuating circumstances). Total absences = unexcused absences + permanently excused absences

Permanently Excused Absences

A student's absence can be permanently excused under extenuating circumstances. Days permanently excused will not count toward the allowable days of absence and the student shall have the opportunity for make-up work.

Temporarily Excused Absences

Students shall be considered temporarily excused from school for personal illness, serious illness in the family, death in the family (not to exceed one week), or for recognized religious holidays for the student's own faith and shall be given the opportunity for make-up work. Notes requesting such excuses must be written by a parent or guardian. A forged request will result in disciplinary action.

Unexcused Absences

Students shall not be excused for any absence other than those listed in temporarily excused absences and shall be given failing grades in those subjects for those days missed with no make-up work allowed. Students shall not be excused from school to work on any job including agriculture and domestic service, even in their own home or for their own parents or tutors.

Absences Due to Suspensions

Students missing school as a result of any suspension shall be counted as absent, shall be given failing grades for those days suspended and shall not be given the opportunity to make up work.

Extenuating Circumstances

A student's absence can be permanently excused under extenuating circumstances that are verified by the Supervisor of Child Welfare and Attendance.

Extenuating circumstances are as follows;

1. Extended personal physical or emotional illness as verified by a physician or dentist

2. Extended hospital stay as verified by a physician or dentist
3. Extended recuperation from an accident as verified by a physician or dentist
4. Extended contagious disease within a family as verified by physician or dentist
5. Prior school system approved travel for education
6. Death in the family (not to exceed one week)
7. Natural catastrophe and/or disaster
8. For any other extenuating circumstances parents must make a formal appeal.

Absences Due to BMC

Students assigned to BMC are counted as present and are expected to complete all assigned work as well as make-up work.

Absences Due to School-Sponsored Field Trips

Students missing school due to a school-sponsored field trip are counted as present and are expected to complete all make-up work.

Make-Up Work Due to Excused Absences

It is the student's responsibility upon returning to school to contact each teacher to make up all work that the student missed during the absence. The individual teacher will set the date the work is due. If the student was absent for an extended length of time, arrangements should be made with the individual teachers and the guidance counselor for any extension.

1. Students will be permitted to make up all work including tests and graded material unless they received an unexcused absence.
2. It is the student's responsibility upon his/her return to school to ask the teacher if any tests or graded material needs to be made up. Teachers will at this time establish the time and place of make-up work.
3. Students in school when a test or activity is announced and who miss only the day of the test or activities and return the next day, will be expected to take the test or complete the activity upon the day of their return.
4. Students will be allowed a minimum of one day for each day missed before being required to make up a test, turn in material, or complete an activity. This will not exceed a total of five days. If after notification, the student fails to accomplish make-up work in the allotted time, the grade is recorded as a "0".
5. Students will not be allowed to make up work missed during days of suspension or for days missed while skipping classes.
6. A student who misses one day in which an unannounced quiz was given shall take the quiz upon his return.

Page 5.3

Section 6: Student Dress Code

(See West Feliciana Parish School Board Policy Section)

A student's general appearance should at all times reflect the mores and folkways of the community. This includes but is not limited to school-sponsored trips, athletic events, concerts, talent shows or any school-sponsored event.

General Appearance

The object of the dress code is to create a safe environment that will be conducive to learning and not disrupt or detract from the educational process. Any form of dress or grooming that attracts undue attention, disrupts school, or detracts from the learning process is not acceptable.

The final interpretation of the dress code will be at the discretion of the administrators as to whether or not the infraction will impair the learning environment.

Mandatory Uniform Policy

Shirts

- All shirts must be tucked in as long as students are on campus or any school approved outing.
- Color must be solid white or navy.
- Style may be polo/golf, turtleneck, or oxford collar shirts (short or long-sleeved style) with no emblem, logo, or decoration (except system approved logo or emblem).
- White shirts may be worn with navy or khaki. No PE shirt worn under white shirts.
- White undershirts or T-shirts with no writing or transfers may be worn underneath the mandatory dress standard.
- No bare midriff, see-through, strapless, sleeveless shirts or blouses, or tank tops may be worn.

Pants

- Color must be khaki, navy or approved navy and white plaid for girls.
- Bottoms for boys can include traditional/standard trousers or walking shorts.
- Bottoms for girls can include slacks, skirts, skorts, jumpers, or walking shorts.
- Shorts must be no more than four inches above the knee when being measured from the floor while kneeling. No cargo/carpenter/painter pants are allowed. Capri and cropped pants are allowed.

- The waistband of all clothing must be located on the natural waistline of the student and be sized appropriately. No excessively tight or loose clothing will be permitted.
- Belts must be worn with pants that have belt loops.
- Belts must be black, brown, navy or khaki.
- Overalls are not permitted.
- Jeans of any color and/or type are not allowed. Pants with rivets are not allowed.

