

2017-2018

Student/Parent

Handbook

WESTDALE MIDDLE SCHOOL



Student's Name

Westdale Middle School
5650 Claycut Road
Baton Rouge, Louisiana 70806

Phone: (225) 924-1308

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Mr. Jeremy Couvillion
Principal

Mr. Timothy Boyle
Asst. Principal

Mrs. Hillary Greer
Asst. Principal

Ms. Kristy Scardina
Asst. Principal

Dear Parents and Students:

It is our pleasure to welcome you to Westdale Middle School for the 2017-2018 school year. This year promises to be rewarding and fulfilling with many wonderful academic opportunities ahead. It will provide students an opportunity to participate in many valuable learning experiences and to acquire new friendships. Westdale Middle School has a dedicated and passionate faculty, supportive parents, and creative, energetic students. We are going to accomplish great things together!

This student handbook is intended to provide you with some general information concerning the operation and procedures of our school. It is a window into everyday "Westdale Life," and we ask that both parents and students read it cover-to-cover to help you become familiar with the rules, regulations, and policies of Westdale Middle School and eliminate any potential problems.

We sincerely hope that each of you will attain your personal goals for success this school year. Come prepared to learn, read every day, obey the rules, take care of each other, and success will follow. Come by our office if we can be of any assistance. We hope to have a great year!

Sincerely,



Jeremy Couvillion, Principal
Westdale Middle School
jcouvillion@ebrschools.org

Together Everyone Achieves More

Westdale Middle School Parent Involvement Policy 2017-2018

Westdale Middle School is committed to providing a quality standards-based education following the **Louisiana Student Standards** for all students. In order to accomplish this important goal, Westdale Middle School will provide the following parental involvement activities:

Annual Meetings

- A Parent Orientation Meeting is held in July to introduce parents to school personnel and programs. Parents are notified of this meeting through the mail. In addition, parents are informed of parental involvement activities.
- An Open House is held every fall for parents to visit classrooms and meet teachers. Parents will be reminded of this meeting through the school's newsletter, website, and automated call outs.

Parent participation in decision – making structures

- The **School Improvement Team (SIT)** meets monthly to ensure coordinated teamwork in planning, reviewing, and improving programs. Representation includes parents, teachers, students, administrators, classified staff members, and community groups. Meeting schedules and agendas are both emailed to the SIT team members and posted on the school's website.

Recruitment of parent volunteers

- During Orientation and Open House, parents are invited to sign-up for various activities including field trips, library services, and teacher/staff appreciation days.

Communications between school and parents

- Westdale's monthly newsletter is sent to all parents and provides news and updates regarding school activities.
- The school's website is frequently updated. All teachers maintain websites to inform parents of classroom activities.
- Quarterly progress reports or report cards are sent home every 4 ½ weeks for all students. The automated phone system is used to remind parents when to expect them.
- Exceptional Student Services (ESS) department sends out quarterly reports to parents and meets with them for annual planning sessions.
- The school counselor for student support coordinates communication among parents, staff, and students to address the academic and social needs of the students.
- Student Progress Center (SPC) allows parents to monitor their child's academic progress. (Website: <https://services.edgear.net/progress/>)
- The attendance clerk informs parent(s) or guardian(s) of student absences and tardies.
- Parent conferences and phone calls are made to inform and update parents as needed.
- Parent permission slips are required for field trips and electronic publication.
- Flyers are distributed to inform and invite parents to school functions.

Parental involvement workshops and other activities

- A Parent Technology Workshop is held in the fall to introduce parents to the school's network, the online databases available for home use, and Internet safety.

Discipline

One of the most important lessons education should teach is discipline. While it does not appear as a subject, it underlies the education structure. It is the training that helps develop self-control, character, orderliness, and efficiency. It is the key to becoming a productive, important part of society. Westdale teaches children not only to respect themselves, but others as well.

School-wide Expectations

At Westdale Middle School, we practice the **Positive Behavior Intervention Supports (PBIS)** system. As part of the school-wide PBIS program, the students practice Respect throughout the school day across all campus environments.

