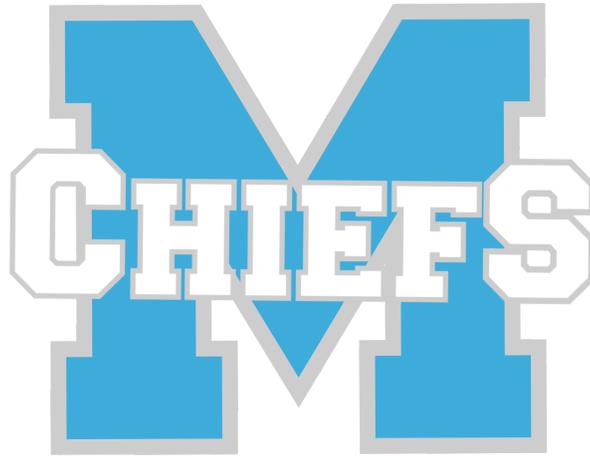


Meisler Middle School

2021-2022 Student & Family Handbook

3700 Cleary Avenue Metairie, LA 70072
Office: 504-888-5832
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www.jpschools.org/meisler



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Meisler Middle School Vision:

The Meisler Middle School community will create a safe and positive instructional environment that promotes high academic, social, and emotional growth for all students.

Meisler Middle School Mission:

The Meisler Middle School community will strive to provide high quality instruction designed to support student growth towards meeting individualized academic, social, and emotional goals in the 21st century college and career ready world.



Courage, Heart, Integrity, Enthusiasm, Focus

Meisler students demonstrate courage: they are not afraid to tackle challenges and they pursue excellence no matter how hard the endeavor may be.

Meisler students have heart: they care for one another, they support each other, and they lend a helping hand when needed.

Meisler students display integrity: they know that great things are only achieved through honorable behavior. Their actions speak louder than words, and they always choose the path that is right and fair over the easy road.

Meisler students show enthusiasm. They are excited to be part of a vibrant school community and they celebrate the common story they are writing alongside their peers and mentors.

Meisler students focus on their goals no matter what. They do not let distractions tarnish their efforts and prevent them from being the best version of themselves.

They are Chiefs.

Chiefs are part of a school family that is relentlessly dedicated to preparing them to become successful, productive and happy citizens in their communities. Working hard everyday toward academic excellence prepares them for a world in which they will undertake countless successful journeys.

Throughout the year, our Chiefs will develop a wealth of knowledge and skills that will be foundational to their future endeavors. Academic excellence combined with character development will be key to positively impact our children every day.

Our school community relies on the common efforts from our children and our faculty to continuously strive for improvement. We are committed to celebrating each and every one's differences and to learn from each other as we strengthen our respect for one another. We know that it takes a village to raise a child, and we are proud to partner with our families and communities to maximize our impact.

Clear common rules and expectations are the backbone of a school community that is guided by the pursuit of excellence. All students and members of the Meisler community are expected to know and understand our policies. As Chiefs, we know that embracing them and doing our very best to help enforce them at all times is key to success.



ARRIVAL TO/DISMISSAL FROM SCHOOL

Arrival:

In the morning all students are to enter the school grounds by the bus circle on Pharr Street or at the Acadia Street gate. Students are not to leave the school grounds for any reason. Students are not to use the main entrance, except on rainy days when they report to the gym.

Students who walk to school are not permitted to stop at any of the business establishments before or after school. Students are also not allowed to loiter across from school or in front of the houses within Meisler's vicinity. Jurgens Street, which is not a through street, is always off-limits to Meisler students. All students assigned to a bus must ride their assigned bus to and from school. Written permission from a parent/guardian must be presented and approved by an administrator for a bus student to be granted permission to walk home. For the safety of our students, crossing Veterans Blvd on the way to and from school is prohibited. An administrator may make exceptions upon written request of a parent and approval granted.

Dismissal:

Students must leave the campus at dismissal unless he/she is required to stay after school. They must leave as dismissed and may not linger. For the safety of our students, crossing Veterans Blvd on the way to and from school is prohibited. An administrator may make exceptions upon written request of a parent and approval granted.

Drop Off/Pick Up:

For the safety of our students, no parent should enter the front parking lot in their vehicle until 8:00 a.m. in the morning and until 3:25 p.m. in the afternoon. Parents / family members may never park or drop off students in the horseshoe area on Pharr Street.