Outerwear

- Sweatshirts, including sweatshirt jackets, must be solid white or navy in color, long-sleeved, and have no logos or emblems (except system approved)
- Sweaters, including sweater vests, long-sleeved pullovers, cardigans, must be solid white or navy color.
- Coats/jackets must be solid white, navy, or khaki.
- No trench coats will be allowed.
- Curricular/Extra-Curricular jackets must be approved by the principal.

Book bags

- Book bags must be clear (see-through) or mesh. Solid book bags are not allowed.
- Book bags or book sacks with wheels will not be allowed unless there is a documented medical condition that requires one.

Exceptions

- Girl Scout, Boy Scout or athletic uniforms may be worn on club/uniform days or special occasions approved by the principal.
- Spirit Day shirts may be worn with approved pants/shorts/skirts on designated days set by the principal.
- Special “Free Dress” days may be approved by the principal. Students will have the option of “Free Dress” according to the following Free Dress Guidelines or wearing their uniform.

Guidelines for Free Dress Day

Free Dress Days shall be designated at the discretion of the principal. On some days students will be allowed to wear spirit shirts or other acceptable shirts with school uniform pants or shorts. On other days, students will be allowed to wear jeans with a **collared** shirt of their choice. The following guidelines will be enforced:

- No faded, torn, or ragged jeans shall be worn.
- The waistband of all clothing must be located on the natural waistline of the student and be sized appropriately. No excessively tight or loose clothing will be permitted.
- Wind-suits or warm-up suits shall not be worn except on special occasions designated by the principal.
- No bare midriff, see-through, strapless, sleeveless shirts or blouses, or tank tops may be worn.
- Shirts must be tucked in.
- Belts must be worn.
- Dresses or skirts must be appropriate length.
- Camouflage shall not be worn except on designated days.

Other

- Shoes are required and must be appropriate for school.
- Rubber “Flip-flops”, shower shoes, house slippers, and beach shoes are prohibited.
- No hats, caps, visors, scarves, bandannas, or skull caps will be permitted.
- Hair should be clean, combed, and well-groomed at all times; vision must not be obstructed. No extreme or unusual hair length, style, or color will be permitted. Only naturally occurring hair colors such as black, brown, auburn, or red, either natural or dyed, will be allowed. Traditional cornrows and/or braids are permitted if hair is neatly done without beads and follows other guidelines.
- Only prescription glasses or prescription sunglasses may be worn in the building.
- Jewelry that is showy, distracting, or a safety hazard will not be permitted.
- Piercing of body parts, which includes but is not limited to the tongue, nose, navel, eyebrow, or excessive piercing of the ear or ear lobe shall be forbidden.
- Any style or object which suggests violence, gang activity, drug or alcohol use, profanity, or vulgarity is prohibited.
- Girls are allowed to wear no more than one earring in each ear.
- For the safety and well-being of our students, no loop or hanging earring shall be allowed for boys; only stud earrings are allowed.
- Any sign or symbol which may be perceived as racially divisive is prohibited at school and/or school-related activities.

All decisions as to whether or not there is an infraction of the dress code shall be made at the discretion of the administration. If in doubt before wearing an outfit, please check with an administrator.

Page 6.3

Consequences for Dress Code Violation

Failure to follow the dress code policy shall result in the following steps:

- The student shall be required to modify his/her appearance to conform to the mandatory dress standard before being admitted to class.

- If the student cannot modify his/her appearance, the student's parent/guardian shall be immediately notified of the failure to follow school policy, and the parent/guardian will be required to bring proper clothing to school.
- If the parent/guardian cannot be contacted or if proper clothing is not brought to school, the student will be assigned to an area designated by the administration. A letter will be sent home with the student stating that future violations may result in suspension.
- Second and subsequent violations of the mandatory dress standard will result in an unexcused absence from class and subject the student to disciplinary action, including suspension (disrespect for authority) as deemed appropriate by the administration.

Page 6.4

Section 7 Discipline

(See West Feliciana Parish School Board Policy Section)

Every teacher and all school employees are authorized to hold every pupil to a strict accountability for any disorderly conduct on the school campus and all school-related

activities. (LA Revised Statute 17:416)

Discipline Philosophy

Education is a parental responsibility, only part of which is delegated to the school. In order to help create an atmosphere which encourages learning according to our school philosophy, it is necessary that certain levels of conduct and discipline be maintained. To achieve this end, certain guidelines are to be followed to enable the teacher and the student to be more comfortable with one another.

West Feliciana Middle School's discipline plan is a system of rules that governs behavior and actions so that order and safety prevail. Students will not be allowed to stop the teacher from teaching or prevent other students from learning. Each team establishes rules, rewards, and consequences. There are also guidelines for out-of-class behavior: in the library, halls, bathrooms, cafeteria, and on the playground. The choice of behavior is the student's. Appropriate behavior may be rewarded with praise, special activities, or positive phone calls or notes to parents.

Allowing individuals to live with the natural and/or reasonable consequences of their actions is the essence of our discipline system. Consequences are administered to facilitate personal growth.

