



### **Principal's Message:**

Located in the Teacher Education Center on the NSU Campus, the school's purpose is to provide highly engaging learning opportunities for our sixth-, seventh-, and eighth-grade students, as well as quality field experiences for many of Louisiana's future teachers.

Early adolescence, or the middle school years, is a time of dramatic change for our youth. At no other time in their lives will students grow more socially, emotionally, physically, and intellectually than during the middle years. That is why this is such a challenging, yet rewarding, time for students, parents, and teachers. We all must function as a caring, learning community.

NSU Middle Lab School has a rich history of providing meaningful and memorable education for our students. The ultimate goal is to have the middle years be the best years of every student's school career. We are very proud of our record of achievement here at NSU Middle Lab School: Where future leaders flourish and excellence thrives.

Natalie Ducote  
Principal

**Vision Statement:**

NSU Middle Lab School: Where future leaders flourish, and excellence thrives!

**School Motto:** *Be A Demon!*

**School Contact Information:****Address:**

100 Tarleton Drive POD A  
Natchitoches, Louisiana 71497

**Website:**

[npsb.la/nsu-middle-lab-school](http://npsb.la/nsu-middle-lab-school)

**Facebook page:**

NSU Middle Lab School

|                                           |                |                                                                |
|-------------------------------------------|----------------|----------------------------------------------------------------|
| <b>School Office</b>                      | 318-357-4509   |                                                                |
| <b>School Fax</b>                         | 318-357-4260   |                                                                |
| <b>Principal of NSU Middle Lab School</b> | Natalie Ducote | <a href="mailto:nducote@npsb.la">nducote@npsb.la</a>           |
| <b>Administrative Assistant</b>           | Kathy Owsley   | <a href="mailto:Kathy.owsley@npsb.la">Kathy.owsley@npsb.la</a> |

**Faculty:**

|                   |                                                          |                                                                          |             |
|-------------------|----------------------------------------------------------|--------------------------------------------------------------------------|-------------|
| Tracy Armstrong   | 6-8 Counselor<br>SBLC Coordinator<br>Testing Coordinator | <a href="mailto:tarmstrong@npsb.la">tarmstrong@npsb.la</a>               | Room #163   |
| Bobbi Caballero   | 6-8 Math                                                 | <a href="mailto:bcaballero@npsb.la">bcaballero@npsb.la</a>               | Room #205   |
| Hannah Gates      | Gifted Art Teacher                                       |                                                                          |             |
| Angela Guilet     | 6-8 Department of<br>Exceptional Students<br>Services    | <a href="mailto:angela.guillet@npsb.la">angela.guillet@npsb.la</a>       | Room #131 B |
| Jennifer Hudson   | 7-8 Reading and ELA                                      | <a href="mailto:jhudson@npsb.la">jhudson@npsb.la</a>                     | Room #161A  |
| Annabel Jones     | 6-8 Art                                                  | <a href="mailto:annabel.jones@npsb.la">annabel.jones@npsb.la</a>         | Room #131 A |
| Shelly Rutherford | 6-7 Math                                                 | <a href="mailto:shelly.rutherford@npsb.la">shelly.rutherford@npsb.la</a> |             |
| Kristi Strother   | 7-8 Math                                                 | <a href="mailto:kristy.strother@npsb.la">kristy.strother@npsb.la</a>     | Room 161C   |
| Barbara Nelson    | 6-7 Reading and ELA                                      | <a href="mailto:Barbara.Glenn@npsb.la">Barbara.Glenn@npsb.la</a>         | Room #206   |
| Katrice LaCour    | 6-8 Strings                                              | <a href="mailto:klacour@npsb.la">klacour@npsb.la</a>                     | Room #102   |
| Milovan Paz       | 6-8 Strings Talent                                       | <a href="mailto:milovan.paz@npsb.la">milovan.paz@npsb.la</a>             | Room #102   |
| Belle Farley      | 6-8 Social Studies<br>Journey to Careers                 | <a href="mailto:Belle.Farley@npsb.la">Belle.Farley@npsb.la</a>           | Room #164 C |

|                  |                        |                                                                        |           |
|------------------|------------------------|------------------------------------------------------------------------|-----------|
| Lauren Anderson  | 6-8 P.E.               |                                                                        | GYM       |
| Michelle Shirley | 6-8 Science            | <a href="mailto:michelle.shirley@npsb.la">michelle.shirley@npsb.la</a> | Room #204 |
| Samuel Stokes    | 6-8 Vocal/Piano Talent | <a href="mailto:ssstokes@npsb.la">sstokes@npsb.la</a>                  | Room #102 |

### Parent Organization (PAC):

Parent Action Committee is the parents' organization that is responsible for much help in fundraising and teacher/staff appreciation activities. They are instrumental in such things as assisting teachers with class activities, funding school projects, and supplying each student with an agenda.