Parents are asked to drop off students and pick up students in the morning and afternoon on Acadia Street only. Persons dropping off students and picking up students are to form a single car pool line on Acadia Street to drop off or pick up students. Students are not allowed to walk to side streets or to vehicles that are not in the single carpool line. This entrance was added for the safety of our students as well as to minimize traffic congestion. Students should not be dropped off or picked up on Cleary Avenue and Pharr Street or in the parking lot in front of the school at any time. The only exception for this procedure will be on rainy days. On rainy days, parents may drop off and pick up at the covered walkway in front of the south end of the main building on Cleary Avenue after the busses have gone.

Checking Out Students

Parents or other designees on the emergency card are the only persons allowed to check a student out of school. Parents or designee must also show a picture ID to be allowed to check out a student. Students are signed out in the Main Office.

Except in emergencies - No student will be checked out after 2:10 p.m.

Bike - Cars & Motorbikes

To protect student belongings, bicycles must be chained and locked to the bicycle racks on the side of the school grounds at the Pharr Street entrance. Students are not allowed to drive, nor are they permitted to ride a motorbike.



ATTENDANCE - TARDINESS

Meisler's attendance policy is aligned with the rules enacted by the Jefferson Parish School Board. Such policies are available to the public on the District's website:

<https://www.jpschools.org/domain/180>

Hard copies of the Jefferson Parish Schools Procedures & Policies for Parents and Students are available upon request made to the front office or to the school administrators.

Attendance Requirements & Eligibility for Promotion:

Middle School students must be in attendance at least 160 days (60,120 min, based on a 375 min instructional day) to be eligible to receive credit.)

In normal circumstances, only physicians' statements, death in the family, and court appearances with subpoenas will excuse absences according to State Law. Parental notes allow the students to make up missed work. Parental notes will be accepted for two consecutive days not to exceed ten days per school year, unless specifically approved by the principal. Vacations and family trips are unexcused absences. Parents are asked to make medical and dental appointments after school whenever possible.

Any student who has more than 10 unexcused absences can be referred to Families in Need of Services. A student who has an unexcused absence on a day of school will not participate or attend any school activity that day, including sporting events.

What to do when my child is going to be absent?

Parents are asked to call the school (888-5832) when a student is absent. Upon the student's return, he or she must bring a doctor's note stating the length of time and the reason for being absent. The excuse will be given to the homeroom teacher. The student is then given a blue admit slip marked excused. The student must then present the admit slip to each of his/her teachers for their signature. For this purpose, excused absences will allow the student to make up for any missed work. Doctor's notes must be turned in within 5 days of the absence.

Make-up Work and Credit

For excused absences of five (5) or more consecutive days, the student must be given the opportunity to initiate and complete make-up work within ten (10) days after returning to school.

Extension of time may be granted at the discretion of a school administrator and the teacher in cases of extended illness. For excused absences of less than five (5) consecutive days, the allotted time to make up the work is left to the discretion of the teacher. However, it should not exceed ten (10) school days.

Make Up Seat Time (MUST)

Students with excessive absences (14 days and up) will not be eligible for promotion to the next grade. Teachers will monitor students' absences thoroughly and will make all efforts to contact families preemptively when absences become excessive.

If necessary, teachers will specifically communicate with families about attendance during each 9-week period. A record of those communications will be kept by the teacher.

Students with excessive absences will be provided the opportunity to make up for instructional time



lost during absences. Make Up Seat Time will begin following the first quarter of the school year. All students with 7 absences or more will be enrolled in the program. All families will be informed of the opportunity. The specifics regarding the modality of making up instructional time will be presented to our families as soon as they become available.

Tardiness

In order to maximize learning outcomes, it is imperative that students are present in class everyday (unless sick or unable to attend school for reasons that are susceptible to be excused) and on time. Being late to class significantly hinders children's ability to maximize their learning opportunities.

Teachers are expected to strictly adhere to the school's and to the district's policies regarding tardiness. Students reporting to school after the homeroom tardy bell (8:00 a.m.) must directly report to their homeroom and will be marked tardy. Students arriving on campus after 8:00 a.m. must report to the Main Office and sign in tardy. Teachers will not send a child to the office to obtain a tardy pass.