Fighting

Parents who encourage their child to fight are encouraging their child to break school rules. West Feliciana Middle School stands with the belief that nearly all problems or conflicts can be settled through discussion. Physical force is dangerous and is not a solution. Since the school always has a responsible adult(s) on duty, West Feliciana Middle School believes that no student should respond to force with force to protect himself/herself.

A participant is one who does not avail oneself of the opportunity to escape from the situation, but willingly becomes actively involved. The school advocates that a student exercise the option to walk off. The instigator is one who starts the fight and is actively involved in the confrontation.

Page 7.1

West Feliciana Middle School recognizes the need for self defense, only so long as it is necessary to protect oneself; when the danger is past, resorting to violence is no longer an option. Thus, the school only recognizes self-protection, not retaliation

Parents must be contacted during the school day to discuss discipline problems. Make certain the school is given information regarding this when filling out the emergency form. Parents must send back the attached emergency form in order to insure that the

school will have a phone number where parents can be reached during the day.

It is the professional belief of the staff and administration at West Feliciana Middle School that the disciplinary plan will assist in providing a safer, healthier, and happier atmosphere for your child to learn. Parents should review the rules with their child and insist that the child observe the rules and their consequences. These rules apply to situations within and outside the classroom, halls, library, lunchroom, and buses.

Fighting Consequences

1st Offense - 3 days at home, 1 day BMC

2nd Offense - 4 days at home, 1 day BMC

3rd Offense - 5 days at home, 1 day BMC, Expulsion recommended. After parent is notified, student can be referred to local authorities for resolution.

If in the opinion of the administration, an individual(s) perpetrated an assault or battery on another person, it shall be the prerogative of the administrator to forego steps one and two and proceed to step three.

Jurisdiction

West Feliciana Middle School has jurisdiction over its students during the regular school day and while they are going to and from school on school transportation. The school's jurisdiction includes any activity during the school day on school grounds, attendance at any school-related activity, and any school-related misconduct regardless of time or location. (**LA Revised Statute 17:416**)

Student Code of Conduct

All students shall be afforded the basic rights of citizenship recognized and protected for persons their age and maturity. West Feliciana Middle School will foster a climate of mutual respect for the rights and privileges of students, teachers, and staff. Students shall exercise their rights and responsibilities in accordance with rules established for the orderly conduct of the school's mission. Students who violate the rules of conduct shall be subject to disciplinary measures designed to correct the misconduct so that an environment conducive to learning can be maintained.

Page 7.2

Violations/Infractions

The following is a list of disciplinary infractions which are violations of the discipline code. Other infractions may exist and will be handled at the discretion of the administrators.

- **Alcohol/Drug Paraphernalia** - use, possession or distribution of alcohol, drugs,

- drug paraphernalia, or their look-a-likes.
- **Bus Misconduct** - any act which poses a health or safety threat while loading, unloading or riding a school bus.
 - **Cheating** - unauthorized help on a test or assignment.
 - **Computer Usage** - unauthorized use of Internet sites.
 - **Disobedience** - failure to follow instructions: includes but not limited to, refusal to respond, not prepared for class, or violation of class rules.
 - **Disrespect** - disregard of authority by words, actions or attitude.
 - **Disturbance or Disruption** - anything that interferes with the learning environment or campus safety.(Some disturbance may be listed as other misconduct.)
 - **Dress Code Violation** - (see consequences for dress code violations)
 - **Electrical Devices** - use or possession of devices such as, but not limited to, radios, cell phones, Walkmans, CD players, phones, beepers, headphones, tape recorders, laser lights, giga pets, or other technical gadgets.
 - **Fighting/Assault/Threats/Harassment** - verbal or physical exchange between persons. (See Fighting Consequences)
 - **Forgery** - the act of counterfeiting documents, signature, or other work in an attempt to deceive.
 - **Gambling** - participating in games for money or other stakes.
 - **Gum Chewing** - not permitted at West Feliciana Middle School or school sponsored activities.
 - **Habitual Violation of School Rules** - continuous infractions of any school rule or policy.
 - **Illegal Fire Alarm Alerts** - students involved in creating or trying to create a security crisis, including but not limited to false 911 calls, illegal fire alarm discharge, false bomb threats or other verbal, written, or coded communications that endanger the health and safety of the school and/or otherwise create a negative impact on the learning environment shall face serious consequences. Sanctions (punishment) shall include but not be limited to short term suspension, long term suspension and/or expulsion.
 - **Indecent Behavior**
 - **Leaving Campus** - unauthorized departure from campus without permission or without following proper procedures.
 - **Name Calling** - calling a person out of their name is not accepted at West Feliciana Middle School.