### Student Progress Center: JCampus

Student progress center is a way for you to view student grades, attendance, discipline records, and other important information pertaining to your child. You can also link multiple students into one portal to view. This is an important way to follow along with your student's progress. Contact our secretary for your login information.

## NSU Middle Lab School Policies

### THE SCHOOL DAY: The School day begins at 7:40 and ends at 3:00

Learning is most important at NSU Middle Lab School. Instructional time is to be valued and protected. Early checkout from school is addressed in the NSU Middle Lab PBIS Plan. Every student must be on time for every class, especially the first class in the morning. **If a student is tardy to school in the morning (anytime after 7:40 a.m.), the parent or driver must accompany the student to the office.**

- **ATTENDANCE (School Policy) Students are required to maintain a good attendance record. Parents will receive an automated phone call the morning that their child is absent.**
- **CHECKING OUT/ CHECKING IN:** All students must be signed out by an authorized person (listed on enrollment form under authorized pick-up) when leaving school for any reason and sign in on a form in the secretary's office when he/she return. There will be no check-outs after 2:30 p.m.
- **MISSING SCHOOL DUE TO ILLNESS: A PHYSICIAN'S STATEMENT MUST BE SUBMITTED THE DAY HE/SHE RETURNS TO SCHOOL FOR THE ABSENCE TO BE MARKED AS EXCUSED.**
- **MISSED ASSIGNMENTS:** It is also the responsibility of the student to find out and complete any class work and homework missed during the absence. **One makeup day per day of absence is allowed for making up work missed.**
- **ILLNESS DURING THE SCHOOL DAY:** A student who becomes ill during the school day is expected to be picked up by a parent, guardian, or designated adult as soon as possible. Please inform the school office if someone other than the parent/guardian is to pick up the student from school. This individual may be required to provide identification and verification before the student is released to them. Please be sure to update your information on file in the school office often so that the school can contact you when needed.
- **VISITORS: All visitors, including parents, are required to sign in at the school office and obtain a visitor's badge.** Student visitors are not allowed except under special circumstances. Teachers will send unauthorized visitors to the office and/or report them to the principal. This policy is an important part of our school safety program.

- **CONTACT INFORMATION**

The school must have accurate contact information. Please be sure to update your information on file in the school office often so the school can contact you when needed.

- **PHONE CALLS: Parents/guardians**, please do not call the school and ask that a message be delivered to your child unless necessary, and in these necessary instances, please call as early as possible. Please do not ask to speak over the phone to your child in class. In the event that you have a transportation change for your child, you **MUST** call the office. Emailed requests will not be accepted.
- **THE SCHOOL LUNCH PROGRAM: Breakfast is served from 7:00-7:35, and Lunch from 11-11:30.**

## **PBIS POLICY:**

NSU Middle Lab utilizes the **Positive Behavior Intervention Support** for discipline issues as well as rewarding Positive Behavior. Positive Behavior rewards are given daily, weekly, and monthly.

- Minor infractions will be recorded in the JCampus system. After 4 minor offenses, the student will be referred to the office with a major referral. The infraction cycle will restart with each 9-week grading period.
- Each time an infraction occurs, a teacher will record the infraction in JCampus.
- An automated call will be issued to parents by the JCampus system.
- The consequences for infractions are as follows
  1. 1<sup>st</sup> infraction = Warning
  2. 2<sup>nd</sup> infraction=Warning
  3. 3<sup>rd</sup> infraction=Parent will be contacted
  4. 4<sup>th</sup> infraction=Lunch Detention or Saturday School
- Teachers may choose to assign a student to lunch detention to finish or rework specific assignments.

## **TRANSPORTATION:**

***NSU Middle Lab School Parking Lot Rules for Car Line:*** These regulations have been compiled for the safety of our students. Compliance is expected from all drivers on our campus.