Students are expected to promptly go from one classroom to another between instructional periods. Teachers will take roll in the first two minutes of each class to monitor whether students are located where they are supposed to be. Disciplinary actions (based on the level indicated in the policy) will be taken when students intentionally miss instruction.

CLOSURE - EMERGENCY RELOCATION

In case of severe weather the official announcement for school closings can be heard over local radio station WWL 870 and WWL TV Channel 4. Please check Meisler's social media platforms (Facebook, Instagram, Twitter) as well as the school's website (www.jpschools.org/meisler) for frequent updates.

In the event of an emergency relocation the following facilities will house students and staff until they are released to their parents/guardian.

1st Evacuation Site

Johnny Bright Playground

3401 Cleary Avenue

2nd Evacuation Site

St. Clement of Rome

4317 Richland Avenue

COMMUNICATION WITH FAMILIES

Emergency Card Information:

Families are required to fill out emergency cards and to provide several contact numbers that may be utilized if needed. Parents/guardians are responsible for updating their phone numbers when needed. Ensuring that all lines of communication between school and families are open is crucial. Robocalls are frequently sent to families and can only be received if the contact information is up to date.

Change of Address and/or Telephone Number

Please inform the school office in writing immediately if you change your address or telephone number. Three current proofs of address are required to change the address.

Communication with Teachers:

Families are encouraged to communicate with teachers as often as possible. Conferences can only



be held if an appointment has been previously made. Teachers may hold conferences during their non-teaching period. Parents may send a note to the teacher via email or call the school office (888-5832) to arrange for a conference.

Communication with Administrators:

Parents may arrange for a conference with the principal, assistant principal, dean of students or counselor by calling the school. Mr. Chaze, Mrs. Gassen, and Mr. Hill will be available for parents by appointment only. Please contact the secretary to schedule your appointment. They may also be reached directly via email: thomas.chaze@jpschools.org, billie.gassen@jpschools.org, duane.hill@jpschools.org. Students may also arrange for a conference with the principal, assistant principal, dean of students, or counselor by filling out a request form in the school office.

Keeping in touch with Meisler Middle School Community:

Please follow us on our social media platforms to read important updates, to engage with our school community, and to keep up with our students' achievements.

DISCIPLINE POLICY

Meisler's discipline policy is aligned with the rules enacted by the Jefferson Parish School Board. Such policies are available to the public on the District's website:

<https://www.jpschools.org/domain/180>

Hard copies of the Jefferson Parish Schools Procedures & Policies for Parents and Students are available upon request made to the front office or to the school administrators.

Students learn and grow in a structured, consistent, and positive environment. Meisler policies are designed to promote, foster, and enforce a climate that is conducive to high-quality learning and strong emotional support for all children.

Meisler students are expected to follow all our school community rules. For instance, they may never use a phone/electronic device, change assigned seats without permission, or leave the classroom without specific authorization.

Meisler's behavior management strategies are based on restorative practices. As such, interactions between adults and children will remain positive at all times: yelling, derogatory/humiliating language, and any physical contact are strictly prohibited.

At times, students may make decisions that contradict the values shared by the Meisler community. When it is the case, specific actions become necessary. Based on how severely they may impact the school community, infractions may be classified as Level I, Level II, Level III, or Level IV.

Level I Infractions: Those include actions that, while breaking a rule, are not jeopardizing instruction durably and are not creating significant disturbance. For example: a student is wearing a non-uniform item, is chatting with another pupil, is late to class, or is not walking on the right side in the hallway. Re-teaching will take place in a restorative manner.

Level II Infractions: Those include repeated Level I issues (suggesting that re-teaching was not effective), or issues that generate losses of instructional time. For example, if a student is talking loudly out of turn in the classroom, using a cellphone during transitions, if a child is running in the hallways, or is excessively tardy to class, it is a Level II infraction. The parent of the student will be contacted by the teacher. Students may receive a teacher-issued



detention (lunch or PE) as a consequence of their actions.

Level III Infractions: Those constitute significant disturbances negatively affecting the classroom/school community. Repeated Level II infractions, severe disturbance in the classroom or in the hallway (student using foul language, active refusal to cooperate, actively refusing to follow rules, horseplaying, prohibited use of electronics in class, etc...). Teachers/Faculty members will write a minor referral in JCampus, which will be as detailed as possible. Referrals are an inherent part of the due process to which all students are entitled. Consequences will be determined by administration through the investigation process. Students may receive a detention (lunch, PE, etc...), an in-school suspension, or any other disciplinary actions.