Page 7.3

- **Note/Letter Writing** - It is a violation of the student code of conduct for students to write notes/letters of any type to other students or any other school personnel or to be involved in passing or delivering notes/letters to other students or any other school personnel. It is also a violation of the student code of conduct to place notes/letters of any kind into another student's locker, books, or other personal possessions.
- **Offenses against Faculty/Staff**-Any on or off campus acts carried out against school staff may result in expulsion and charges filed.
- **On Campus Unauthorized** - being on campus without following check-in

- procedures or being under suspension.
- **Other Misconduct** - action or types of misbehavior not listed or that have special rules or penalties imposed.
 - **Phone Usage** - The unauthorized use of phones is strictly prohibited. Calling 911 in a non-emergency situation is an extremely serious offense and will be dealt with by law enforcement.
 - **Profane and/or Obscene language, notes, letters, and/or gestures** - Profanity and/or obscenity in any form is prohibited, even in personal conversation.
 - **Public Display of Affection** - Inappropriate behavior, including holding hands, is not allowed.
 - **Sale of Food** - Unauthorized sale of food items is strictly prohibited.
 - **Skipping** - leaving or not being in class without permission. Being ten (10) minutes late shall be considered skipping class.
 - **Stealing/Theft** - taking or being in possession of another's property without his permission. If monetary value exceeds \$50, this matter may be reported to local authorities. A student will be suspended as well as assigned to the Alternative School up to fifteen days. If it is a recurring offense, a student will be recommended for expulsion as well as being assigned to the Alternative School for an indefinite period of time.
 - **Tardy** - late arrival to school or class.
 - **Tobacco Violations** - possession or use of any tobacco product or look-a-like product. Because of health and safety factors, under no conditions are students permitted to smoke or have tobacco products, matches, or cigarettes lighters in their possession at school or during school sponsored activities.
 - **Unassigned Area** - being in a location designated as off-limits, including but not limited to, the parking lot, behind the gym, beyond the bus ramp or by the pond. Other areas may be designated off-limits at certain times. Students must remain within sight of teachers on duty at all times.
 - **Unauthorized computer/internet usage**-(see parish Computer Usage Policy in back of student handbook). Severe disciplinary action will be taken.
 - **Vandalism** - malicious damage or destruction of property.
 - **Weapons/Explosives** - use or possession of any weapon, fireworks, which may cause injury or create fear.

Weapons

Possession or “constructive” possession of a weapon or facsimile of a weapon is strictly prohibited from school buses, the school campus, or any school related activity. A weapon can be defined as a gun, knife, or any other instrumentality that can be used to inflict bodily harm or create fear. The ultimate decision in determining whether an instrumentality is considered to be a weapon is left solely to the professional judgment of the administration.

Anyone in violation of this policy will be subject to long or short-term suspension. All federal and state laws will apply in cases of weapons on campus. Weapons confiscated from a student by a school employee will be directed to the sheriff's office.

Explosives

Explosives and/or look alike explosive devices are not permitted on school buses, school campus or at any school-related activity. Students in violation of this offense shall be suspended and recommended for expulsion. Law enforcement personnel will be notified.

Disciplinary Action

Consequences for violations of school rules will depend on the number of infractions and/or the severity of the infraction. The ultimate responsibility for determining the disciplinary action shall be left to the discretion of the administration. Disciplinary action includes, but is not limited to the following:

- **Team conference with student (warning and/or probation)**
- **Team conference with parent**
- **Parent conference with administrator**
- **Counseling**
- **Warning/Probation** - Students are counseled and placed on behavioral probation.
- **Restitution** - reimbursement due to vandalism, damage, or theft.
- **Loss of Privileges** - denial of specific opportunities or rights.
- **Work Assignment** - a specific act or required action involving physical or mental labor.
- **Lunch Detention** - cleaning of cafeteria during lunch period.
- **After - School Detention** - assignment to a specific area on designated afternoons from one to two hours. Parents will be required to pick up students at the appropriate time.

Page 7.5

- **Behavior Modification Clinic (BMC)** – in-school suspension program. Students must report to the BMC room immediately upon arrival to school and remain there the entire day. Students are required to bring all books and materials needed for school work. Students will not be allowed to participate in activities during the day while being assigned to BMC, (unless approved by the principal) and any behavior problems may result in an at-home suspension.
 1. A student may be assigned to BMC for violation of school rules, some state laws, and local school board policies.
 2. Students may be assigned for classroom or campus infractions without a suspension for counseling.

3. Students are also assigned for counseling after each suspension.
 4. Students assigned to BMC must report immediately to the BMC room upon arrival at school but no later than 7:30 a.m.
 5. If a BMC student is unable to attend due to emergency or illness, it will be the responsibility of the parent to notify the proper authorities (Administration) before 7:45 a.m. that day.
- **Saturday Detention** - assignment to a classroom for school work on Saturday from 8:00 a.m. until 12:00 noon. Failure to report to an assigned Saturday detention without notifying an administrator in advance shall result in an at-home suspension. If an extenuating situation or emergency is the reason for the absence and an administrator is contacted before 9:30 a.m. on the next school day, the student may re-schedule on the next available date.
 - **Alternative School Placement** - assignment to the Alternative School setting for a designated period of time. Parents must provide transportation to and from the Alternative School. School work will be sent from the classroom. Certain subject areas cannot have work provided and could result in failure and/or loss of credit in that course.
 - **West Feliciana Alternative Education Program** - West Feliciana Alternative education Program may enroll middle and high school age students in need of an alternative to expulsion and/or short/long term suspension. While students who disrupt the school environment cannot be served in the regular school setting, this program provides an opportunity for student placement in an alternative school environment in lieu of an out-of-school suspension/expulsion. The alternative program can serve the following categories of students recommended for
 - short-term suspension
 - long-term suspension and/or expulsion
 - chronically disruptive behavior
 - need for small group setting for success
 - need for transitional site after release from state correctional facilities
 - need for transitional site after release from hospital

This program focuses on behavior modification, successful group interaction, decision making skills, and work-study habits. These are necessary tools for school success.