Respect Yourself

Examples Include:

- Be honest with yourself and others – be able to admit and accept when you have made a mistake, hurt yourself, hurt others
- Create goals for yourself and make plans to reach your goals
- Surround yourself with positive people – remove negativity from your life
- Increase your knowledge – 100% effort to understand and learn
- Take care of your body – Healthy foods and drinks, exercise, Say no to drugs

Respect Others

Examples Include:

- Be honest with yourself and others – be able to admit and accept when you have made a mistake, hurt yourself, or hurt others
- Help others make good decisions
- Listen to others without judgement – teamwork, cooperative learning, learn from one another. We all want to be heard!

Respect Property

Examples Include:

- Keep it clean – Throw trash away
- Walk around campus
- Low voices – Refrain from shouting out
- Report any problems to a faculty member

Westdale Middle School Dress Code

The East Baton Rouge Parish School System (EBRPSS) School Board has adopted a uniform policy for all Middle School students. All students are required to comply with the policy, including any student assigned to one of the discipline centers. Westdale Middle School students shall be in compliance with the following dress code:

Standard School Uniform

- **Khaki bottoms are standard uniform pants, capri pants, shorts, skirts, skorts, and jumpers, but not more than 3 inches above the knee, are acceptable.** Students shall wear only standard khaki uniform bottoms. **(No jogger-style pants, draw string pants, jeans, biking shorts, tight fitting/stretch/skinny pants, sweatpants, or large pocket/cargo pants).** Students shall not wear sagging pants, elastic leg pants, split leg pants or unhemmed/frayed bottoms.
- Plain navy blue shirts/blouses with a collar; turtle necks are acceptable in winter (No t-shirts shall be worn unless it is a designated school spirit day). Shirts must not be too tight and long enough to tuck-in. Shirts must remain tucked in at all times. **The Westdale Middle School spirit clothing line sells collared shirts screened with the Westdale Middle School logo. These collared shirts may be worn at any time.**
- **Solid navy blue sweaters, sweatshirts, jackets or parkas** may be worn inside the building; **however, any attached hoods may not be worn or used inside any building or the clothing article will be taken.** Students may pick-up clothing items confiscated for wearing hoods inside the building at the end of the school day from the staff member who confiscated the item. Students have two weeks to pick-up the confiscated clothing item, or it will be donated. **Students may wear any sweater, sweatshirt, jacket, or parka purchased directly from the Westdale Middle School spirit clothing line.**
- If a shirt is worn under the uniform shirt, it must be a white t-shirt.
- Closed-toe shoes/sneakers or strap on sandals are allowed (no flip flops, slide shoes, house shoes, backless shoes, or mules). Any shoes with lights incorporated on the shoe must be turned off during the school day. Socks cannot come above the calf.
- Belts will be worn at the natural waist (**No Sagging**). On bottoms with belt loops, students shall wear a plain, solid colored belt with no designs or decorations – **no rivets, jewels/stones, embroidery, stamped leather, or metal.**
- Approved spirit shirts (e.g. spirit, band, BETA, B.E.A.U.T.I.F.U.L. Girls, etc.) or athletic uniform/shirts may be worn on club meeting or athletic event days. Spirit shirts must remain tucked in at all times.
- No hats/caps, hoods, or other head apparel, such as sweat bands, bandanas, non-religious head scarves, head wraps, hair nets, hair bonnets/caps, and do-rags, etc. are permitted. These are not part of the EBRPSS School uniform or Westdale Middle School Dress Code and cannot be worn on bus or school property without special permission.

- All students are prohibited from wearing or using mouth grills or any removable mouth jewelry. Wearing body piercing jewelry such as eye brow piercings, nose rings, heavily stretched ear loops, tongue rings, and other similar body piercing jewelry or facial jewelry is also prohibited. Students are permitted to wear **one pair of stud earrings ONLY**. Ear jackets/cuffs, hoop, linear/drop earrings are not permitted on school campus.
- No designs, initials, or words may be cut into a student's hair or scalp. Parents will be called to pick-up students that have any designs shaved into their hair. Students will remain in TOR until a parent/guardian arrives.
- Profane/obscene language, mature themes, cults, gangs, whether direct or inferred, pictures of guns or other weapons on t-shirts or other clothing is prohibited on school property and at all school functions. Reference to drugs, alcohol, or tobacco products on clothing is prohibited. All items depicting the topics listed will be confiscated and only returned to the student's parent/guardian.