In addition, once a Level III infraction has taken place and has been documented, a support plan will be developed with the assistance of the Behavior Interventionist. To maximize the plan's effectiveness, its implementation will be reviewed on a regular basis. Parents will be contacted by the teacher and an in-school conference will take place in the presence of the teacher, the Dean of Students and/or the Behavior Interventionist. During the conference, the support plan will be explained to the parents and amended if necessary based on their input.

Level IV Infractions: Those constitute the most severe disturbances that may occur on campus, including but not limited to: fights, insulting a faculty member, assault on a faculty member, bullying, etc...

Once a level IV infraction occurs, an emergency meeting will take place with the faculty member(s) involved, the Dean of Students, the Behavior Interventionist, and the Assistant Principal and/or the Principal. A major referral will be written in JCampus. The same rules apply for Level IV major referrals as the ones that pertain to Level III minor referrals. Investigation will be conducted by the Dean of Students, with the support of the Assistance Principal and the Principal if necessary. Consequences will be determined as a result of the investigation and may include: expulsion, out of school suspension, in-school suspension, etc...

Furthermore, all Level IV infractions will lead to the development of a specific behavior support plan by the Behavior Interventionist. All Level IV referrals will be reviewed by the A/BIT team, which will determine whether further support is necessary.

Positive Behavior Intervention Support (PBIS)

Behavior management at Meisler is driven by the purpose of improving student decision-making and engaging children in productive reflections on their actions. As such, Positive Behavior Intervention & Support is the overarching framework for behavior management in Jefferson Parish Schools.

Positive and productive behavior is encouraged and rewarded every day on a consistent and frequent basis. Positive and productive communication is modeled by all faculty members of Meisler, who are responsible for fostering desirable behaviors anywhere on school grounds. This creates a schoolwide positive climate that prevents having to constantly react to infractions.

The PBIS committee is charged with coordinating the overall effort to foster positive relationships between all stakeholders at Meisler.

There are two different types of incentives for children whose actions exemplify Meisler's values: The



PBIS Monthly Reward and the Chief Store.

The PBIS Monthly Reward will be given to all students who qualify, based on one specific area of focus determined by the committee. Such focus could be: not being tardy to class (excluding the first period), having the required uniform, not using electronic devices, being prepared in the first two minutes of the class period, etc...). All teachers will be expected to keep track of the students' progress throughout the month (Documentation will be part of the Behavior Log). To qualify, children will have to meet their weekly PBIS target (with the possibility of missing the target once a week) and must have zero Level III or Level IV infractions. The reward will be given on Friday afternoon at the end of the month, and students will get incentives such as: recess, ice cream, snacks, etc...

The Chief Store gives students an opportunity to earn Chief Bucks, Meisler's virtual currency, with which they will get to purchase items such as gift cards, toys, sports apparel, etc... Children should be rewarded for displaying positive behavior. For instance, a child having followed class rules all week may receive 20 Chief bucks. Specific guidelines for Chief Bucks attribution will be provided in order to maintain consistency throughout campus.

Detentions

Students may receive lunch or PE detentions for Level I to Level III infractions. Parents will be notified when a child receives a detention, which should be an opportunity for children to productively reflect upon the impact of their actions.

Suspension Make Up Work

Students who are removed from the classroom for disruptive, dangerous, or unruly behavior or who are suspended for ten days or less shall be assigned school work missed and shall receive either full or partial credit for such work if it is completed satisfactorily and timely as determined by the principal or designee, upon the recommendation of the student's teacher.

Bullying Prevention

Upon receipt or the written report of bullying, the principal/designee of the school shall initiate an investigation into the bullying incident no later than the next business day during which school is in session.

Documented interviews with the alleged victim, alleged offender, and witnesses must be conducted privately, separately, and confidentially.

The principal/designee shall follow the procedure for investigating bullying outlined by the LDOE by gathering information via the LDOE "Bullying Investigation Form."

The investigation of a bullying report shall be completed no later than 10 school days after the date the written report is submitted to the appropriate school official.