Page 7.6

- **At-home-Suspension** - removal of the student from the school campus for a designated period of time. Students may not make-up or receive credit for work missed due to a suspension. Students are prohibited from participating or attending any school activity during the time of the suspension. The suspension officially begins either immediately, or at the close of the school day, and lasts until the beginning of the day the student may return to school. Students on campus any time during a suspension shall be considered trespassing and may be prosecuted.
- **FINS Referral**(Families in Need of Services) - a court-related interim step.
- **Expulsion** - removal of a student from the school campus for a semester or longer. A hearing must be held in order for an expulsion to be administered. The at-home suspension rules apply for expelled students.

Conduct toward the end of year and consequences

Any student conduct going against a rule or regulation of the school, federal, or state law shall be dealt with severely. Some of the consequences of these acts shall be:

- Recommending expulsion for the forthcoming semester.
- Immediate detention to be served while school is dismissed for the summer vacation.
- Probationary period for the forthcoming year (this means that any other incident if proven by preponderance of the evidence would lead to possible expulsion or suspension).
- Suspension will begin the second day of the forthcoming school year.

Page 7.7

Section 8 School Profile

West Feliciana Middle School opened on January 10, 2000. The school houses grades 6, 7, and 8 for a total of 575 students. We are a true middle school in that we have adopted the middle school philosophy which we believe aids in the transition of students from elementary to high school. We operate an eight period day with no bells ringing except at the beginning and end of the day. Each student attends four or five Core classes consisting of a Language Arts Block (or Reading and English at seventh grade), Science, Math (Math Block at sixth grade), and Social Studies: PE, one Explore class at 6th grade, and two explore classes at seventh and eighth.

Each grade is divided into two teams. Each team of teachers meets daily in their grade level Team Room to plan instruction, meet with parents, and discuss problems or issues. Each teacher also has a personal planning period. At the present time, each classroom has at least one computer, and we have four computer labs in operation

ACADEMIC SUPPORT

Teaming

West Feliciana Middle School has implemented and embraced the concept of teaming in its approach to middle level education. Teaming combines a small number of teachers with a common group of students. A consistent set of classroom expectations is established, and procedures are formulated for that group of teachers and students. Cooperation results through shared responsibility by the teachers and students, and communication is enhanced by working closely with the parents.

Parental involvement is encouraged by West Feliciana Middle School. Teachers working in a team meet daily at a specified time. Parental concerns can be discussed in person or by phone by scheduling a meeting at team time. The teaming concept is advantageous for middle school parents because the parents may speak with all their child's teachers at one convenient time. A meeting can be scheduled by the parents by calling the school's receptionist at 635-3898.

Advisor/Advisee

Advisor/Advisee is an attempt to assure that each student is provided a caring and concerned adult advocate on a regular basis who is knowledgeable about his/her personal adjustment to school and academic progress. Through a small group setting, it provides an opportunity for each student to develop a sense of belonging, security, and trust. Current educational research clearly addresses the importance of school climate as it relates to student achievement and educational satisfaction. Students have less chance of being "lost" in schools with advisor/advisee programs.

Page 8.1

School Building Level Committee

The West Feliciana Middle School Building Level Committee is composed of the guidance counselor, Pupil Appraisal, and a team of teachers. The committee assists the faculty with those students who are experiencing difficulties in academics, behavior, social adjustment, and/or other areas. Parental involvement is essential throughout the process, and joint decision-making ensures appropriate placement and services for the student. This committee is a vital link in the successful education journey for the students.

Guidance

The overall focus of the guidance program is to address the unique needs of the middle school child. The counselor seeks to help students assume responsibility for making plans and decisions. Counselors are good listeners and are available when students need to share feelings, frustrations, and problems that arise in their lives. The guidance department duties include but are not limited to:

- counseling with students individually or in small groups
- acting as a liaison between students and teachers
- helping students relate to others
- promoting positive attitudes and values among students
- aiding teachers and parents in helping children become successful academically, emotionally, and socially
- helping teachers, students, and parents make better use of community resources
- enrolling and withdrawing students
- maintaining cumulative records
- coordinating state testing
- assisting students with the transition from grade to grade supporting the overall success of the middle school

West Feliciana Middle School has a comprehensive advising and counseling program. Students can schedule appointments with the guidance counselor or see the counselor as needed.