Casual Thursday

- Each Thursday students may wear jeans for \$1.
- Jeans should be neat **without holes** or cargo pockets.
- School spirit, grade-level, or club shirts **must** be worn with jeans.
- School spirit or club shirts **must** be tucked into jeans.

Free Dress Friday

- Each Friday students may wear Free Dress for \$2.
- Students must wear clothing appropriate for school.
- Length of bottoms should not be more than 3" above knee.
- Tops should cover shoulders and upper body (e.g. chest, lower back, and midriff).
- Profane/obscene language, mature themes, cults, gangs, whether direct or inferred, pictures of guns or other weapons on clothing is prohibited. Reference to drugs, alcohol, or tobacco products on clothing is prohibited.
- No cutoffs, holes, or ripped clothing.
- No flip flops, slide shoes, house shoes, backless shoes, or mules.

If free dress or jeans are deemed inappropriate, the students will be allowed to call home. Students will stay in TOR for the remainder of the school day until the parent/guardian provides clothes that adhere to Westdale Middle School's Casual Thursday or Free Dress Friday Code.

Zero Tolerance for Fighting

Any student who participates in a fight at school, on the bus, on the way to the bus stop, or on the way home after leaving the bus will be disciplined according to EBRPSS guidelines. For **every** fight involving students who are 14 years of age or older, EBRPSS policy states that appropriate law enforcement authorities shall be notified.

Verbal Threats & Physical Aggression

All verbal threats and physical aggression will be taken seriously and dealt with according to EBRPSS policy. If battery, assault, or making statements threatening physical harm to a school teacher, instructor, administrator, staff member, or other employee of the school system occurs, the school is required to have the student immediately removed from the school premises and recommended for an expulsion.

Drugs and Alcohol Abuse

Any student who intentionally sells, gives, possesses, uses, or is under the influence of controlled substances, illicit drugs, narcotics or alcohol in or on school property, including buses, will be recommended for an expulsion and reported to the appropriate law enforcement agencies for possible legal action.

Smoking

The use and/or possession of tobacco or tobacco products is prohibited; any student who violates this rule is subject to the provisions of the Code of Student Conduct. Smoking, using or possessing lighted cigar, cigarette, pipe, or any other lighted tobacco product in any form, including but not limited to e-cigs, e-cigarettes, electronic cigarettes, advanced personal vaporizers, vape pens, vape mods, and any type of electronic nicotine delivery systems or any other device or instrument that simulates the feeling or act of smoking are prohibited. The rules apply on the way to and from school, during lunch, at school activities, and during the school day.

Personal Problems

A student who has any problem with another student should report that problem to one of the principals immediately before the problem becomes worse.

Bartering, Selling Items, Soliciting Items, and Fundraising

All fundraising projects by any student or student group are to be approved in advance by the principal. Individual bartering, selling items, soliciting items, and fundraising for the sale of merchandise, material, or substances is strictly prohibited.

Electronic Devices

Westdale Middle School follows EBRPSS policy regarding electronic devices. Displaying, using, ringing, texting, using as a camera, or a recorder or operating any electronic telecommunication device, including any facsimile system, radio paging service, mobile telephone service, intercom, or electro-mechanical paging system, such as beepers or cellular telephones, **is prohibited during the instructional day** without the specific authorization of the school principal or designee. During system wide testing such as state-wide assessments, which includes end-of-year (3-8) and end-of course (high school), students may not have or possess in the school building any such device. **The unauthorized operation of paging devices or cell phones will result in confiscation. Upon the first incident, the principal or designee will notify the parent/guardian to come to the school and pick up the device, and the principal may impose additional disciplinary measures he/she deems appropriate. In the event of a second incident, the device will be held by the principal until the close of the school year at which time the parent may claim the device, and the principal may impose additional disciplinary measures he/she deems appropriate.** If not claimed, the principal or other administrator will notify the parent and pager company or cell phone provider of the serial number and of intent to dispose of the device after 30 days. Paging devices or cell phones not claimed will be sent to Property Management for disposal. **Bringing to school a cell phone or similar device is solely at the student's risk. Neither the School Board nor the school shall be liable for any lost, stolen, or damaged device including any confiscated device** except if a device is intentionally damaged by a school employee. The use and operation of any electronic telecommunication device in the event of an emergency of an actual or imminent threat to public health or safety which may result in the loss of life, injury or property damage is not prohibited. La. R.S. 17:239.