Prohibited Disciplinary Actions

The following disciplinary measures, will never be employed by faculty members of Meisler as a consequence for children's actions:

- Corporal Punishment
- Humiliation



- Mass Punishment
- Accountability for other Students' Behavior
- Academic Grading
- Copying Lines
- Detention from Transportation

DRESS CODE/UNIFORMS

Uniform policy is aligned with the policies enacted by the Jefferson Parish School Board. Such policies are available to the public on the District's website:

<https://www.jpschools.org/domain/180>

Hard copies of the Jefferson Parish Schools Procedures & Policies for Parents and Students are available upon request made to the front office or to the school administrators.

Approved Uniforms:

The Official Uniform of Meisler Middle School consists of the following:

Shirts:

Oxford Gray Polo Shirt with Meisler Embroidered Insignia.

Pants:

All students must wear properly fitted and hemmed navy blue, no pleat, plain flat front uniform slacks.

- Dickie Style # 874 or Elderwear/Tom Sawyer Style # 1240.

**** Skirts are not permitted*

A Plain Navy Blue or Black Belt must be worn. The belt must be one (1) inch in width, with a standard two (2) inch buckle.

Sweat pants may be worn for physical education only.

Shoes:

Tennis shoes with laces, straps or buckles are permitted. Tennis shoes with laces, straps and buckles must be fastened, laced, and tied completely at all times. Tennis shoes may be of any color combination. Both males and females must wear plain crew socks.

Outerwear:

Navy Blue Sweatshirt with the Meisler Embroidered Insignia. No hoods or front pockets will be allowed. *** No other pullover, buttoned or zippered sweatshirts or jackets are allowed.

Meisler navy blue windbreakers/jackets with the Meisler Embroidered Insignia may also be worn. In cases of cold weather students will be allowed to wear a plain long sleeve cotton t-shirt (Navy Blue, Black, Grey, or White) underneath their uniform shirt.

In cases of cold weather a heavy coat may be worn on top of the uniform at lunch and during physical education if needed. In cases of extreme weather, uniform policies may be amended or lifted. In such cases, students and families will be informed.

Female students may wear blue, black, gray or white headbands.

Backpacks:

Students must have a clear or mesh backpack.

Purses and Handbags may not be any larger than 12x 12 inches.



Unapproved Uniforms:

No other pullover, buttoned or zippered sweatshirts or jackets are allowed without Meisler insignia. Headscarves and/or bandanas of any kind are prohibited for all students.

A student will use appropriate grooming that does not present a safety hazard or have the potential of creating a disruption to or interference with the orderly operation of the school environment, school activities, and/or educational objectives.

A student will wear his/her hair in a style that does not impair his/her eyesight.

A student will not wear hair rollers, shower caps, etc to school, extracurricular and co-curricular activities.

A student will not dye or color his/her hair in an extreme hair-color.

Excessive jewelry is not allowed. Earrings larger than a quarter are prohibited due to safety concerns.

No hoodies will be allowed on campus

No slides, crocs, slippers, or any other type of shoes are allowed besides close toed shoes

No electronic devices are to be out and visible on school grounds. This includes, but not limited to, cell phones, airpods, and headphones.

For additional dress code information see the Jefferson Parish Schools Procedures and Policies for Parents & Students.

No uniform policy can possibly address all issues related to potential dress code violation. The administration of Meisler Middle School will be the final judge of what constitutes approved attire and appearance. Please refer to the discipline policy for more information regarding consequences for uniform infractions.

Dress Down Days:

Occasionally, students will have the opportunity to participate in dress down days, either as a reward, or to serve as a fundraising opportunity for our school. The modalities of dress down days will be communicated prior to the event. Please refer to the following dress code requirements:

Students May Wear

- Jeans or Pants
- Shirts with Sleeves (Must cover the chest Midriff and back)
- Tie-Up Shoes
- Jewelry that follows the handbook policy
- All clothing must fit appropriately and cover your body

The following clothing items are prohibited

- You may not wear skirts.



- You may not wear Capri pants, pajama pants, stretch pants or leggings/jeggings.
- You may not wear tank tops or sleeveless tops (even with a jacket covering)
- You may not wear clothing that is torn, ripped, or has holes.
- You may not wear slip-on shoes.
- Chest, midribs, stomachs or back may not be exposed.

The School Administration has the right to adjust this policy without notice.

Any student in violation will be subject to disciplinary consequences and will be required to obtain the proper attire immediately.