Withdrawal from School

If a student is leaving the school system, the parent or guardian must check the student out through the attendance office by requesting a withdrawal form. The form must be signed by all the student's teachers, the librarian, and the cafeteria manager. This form must be returned to the office and given to an administrator.

Page 8.2

Library Media Center Policy Hours: 7:15-3:00

Circulation of Materials

Books	2 weeks
Magazines	overnight
Reference materials	in library only
Computer software	in library only
Games/Newspapers	in library only

Circulation Procedures

Students may check out 2 items from the library. If they owe fines or fees over \$1.00 for overdue, lost, or damaged materials, they will not be allowed to check out anything until the obligation has been met. Students will be charged 5 cents per item for every school day material is overdue, with fines not exceeding \$1.00. They will be charged book price for lost or damaged books.

All library patrons may request that a hold be placed on materials that are checked out. Mrs. Lathrop will contact individuals as items are returned. If students need something copied out of reference material, a scanner is available.

Computer Usage

Students may use the library computers and the Internet for research and word processing purposes only. No games or internet “surfing” will be allowed. There will be a 2 person maximum at each computer unless a teacher assigns a larger group. Printing will be limited to one copy of needed items. All print jobs are to be picked up at the circulation desk.

Facility Usage

Students may come to the library before and after school to check out books, study, do research, read, and quietly play games. Students may come at any time to return books to the book return area. They must obtain permission from a faculty member to use the library during class or during lunch.

Page 8.3

Section 9 Course Offerings and Special Programs

SIXTH GRADE

During each 8- period day, students are enrolled in four Core classes, P.E., and one Explore class.

Classes include the following:

1. Language Arts Block (two periods) includes spelling, Shurley Method English, writing, reading, and Accelerated Reader.
2. Math Block (two periods)
3. Science (Physical Science, Science as Inquiry, and Environmental)

Students enrolled in Exploratory Rotation will rotate through two sets of six-week exploratories in the following areas:

- (1) Math Investigations
- (2) Social Studies Investigations
- (3) Language Arts Investigations

Synergistics Lab-The Synergistics Lab provides year-long, hands-on experiences in higher order Math and Science modules. For the 6 weeks prior to LEAP, students leave the Synergistics lab and move into the Odyssey Lab for LEAP preparation.

Explore Testing-All eighth graders will take the Explore Test offered by the American College Testing Service. The EXPLORE test is an 8th grade version of the ACT, the college entrance exam taken by juniors and seniors. The test is administered during the school day in October or November.

Student of the Year-All eighth graders who meet the criteria established by the state committee are encouraged to participate in this program. Students are interviewed and selections made by a school-based committee of teachers.

Organizations/Clubs- 4-H, Junior Beta, and Club Read.

Youth Legislature-Students in eighth grade social studies classes have the opportunity to participate in the annual Youth Legislature, which is held in Baton Rouge at the State Capitol for two days in February or March (depending on which session our school attends). Students will receive more information from their social studies teachers at the appropriate time.

LEAP for the 21st Century-Students at eighth grade must take the state-required LEAP 21 test in Language, Math, Science, and Social Studies during the week of March 10-14, 2008. Promotion to the ninth grade depends on results of this test and other Pupil Progression Criteria as outlined in this handbook. (See Pupil Progression page)

Sports and Cheerleading- Interested students may participate in school sports including boys and girls cross country, boys and girls track, football, volleyball, softball, baseball, and cheerleading.

Page 9.3

ACCELERATED MATH PROGRAM

The accelerated math program will be offered to seventh and eighth grade students whose performance on an algebra placement test, math grades, results of state-wide testing, and teacher recommendation indicate exceptional math ability.

All sixth grade students may take the algebra placement test to see if they qualify for the accelerated math program. Students who qualify will take Accelerated Math in the seventh grade.

7th Grade Accelerated Math

Students who take Accelerated Math must maintain at least a B average in order to take Algebra I in the eighth grade. Students who do not meet this standard, with the recommendation of the teacher and/or administrators, may be placed in the regular math program at any time during the year.

8th Grade Accelerated Math

In order for students to take Geometry in the ninth grade, they must maintain at least a B average or above in Algebra I each semester. Upon the recommendation of the teacher and/or administrators, students who have below a B average, may be placed in the regular math program at any time during the school year.

Students who take Algebra I in the 8th grade shall receive cumulative grades according to the West Feliciana High School grading scale.

Algebra I grades will be added to the student's high school transcript and also be counted toward Pupil Progression Points for the eighth grade.

Those students who repeat Algebra I in the ninth grade will not receive the letter grade awarded during the 8th grade on their transcript. Only the semester grades from the 9th grade will be assigned on their transcript.

Students receiving a Carnegie Unit in Algebra I in the eighth grade are expected to continue the accelerated mathematics program in grades nine through twelve. Those students will take Geometry, Algebra II, Pre-Calculus, and Calculus AP.