Non-Instructional Items

Non-instructional items such as fidget spinners and/or any similar type device, earbuds, headphones, computer games, headbands, wristbands, bandanas, laser pointers, hats, sunglasses, trading cards, non-uniform sweatshirts, etc., will not be permitted at school. If they are brought to school, they will be confiscated.

Computer Hacking and Internet Violations

All students, faculty, and staff are bound by the EBRPSS Internet Safety and Network Use Policy. Violators will be disciplined according to school board guidelines.

Students may not use the Internet or social networking websites to threaten, or bully others, or to make statements that are indecent, vulgar, lewd, slanderous, abusive, threatening, harassing or terrorizing statements that negatively affect any student or employee of the school system or that may result in disrupting the school and teaching environment, a school function, or an extracurricular/co-curricular school activity will not be tolerated.

Any violation of EBRPSS Student Policies and Guidelines for Network and Internet Access as written in the EBRPSS Student Rights & Responsibilities Handbook and Discipline Policy may result in the loss of access to the Internet through the EBRPSS network, additional disciplinary actions, and include applicable law enforcement agencies when necessary.

Vandalism and Property Damage

Our school building and equipment cost taxpayers to construct, purchase, and maintain. Students who destroy or vandalize school property will be required to pay for losses and damages. If students willfully destroy school property, suspension and subsequent recommendation for expulsion may be necessary. If you should damage something by accident, you should report it to a teacher or the office immediately.

Child Nutrition Program

Breakfast is served every morning before school. Both breakfast and lunch are wholesome meals and free for all students. All adults will be charged a breakfast and/or lunch fee if they choose to eat in the school cafeterias.

Cafeteria Procedures

All students must abide by the following rules:

- Report to the cafeteria in a single line with your class.
- Eat with your class in an orderly manner.
- Leave your area clean for the next class.
- Do not throw food in the cafeteria.
- Do not take food out of the cafeteria.

Your lunch period is a time to eat your food. Remember-keep the area around you clean! Consider the rights of others, be attentive when others are talking, and be considerate of others while in the cafeteria.

Carpool & Visitor Parking Procedures

The only area for carpool riders at Westdale Middle School is the large parking lot on the west side of campus. Parents/guardians need to form lines down the appropriate rows as directed by the staff outside directing traffic. Please refrain from using bus lanes until all buses have left campus.

Under no circumstances should students be picked up or dropped off in the small parking lot next to the main office or in the horseshoe shaped driveway on the east side of campus. These areas are designated for buses during morning drop-off and afternoon pick-up. **Visitor parking is only for campus visitors who are leaving their car to conduct business on campus (e.g. conferences, check-in/checkout, meetings, Health Care Centers in Schools appointments, etc.).**

Regulations for School Bus Passengers

Any misbehavior on the bus, walking to or from the bus stop, or going to or returning from school may result in the temporary loss of bus riding privileges. **In this case, transportation to and from school becomes the responsibility of the parent/guardian.**

Students shall:

1. Cooperate with the bus operator, because their safety depends on it;
2. Be on time, because the bus will not wait;
3. Cross the road cautiously when waiting for and leaving the bus;
4. Follow the bus operator's instructions when loading and unloading;
5. Remain quiet enough not to distract the bus operator;
6. Have written permission from the parent/guardian and be authorized by the principal or designee to get on or off at a stop other than their own;
7. Be courteous and safety-conscious to protect and enjoy their riding privilege.