ELECTRONIC DEVICES

Policies governing student use of electronic devices (such as, but not limited to, phones, smart watches, internet-connected devices, etc...) are aligned with the rules and regulations enacted by the Jefferson Parish School Board. Such policies are available to the public on the District's website:

<https://www.jpsschools.org/domain/180>

Hard copies of the Jefferson Parish Schools Procedures & Policies for Parents and Students are available upon request made to the front office or to the school administrators.

Students may bring a phone to school, but the phone must be off and not be visible. Students are permitted to use the telephone only for emergency purposes. Students violating the policy will be asked to surrender their device, which will be returned by the end of the day or directly to the parent. Failure to give the device to a school system employee when requested is considered a serious offense and will add to the severity of the consequence. Infractions pertaining to use of electronic devices will be handled according to the Meisler's discipline policy, which is governed by the Jefferson Parish School Policies & Procedures for Parents & Students.

FEES

Students may be assessed fees in several courses offered. These fees are for materials such as student IDs, science labs, art supplies, current event magazines, etc. Parents will be informed of the fee for each course. Fees must be paid in their entirety as they are issued.

FAMILY INVOLVEMENT

We understand that family involvement is key to student success. We want to provide our school communities with as many opportunities to get involved as possible.

School nights and events are an important way to get involved. Our first event of the year will be our Back to School event, during which we will present our plan for a successful 2021-2022 school year and answer your questions. During the year, we will hold several family nights, such as literacy night, math night, ESL night, testing night.

We also want to promote initiatives that increase partnership with our families. We will offer opportunities to get involved in many projects, such as parent committee, beautification of campus, etc...

Your feedback is needed. We are dedicated to serving your children, we are thankful for your support, and we want you to be an integral part of our endeavor.



GRADES, EXAMS, REPORT CARDS AND INTERIM REPORTS

All students will receive Interim/Progress Reports during the fifth week of each marking period. Second and fourth nine weeks exams will be administered only during the designated JPS official exam time. The District School calendar can be found on the Jefferson Parish Schools website.

Report cards are issued at the end of each nine weeks approximately five days (5) after the close of the marking period.

Specific guidelines regarding the possibility for students to make up work when having received a failing grade will be provided once made available by the district.

GUIDANCE/COUNSELING

Students' emotional well-being is of the utmost importance. Guidance/Counseling services are available to all students in school. These services include assistance with academic planning, career information, social/personal concerns. Students with concerns, academic or personal, are offered individual or group counseling. Parents may request progress reports on their child by contacting the counselor.

Students may not choose to go to the counselor's office without asking prior permission from their teacher.

IDENTIFICATION CARDS

ID cards allow for immediate identification of a student on a regular and emergency basis. IDs are purchased during the first month of school for \$7.00. Replacement IDs (lost, stolen or damaged) are sold for \$5.00, and replacement clips are sold for \$1.00. A request for a replacement ID or clip must be made in the main office. The ID is considered a part of the official school uniform and must be worn daily. The student ID card must be in an undamaged and unaltered condition and worn on the school issued clip on the students' shirt collar at all times.

LIBRARY REGULATIONS

Library policies will be communicated to students at the beginning of the school year.

MEDICATION

Meisler's medication policy is aligned with the policies enacted by the Jefferson Parish School Board. Such policies are available to the public on the District's website:

<https://www.jpschools.org/domain/180>

Hard copies of the Jefferson Parish Schools Procedures & Policies for Parents and Students are available upon request made to the front office or to the school administrators.

The following procedures may change at any time, based on guidance provided by the district:

- Parents/guardians should bring their child to the medication site for assessment by a Jefferson Parish School Nurse.

- Parents/guardians should request the Medication Order and Parent/Guardian Written Consent for Medication Administration form.

- Parents/guardians should have their Physician complete and sign the School Medication Order Form.

- Parents/guardians should take the above-completed forms along with the medication in its bottle/container to the Jefferson Parish School System Nursing Office.



Parents/Guardians should call before going to the Nursing Office to be sure a nurse is available.

After the forms and medication have been reviewed and approved by the nurse, parents/guardians should take the medication to Meisler.

All medication containers (even over the counter medications) are to be labeled by a Louisiana licensed pharmacist.

Parents/guardians should ask their pharmacist to provide separate medication containers for school & home use.

A maximum 25-day supply of medication can be stored at school.

Medication must be picked up by the parent at the end of the year.