<u>WFMS Grading Scale</u>		<u>WFHS Grading Scale</u>	
100-95	A	100-94	A
94-87	B	93-87	B
86-78	C	86-76	C
77-68	D	75-65	D
67-0	F	64-0	F

August 14, 2007

Parents:

The Glencoe series Literature, Social Studies, and Math textbooks adopted by our school board several years ago are closely aligned with the state standards, which will aid students in performing successfully both on standardized test and real-world applications.

While these textbooks are an important addition to parish classrooms, they are also quite costly. The price of each textbook is approximately \$60.00. Through a special arrangement with the textbook company, each Literature, Social Studies, and Math teacher is being supplied with a classroom set of books. The books that are assigned to your child are to remain at home until the end of the school year. This will benefit your child and the school system in many ways. Students need not carry the hefty books from home to school, but will always have them available for homework. With your help,

another benefit of this new system is that the books will remain in excellent shape for many years.

We ask your assistance in this endeavor. Please aid your child in finding a safe, secure place for these new textbooks. If these books are damaged or lost, please understand the high cost of their replacement. We ask that you sign the attached agreement and return it through your child. Thank you for your help in this matter.

Sincerely,

Darryl Powell, Principal
West Feliciana Middle School

Student Name _____

Grade _____

Date _____

I understand that the Glencoe Literature, Social Studies, and Math books are to remain in my child's home until the end of the school year. If either book is damaged or lost, I agree to pay the full cost replacement of the book.

Parent's Signature _____

Note: Your child will receive a copy of this letter from his/her English, Social Studies, and/or Math teacher. Do not return this letter. It is for your information only.

Page 9.5

Section 10: GRADING POLICY AND REPORT CARD DATES

Grades are assigned on a six weeks basis using a point system. Each six weeks grade will stand alone (grades are not cumulative). A student's grade at the end of the grading period will be determined by the total number of points earned divided by the number of points possible.

A six weeks test will be administered at the end of each grading period. This test will be cumulative to that point in the semester: the first six weeks test covers material from the first six weeks; the second six weeks test covers material from the first twelve weeks; the third six weeks test (mid-term exam) will cover material from the entire semester. The six weeks tests are standards-based in content and format and correlated to LEAP 21 and Iowa.

WFMS GRADING SCALE
A 100-95

B 94-87
C 86-78
D 77-68
F 67- 0

Six Weeks Grading Periods and Report Card Dates 2006-2007

- First Six Weeks:** August 14, 2007 - September 24, 2007
Report cards issued Friday, September 28, 2007
- Second Six Weeks:** September 25, 2007 - November 5, 2007
Report cards issued Friday, November 9, 2007
- Third Six Weeks:** November 6, 2007 - January 7, 2008
Report cards issued Friday, January 11, 2008
- Fourth Six Weeks:** January 8, 2008- February 21, 2008
Report cards issued Friday, February 29, 2008
- Fifth Six Weeks:** February 22, 2008 - April 11, 2008
Report cards issued Friday, April 18, 2008
- Sixth Six Weeks:** April 14, 2008 - May 21, 2008
Report cards mailed no later than May 24, 2008

Page 10.1

PUPIL PROGRESSION 2007-2008

In order for a student to be placed in the next highest grade, the student must complete a full year's work at his/her present grade level, attend school on a daily basis (see Attendance) and meet the following criteria:

GRADE 6 AND 7: earn at least **58 of the 76** possible pupil progression points from required Core and Explore courses.

GRADE 8: earn at least **59 of the 74** possible pupil progression points from the required Core and Explore courses.

Core courses earn 10 points per year (except for Language Arts Block and Math Block which earn 20 points and 7th grade accelerated math which earns 12 points); Explore courses earn 8 points per year (PE, Band, SOAR, and the Exploratory Rotations are included as Explore courses).

NOTE: IN ADDITION TO A MINIMUM OF 59 PUPIL PROGRESSION POINTS, 8th GRADE STUDENTS MUST ALSO ACHIEVE A SCORE OF APPROACHING BASIC/ BASIC ON THE ENGLISH LANGUAGE ARTS AND MATH PORTION OF LEAP 21 IN ORDER TO BE PROMOTED.

Pupil progression points are assigned to courses on the basis of semester and/or yearly averages. According to the West Feliciana Parish Pupil Progression Plan,

“Yearly averages are determined by adding the numerical grades of the two semesters. If the average of the two semesters is equal to or greater than 68, the student receives the total pupil progression points for that course (even if he/she fails one semester).

If a student’s yearly average is less than 68 but he/she passes one of the semesters, the student receives half the pupil progression points for that course.

If a student’s yearly average is less than 68 and he/she failed both semesters, the student receives 0 pupil progression points for that course.”