Students shall not:

1. Stand when the bus is in motion;
2. Extend arms, head, or objects out of the windows or doors;
3. Throw objects in the bus or out windows or doors;
4. Use the emergency door except for emergencies;
5. Eat or drink on the bus;
6. Damage the bus in any way;*
7. Use the following items on the bus: tobacco, matches, cigarette lighters, electronic cigarettes, personal vaporizers, electronic nicotine delivery systems, obscene materials;*
8. Fight on the bus;*
9. Board or exit the bus at the incorrect stop;
10. Leave the bus without permission;
11. Show disrespect to the bus operator;*
12. Commit an immoral or vicious act;*
13. Refuse to occupy a seat;
14. Use profane language;
15. Disobey the bus operator or the bus aide;*
16. Carry firearms, knives, or other objects or implements which can be used as weapons;*
17. Uses or possess alcoholic beverages or any controlled substances;*
18. Use electronic devices, including recording or posting recordings of persons on or off the bus;*
19. Bully another student;
20. Board a bus under the influence of alcohol or illicit drugs;
21. Get on the wrong bus.

* **The disciplinary response depends on, in part, the offense, previous actions, and the seriousness of the misbehavior and may result in more severe punishment, such a temporary or permanent loss of bus privileges, suspension, and/or expulsion from school.**

Physical Education

Westdale Middle School's Physical Education Department requires students to wear a gym uniform for physical education class. The uniform will consist of a t-shirt and shorts screened with the Westdale Middle School logo. The official uniform is only available for purchase at Westdale Middle School for \$25.00 per a set. Students may purchase a shirt or shorts individually for \$15.00 per an item. Students are required to put their last name and first initial on both their t-shirt and shorts. A student will not be considered dressed for physical education class unless he or she is wearing the official physical education uniform. All students must wear tennis shoes for class.

On cold days, students are allowed to wear a sweatshirt, sweater, jacket, sweatpants, wind pants, or any combination of these items **over the official physical education uniform**. All cold weather gear must be either plain navy blue or an official Westdale Middle School sweatshirt.

All students are assigned a physical education locker to be used during their physical education block. Students are required to bring their own master combination lock with a serial number on the back of the lock to secure their belongings in the locker room. A key lock is not permitted. Locks must be brought to school by the student's second physical education class.

Student Absences

The attendance laws and regulations for the State of Louisiana are as follows:

In order to be eligible to receive grades, middle and high school students shall be in attendance a minimum of **83.5** six-hour school days per a semester or **167** six-hour school days a school year. When a student is absent from school, the parent must call the office at **(225) 924-1308 by 9:00 A.M.** The student is required to bring a written note from a parent, legal guardian, or doctor stating a reason for the absence. This note will be given to the attendance clerk. **All excuses should be given to appropriate school personnel within 5 school days of the student returning to school.** Upon the third unexcused absence, the parent/guardian will be notified in writing and will be required to come to a conference at the school.

A student may be excused for two or fewer consecutive school days for the following reasons:

1. Personal illness;
2. Serious illness in the student's immediate family;
3. Death in the student's immediate family not to exceed one week; or
4. Natural catastrophe or disasters.

Missing the bus is unexcused. It is the student's responsibility to secure a ride to school.

Tardy Policy

Any student who is not in his or her 1st block classroom by 7:10 AM is considered tardy. A parent/guardian or authorized individual must be present to check-in students in the front office. Any student who checks-in without a parent/guardian or authorized individual will be placed on a parent-conference suspension for the next school day. Upon the third unexcused tardy, the parent/guardian will be notified in writing and will be required to come to a conference at the school. After four (4) morning tardies, your child's name will be reported to the Child Welfare & Attendance office.

Between classes, the teacher will close the classroom door when the tardy bell rings. All students who are not in the classroom are considered tardy and must report to the school support staff person located on their hall to record the tardy. (Students must be in the classroom when the tardy bell rings.) After receiving the tardy, students will immediately report to the appropriate class. School support staff will monitor the entire procedure.