It is the responsibility of the parents to ensure that all prescribed medication is taken according to the physician's instructions.

Jefferson Parish School employees are not allowed to administer eye drops, eardrops, medication applied to the skin, or medication that exceeds the recommended dosage.

Students are not allowed to bring any type of prescription medication or non-prescription medication to school. (No aspirin, cough drops, inhalers, etc.)

SCHEDULES

Each student will be assigned a class schedule according to the results of standardized tests, grades, and/or teacher recommendation. Schedules will not be changed at the request of the student or parent.

Students will be assigned to ELA, math, science, social studies, and band or physical education classes. If an error is made on a schedule, students will have an opportunity to request a review of the schedule with an administrator. Class assignments may be changed at any time by administration to maximize learning outcomes.

STUDENT PASSES & UNAUTHORIZED AREAS

Hallway Passes

Meisler students must be present in their assigned area at all times in order to be constantly supervised. Students will be issued a hall pass as needed. This pass is required to leave an assigned area. No student will be allowed out of class without the proper pass. Students in the hall during class must have a pass for that period to present upon request. Only the student to whom it was issued may use the pass. Students are responsible for their pass. Unauthorized use of a pass, or failure to provide a pass following a request from a faculty member may result in disciplinary action.

Unauthorized areas

Students are supposed to follow their schedule strictly. They may not choose to be present in any campus location that is not specifically indicated by their schedule. Students may never wander in the hallways or through the facility. They are always required to hold a pass indicating specifically their destination as well as their time of return to class. Students may never be present in a classroom without an adult.

Unauthorized areas are outside by the ends of the building by rooms 115, 130, 220, and 250, behind the gym (unless with a physical education class and teacher), and any place on campus that prevents normal supervision from faculty from taking place.



Being present in an unauthorized area at any time may result in disciplinary action.

PHYSICAL EDUCATION - ATHLETICS - ACADEMIC ELIGIBILITY - FIELD TRIPS & CLUBS

PE Class

All students are required to dress out and participate in gym class. All children are required to purchase a Meisler PE uniform (shorts & t-shirt) for a total cost of \$30. If it is necessary for a student to be excused from the gym, a written excuse from his or her doctor must be presented to the homeroom teacher and a copy to the coach. Gym lockers are to be used only at the student's gym period. During P.E. students are required to store their items (clothing, backpacks, books, supplies, etc...) in their assigned lockers. Sharing of lockers between students is never permitted.

Athletics

The following sports are available for boys: soccer, football, basketball, baseball, and for girls: volleyball, basketball, softball, and soccer. Tryouts are announced in advance. Students are encouraged to try out for any sport. Practice is held after school. Arrangements must be made for transportation home after practice. Certain league eligibility and school responsibility rules apply to middle school students and will be explained by the coaches of each sport. Students planning to try out for a sport must have a current, documented physical examination and insurance prior to attending try-outs.

Academic Eligibility

All students who participate in any extracurricular activities, i.e., athletics, clubs, etc., will be required to meet Jefferson Parish School Board academic requirements. Additionally, athletic eligibility may be revoked if the student's behavior does not meet the school expectations.

Field Trips

Students are expected to exemplify Meisler's values in all their actions. As such, their behavior is subjected to the highest expectations when they participate in a field trip. Teachers and administrators may deny a student the right to participate in a field trip because of unsatisfactory behavior.

Club Activities & Extracurriculars

All club activities are restricted to Meisler Middle School students. Activities will be announced and offered to students as they become available. All Meisler policies apply to extracurricular activities.

WITHDRAWAL REQUEST & REQUEST FOR RECORDS

Withdrawal Request

A government issued picture ID (I.E. Driver's License, Passport, ETC.) must be presented to initiate a withdrawal request. Note: Withdraw requests will not be processed until all books and monies due are turned in to Meisler Middle School. Completed withdrawal forms will be available for pick-up within 72 hours of request.

Request for Records

A government issued picture ID (I.E. Driver's License, Passport, ETC.) of parent/guardian must be presented in order to obtain any records. Requested records will be available for pick-up within 72 hours of request. Copies of Student records will cost \$1.00 per page.



WORKBOOKS/MANUALS/NOVELS

Materials are assigned to students free of charge. Students will be charged for any book lost, damaged, or not turned in at the end of the school year. The fee assessed will cover the full replacement value of the book.