PUPIL PROGRESSION (continued)

SIXTH GRADE PUPIL PROGRESSION POINTS

Language Arts Block	20 (10 per semester)
Math Block	20 (10 per semester)
Science	10 (5 per semester)
Social Studies	10 (5 per semester)
PE	8 (4 per semester)
<u>Exploratory</u>	<u>8 (4 per semester)</u>

Total points: 76

SEVENTH GRADE PUPIL PROGRESSION POINTS

For students in regular math

Language	10 (5 per semester)
Reading	10 (5 per semester)
Math Block	20 (10 per semester)

For students in accelerated math

Language	10 (5 per semester)
Reading	10 (5 per semester)
Accelerated Math	12 (6 per semester)

Science	10 (5 per semester)
Social Studies	10 (5 per semester)
PE	8 (4 per semester)
Exploratory	8 (4 per semester)
Total points:	76

Science	10 (5 per semester)
Social Studies	10 (5 per semester)
PE	8 (4 per semester)
Exploratory I	8 (4 per semester)
Exploratory II	8 (4 per semester)
Total points:	76

EIGHTH GRADE PUPIL PROGRESSION POINTS

Language Arts Block	20 (10 per semester)
Pre-Algebra or Algebra I	10 (5 per semester)
Science	10 (5 per semester)
Social Studies	10 (5 per semester)
PE	8 (4 per semester)
Synergistic Lab	8 (4 per semester)
Exploratory	8 (4 per semester)
Total points:	74

WFMS GRADING SCALE:

- A 95-100 Outstanding Achievement**
- B 87-94 Above Average Achievement**
- C 78-86 Average Achievement**
- D 68-77 Satisfactory Achievement**
- F 0-67 Unsatisfactory**

PUPIL PROGRESSION (continued)

Students who are taking Algebra I shall receive **cumulative grades** according to West Feliciana High School grading scale. Algebra I grades will be added to the student's high school transcript and also be counted toward Pupil Progression for the eighth grade.

WFHS GRADING SCALE (for Algebra I only)

- A 100-94
- B 93-87
- C 86-76
- D 75-65
- F 64-0

Section 11

HONOR ROLL AND RECOGNITION PROGRAMS

RECOGNITION PROGRAM AWARDS

Academic distinction awards include the following categories:

- **Gold Scholar** - All A's in every class.
- **Silver Scholar** – A's and B's in every class.
- **Bronze Scholar** – A's, B's and one C in every class
- **Gold Semester Scholar** – All A's in every class during the first semester
- **Silver Semester Scholar** -- All A's and B's in every class during the first semester
- **Circle of Honor** – The highest academic award at the end of the year. A 3.75 grade point average in every class for the year, with no grade lower than a B.

Other recognition awards include the following:

- **Pat on the Back Award** - Each teacher or team selects two students each six weeks

to recognize for various reasons such as good citizenship, improving grades, kindness to others, and respectful behavior.

- **Perfect Attendance** -Students must be present every day for every class period to be eligible for the Perfect Attendance Award. (School-sponsored trips are not counted as absences.) Students will be recognized at each six weeks recognition program for Perfect Attendance. Each six weeks stands alone. However, those students who have maintained perfect attendance through May 2, 2008 will receive a special award, and their picture will be featured on the Hall of Honor.
- **Citizenship Award** - Each team selects 2 students each six weeks using the following criteria:

Courteous to peers and adults	Punctual (no tardies)
Outstanding attitude	Puts forth extra effort
Exemplary behavior (no office referrals)	Service to others
Respectful to others	Participation in and out of the classroom

Page 11.1

RECOGNITION PROGRAMS

RECOGNITION PROGRAMS 2007-2008

School-wide recognition programs are scheduled for the following dates:

First six weeks: Tuesday, October 9

Fourth six weeks: Friday, March 7

Second six weeks: Friday, November 16
7th gr.)

End of Year: Thursday, May 8 (6th and
Friday, May 9 (8th gr.)

Third six weeks: Friday, January 18

There will be two programs in May which are called the End-of-the-Year Programs. On Thursday, May 8th, there will be a combined 6th and 7th grade program beginning at 8:13. On Friday, May 9th, there will be an 8th grade “End of the Middle Years” program beginning at 8:13.

Recognition Program Schedule

6th Grade

7th Grade

8th Grade

1 st Period	7:30 – 8:09		1 st Period	7:30 – 8:09		1 st Period	7:30 – 8:09
Program	8:13 – 9:13		Program	8:13 – 9:13		Program	8:13 – 9:13
2 nd Period	9:16 – 9:55		2 nd Period	9:16 – 9:55		2 nd Period	9:16 – 9:55
3 rd Period	9:58 – 10:37		3 rd Period	9:58 – 10:37		3 rd Period	9:58 – 10:37
4 th Period	10:40 – 11:19		4 th Period	10:40 – 11:19		4 th Period	10:40 – 11:19
5 th Period	11:22 – 12:01		5 th Period	11:22 – 12:01		Lunch	11:22 – 11:52
6 th Period	12:04 – 12:43		Lunch	12:04 – 12:34		5 th Period	11:55 – 12:34
Lunch	12:46 – 1:16		6 th Period	12:37 – 1:16		6 th Period	12:37 – 1:16
7 th Period	1:19 – 1:58		7 th Period	1:19 – 1:58		7 th Period	1:19 – 1:58
8 th Period	2:01 – 2:40		8 th Period	2:01 – 2:40		8 th Period	2:01 – 2:40