The names of students who are tardy for are recorded daily in JCampus. All tardies are visible to parents online in their child's Student Progress Center (Website: <https://services.edgear.net/progress/>). A tardy report is run at least every two weeks. Disciplinary action will take place for any student exceeding four class tardies during the two week period.

Checkouts

If a parent/guardian wishes to check a student out of school early, he/she must come to the front office and pick the student up. We do not check students out by telephone. Only parents or authorized individuals will be allowed to checkout a student with a photo ID. (Please indicate all authorized individuals for checkouts on a completed emergency card.) **Student checkouts are not permitted after 2:00 P.M.**

Visitors

The school policy is to accept only those visitors who have legitimate business at Westdale. All visitors must register in the office immediately upon entering the school campus and complete the "Visitor" procedure. (All visitors need a valid government issued picture identification to complete the "Visitor" procedure.) A visitor's badge will be generated at the end of the procedure. The badge must be worn at all times while on campus. Trespassers on campus are subject to arrest.

Change of Address and Phone Numbers

If you change your address, telephone number(s), or email address, please notify the School Counselor's Office. Emergency cards must be updated for **every** change of address, phone number, emergency contact, and/or authorized checkout person.

Grades

Every 4 ½ weeks students will receive either a report card or a progress report. The grading scale is as follows:

Letter Grade	Marking Scale	Quality Points
A	100 – 93	4
B	92 – 85	3
C	84 – 75	2
D	74 – 67	1
F	66 – 0	0

Parents may view their child's grades, progress report, report cards, discipline records, and state-wide testing data at any time via Student Progress Center. Please call Westdale Middle School at 924-1308 to create a Home Access Center account or reset your password.

Student Progress Center (SPC): <https://services.edgear.net/progress/>

Parent Conferences

Parents may make appointments for conferences with teachers, counselors, or a principal by telephoning the main office at (225) 924-1308.

Messages

Please handle any change in transportation prior to sending your child to school. Calls to the office changing transportation (e.g. from bus to carpool) need to be limited to emergency situations (e.g. family member in emergency room). Office staff needs to have the ability to verify the caller is a parent/guardian. It is essential in an emergency situation that school staff is able to contact a number on the student's JCampus account and/or emergency card.

After – School Online Homework Assistance

Students and parents can access the after-school homework assistance services offered through both the State Library of Louisiana and the East Baton Rouge Parish Library at the following website addresses:

State Library: <http://www.homeworkla.org>

East Baton Rouge Parish Library: <http://www.ebrpl.com/Kids/homeworkhelp.html>

Library

The library is open between the hours of 7:00 A.M. and 2:25 P.M. each school day. Fines will be charged at a daily rate for overdue materials. Every student is expected to have a book checked out at all times. Parents are welcome! We have books available for parent checkout in our parent resource area.

Textbooks

Textbooks are the property of the State of Louisiana and are checked out to each student on a loan basis. The teacher will place the student's name and the general condition in each book. If a textbook is lost or damaged, the student will be responsible for paying the full price of the textbook. Damages are assessed by the teacher for ink marks, torn pages, etc.

Newsletter

A school newsletter is sent home on the first Friday of each month. Students should share this newsletter with their parents. Newsletters are posted on the school website.

Organizations

Our varied activity program shows the faculty recognizes that students are educated outside the classroom as well as in it. Westdale offers: Beta Club, Cheerleading, Student Council, Robotics, Peer Mediation, Art Majors, Math Counts, Chess Club, Youth Legislature, and many more.

Fire and Tornado Drills

Fire and tornado drills are held at irregular intervals throughout the school year. Remember the basic code alerts:

- **Code Red – Lock the door, stay inside and remain quiet.**
- **Code Green – Evacuate Quickly**

During Evacuations:

1. Check the posted instructions in each classroom (they are posted) indicating how to leave the building in case of an emergency.
2. Walk; No Talking; Listen to school staff's directions; Move quietly to the designated area.

Assemblies

At all times the student's behavior should be refined and courteous. An indication of the cultural level of the school is the conduct of the student body at an assembly. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct would include whistling, uncalled-for clapping, boisterousness, playing music on personal electronic device, and talking during the program.

Prior to an assembly, an announcement will be made as to when the student body should report to the gym. Bookbags, textbooks, and other materials are to be left in the classroom. Purses and wallets are to be kept with the student at all times.

Health Care Centers in Schools

Types of services that the Health Care Centers in Schools provide include, but are not limited to, the following: treatment of minor illnesses and injury, routine physical examinations, immunizations, vision screenings, referrals to alcohol and drug abuse prevention program counselors, and mental health services. The services are only provided with the written consent of the student's parent(s) or legal guardian. For further explanation of the services, please refer to the clinic consent forms on file either in the clinic or the administration office of the school.

School Counselors' Office

The purpose of the school counselor(s) is to help each student achieve his/her highest growth mentally, emotionally, and socially. We try to do this in several ways:

1. Help new students feel at home in our school with new teachers and friends in a different setting;
2. Hold individual conferences whenever a student, teacher, staff member or counselor deems it necessary;
3. Implement a testing program designed to help students learn as much as possible about their capabilities;
4. Welcomes the opportunity to talk things over with any student, parent, or teacher;
5. Counsel students on an individual, confidential basis for assistance, if a student feel he or she has a problem with drugs or alcohol;
6. Mentor students who participate in our advisor-advisee program created to improve success and to create an understanding between teachers, staff, and students.

Bell Schedule

Period	Starting Time	Ending Time
Report to Class	7:05	7:10
Enrichment & Intervention	7:10	7:55
Class Change	7:55	8:00
2A or 2B	8:00	9:25
Class Change	9:25	9:30
3A or 3B	9:30	10:55
Class Change	10:55	11:00
4A or 4B	11:00	12:55
Class Change	12:55	1:00
5A or 5B	1:00	2:25

Note: Students have 5-minutes between each period for class change.

First Semester Schedule

A Day	Class	Room #	Teacher
Period 1			
Period 2			
Period 3			
Period 4			
Period 5			

B Day	Class	Room #	Teacher
Period 1			
Period 2			
Period 3			
Period 4			
Period 5			

Second Semester Schedule

A Day	Class	Room #	Teacher
Period 1			
Period 2			
Period 3			
Period 4			
Period 5			

B Day	Class	Room #	Teacher
Period 1			
Period 2			
Period 3			
Period 4			
Period 5			

EBRPSS | 2017-2018 CALENDAR

Board Approved 11/17/2016

JULY 2017						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

4 Independence Day (All Employees Off)
13 Start day for 11 Month Employees
20 Start day for 10 Month Employees

JANUARY 2018						
S	M	T	W	Th	F	S
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

1-3 Christmas/Winter Break (No School)
3 Employee In-service
4 Students Return Beginning of 2nd Semester
15 Martin Luther King Day (No School for Students & Employees)

AUGUST 2017						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

3-8 Employee In-service
9 First Day of School for Students

FEBRUARY 2018						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

12-14 Mardi Gras Holiday (Students, 9,10, 11 mth employees)
15 End of 4th 6 weeks
12-13 (12 month employees)

SEPTEMBER 2017						
S	M	T	W	Th	F	S
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

4 Labor Day (No School for Students & Employees)
20 End of 1st 6 weeks
20 Early Dismissal (11:30 a.m. Secondary/ 12:45 p.m. Elementary)

MARCH 2018						
S	M	T	W	Th	F	S
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

8 End of 3rd 9 weeks
16 Parent Teacher Conference Elem./Professional Development (Students do not attend)
29 End of 5th 6 weeks
30 Good Friday

OCTOBER 2017						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

6 Parent Teacher Conference Elem./Professional Development (Students do not attend)
9 Fall Break (All Employees Off)
11 End of 1st 9 weeks

APRIL 2018						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

2-6 Spring / Easter Break (no school)

NOVEMBER 2017						
S	M	T	W	Th	F	S
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

1 End of 2nd 6 weeks
20-24 Thanksgiving Holiday (Students, 9,10,11 month employees)
22-24 Thanksgiving Holiday (12 mth employees)

MAY 2018						
S	M	T	W	Th	F	S
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

9 Last day for Seniors
18-22 Early Dismissal Days (11:30 a.m. Secondary/ 12:45 p.m. Elementary)
22 Last day for Students End of Semester
23 Last day for Teachers
23 Contingency Day
28 Memorial's Day

DECEMBER 2017						
S	M	T	W	Th	F	S
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

14-18 Early Dismissal Days (11:30 a.m. Secondary/ 12:45 p.m. Elementary)
18 End of 3rd 6 week
End of 2nd 9 weeks
End of 1st Semester
19 Contingency Day
19-29 Christmas Winter Break

JUNE 2018						
S	M	T	W	Th	F	S
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

7 Last day for 10 month Employees
28 Last day for 11 month Employees

12 Month Employee Holiday Dates

Independence Day	July 4, 2017
Labor Day	September 4, 2017
Thanksgivings Holiday	November 22-24, 2017
Winter/Christmas Break	December 19- Jan. 2, 2018
MKL Day	January 15, 2018
Mardi Gras	February 12&13, 2018
Spring/Easter Break	March 30 & April 2, 2018
Memorial Day	May 28, 2018

THIS CALENDAR IS SUBJECT TO CHANGE



WESTDALE MIDDLE SCHOOL



Glossary

Enrichment & Intervention/Advisory	Westdale Middle School's 1 st block class in which students receive interventions for any core class with skills and/or standards that they have not mastered. Once a student has mastered the skill or standard(s) the student is moved to another intervention subject area. If a student has mastered all skills or standards, then the student is placed in an enrichment program(s). All students are assigned a faculty advisor to monitor both academics and behavior. The 8 th Grade Immersion Magnet students will use the Enrichment and Intervention period to prepare for the DELF and DELE exams.
Student Progress Center (SPC)	An online database that allows students and parents to view their child's schedule, academic progress (teacher's gradebook, progress reports, and report cards), attendance, discipline records, state-wide testing data, school announcements, and owed fees. Student Progress Center Website: https://services.edgear.net/progress/
Kickboard	A student behavior tracking system to promote a positive school culture and higher student achievement. Kickboard Parent Login Website: https://parents.kickboardforteachers.com/home/signin
Louisiana Student Standards	English and Math standards developed by the Louisiana Department of Education and adopted by The Louisiana Board of Elementary and Secondary Education (BESE). The standards are a definition of what students should understand and be able to do at the end of each grade. Louisiana Department of Education Website: http://www.louisianabelieves.com

Parent Conference Suspension	<p>A disciplinary action that requires the parent and student to conference with a member of the school leadership team (e.g. principal, assistant principal, academic dean, school counselor, or other designee). Students are not allowed on campus without his or her parent/guardian until the conference is completed. Conferences begin each school day after 7:10 AM. All Parent Conference Suspensions are handled on a first come, first served basis. The student is re-admitted back into school at the conference's conclusion.</p>
Recommended for Expulsion	<p>A disciplinary action for serious behaviors or a pattern of behaviors in which the school recommends the student for an expulsion hearing before a non-partial hearing officer. The hearing officer will either affirm (expulsion) or modify (long term suspension, probation, etc.) the school's recommendation. If the student is expelled, the student will be assigned to an alternative school for a specific start and end date.</p>
Suspension	<p>A disciplinary action in which a student is assigned to a discipline center for a set number of days. Parents are required to provide transportation to the discipline center. The Discipline Centers: Responsibilities and Guidelines sheet will be attached to your child's suspension papers. As per EBRPSS policy, a parent conference must be completed before the student is readmitted on campus. Other important EBRPSS policies regarding suspended students include but are not limited to:</p> <ul style="list-style-type: none"> • During a period of suspension, the student who is denied attendance privileges at his/her home school shall be assigned to a Discipline Center during school hours. • In no case should the student be allowed on School Board Property without prior authorization. • Participation and presence of the suspended student at school extracurricular activities is denied. • Students who are suspended and do not attend a Discipline Center shall receive an unexcused absence for each day of nonattendance during the suspension.



East Baton Rouge Parish School System

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