- The morning drop-off point for all NSU Middle Lab School students is in the small driveway on the west side of the building by the bus shed. **No student** should be dropped off in the large **south parking lot** (behind the TEC Building) **in the morning**, as no supervision is provided for that area until after school dismissal.
- When school is dismissed, please pick up students in the large south parking lot behind the TEC Building. As a rule, three teachers will be on duty in that area. Two will be watching for students in the parking area, and the other will be monitoring students waiting on the sidewalk in a designated area. Please work with supervising teachers in that area in order to ensure the safety of our students.
- **No student should cross in front of the car line or any vehicle without an adult escort.** If you are in a hurry and cannot wait for the car line pick-up, please park, find your child, and walk him/her across at the designated crosswalk. Do not call on students to cross the line without you. Students may cross the grassy areas, but they may not cross the pavement alone.
- **Please, hang up your cell phone when entering the parking lot.** Accidents are commonly the result of distracted or inattentive drivers. We do not want to risk the safety of our students.
- Each student must submit **a written list of approved drivers** with whom he/she may ride. The list should include current phone numbers for each approved driver.
- Deviation from the approved driver list for emergency or special circumstances will require a **written note** from the parent or guardian. The note will require the approval of the principal.
- Rainy days will require special patience. In light rain, we will attempt to load students in the south parking lot as usual. In extreme weather, we may have to delay car pick-up until most of our bus riders have departed.
- Please do not allow students to ride in your vehicle without required permission from school officials.
- Stop the vehicle completely and remain stopped until it is securely inside the vehicle.

- Watch for direction from the duty teacher and follow directions as given. Teachers will respectfully address drivers. We require that duty teachers be treated with respect in return.
- The parking lot is the property of the university, and all university and state traffic regulations apply to vehicles and drivers on the campus. Be aware of university faculty, staff, and students parked, while walking, and in traffic on campus. Please be courteous and try not to block vehicles attempting to enter or exit the parking lot.
- Students who walk from the TEC campus must have a permission form completed.

## CONCERNING WHAT NOT TO BRING TO SCHOOL:

The Middle Lab focuses on teaching and learning. Anything that interferes with this process will be dealt with. It is our experience that students will bring items to school from time to time that are not appropriate and cause distractions in the classroom. Please read the following very carefully:

- **Students are not to bring radios, smart watches, electronic games, or any other electronic devices, or toys to school.** This is the responsibility of the parent/guardian and the student. **These items will be taken up by students and forwarded to the principal's office.**
- **Cell phones are not allowed to be on while at school. (See District Policy)**
- **Water Bottles must be able to close with a secure lid - Open straws are not allowed. - CLEAR/TRANSPARENT BOTTLE ONLY**
- **Water is the only permitted liquid. Energy drinks and coffee are not allowed.**
- **Students may not bring anything to sell or bring money in order to buy items from other students.** This includes fundraising items from outside the school.
- The school cannot be responsible for expensive personal effects or large amounts of money (any amount over what is required for refreshments at the school). Any sums of money to be paid to the school, such as supply fees, lunch money, insurance, etc., should be brought to the office by the parent/guardian or paid by check or money order and delivered by the student. **Please note:** expensive watches/or jewelry, or clothes should not be brought to school at any time. **The school will not be responsible for these items.**

## SECURING PERSONAL ITEMS:

### STUDENT LOCKERS

Our school uses a combination of lockers and cubby holes to maintain student belongings and to keep the building neat and orderly.

- Each student will be assigned a locker. It is the responsibility of the student to provide a lock for the locker and keep personal belongings locked here.
- The school will not be responsible for personal belongings left in cubby holes or unlocked lockers.
- Tampering with or entering another student's locker or cubbyhole, even with permission, is considered to be against the school rules and is a serious offense. Appropriate disciplinary action will result. The student must keep the lockers locked and provide no other student with the combination or key to the locker.

**IMPORTANT NOTE:** Students should lock their personal belongings in their lockers before going to physical education. The school will not be responsible for personal items left in locker rooms.

## STANDARDS OF BEHAVIOR:

- **PLAYGROUND:** Except during rainy or extremely cold weather, students must remain outside during lunch recess. A note from parents is required if a student must remain inside the building because of illness or injury.

Teachers are on duty at all times to supervise activities and to encourage students to conduct themselves in an orderly manner. **NO TACKLING, ROUGH PLAY, OR THROWING OF ANY ITEMS OTHER THAN APPROPRIATE PLAYGROUND EQUIPMENT USED PROPERLY IS ALLOWED.**

- **CONFLICT:** NSUM Students are expected to handle conflict with another student in a non-physical manner. Issues that may incite anger or jeopardize safety should be reported to a teacher or administrator. Physical actions with the intent to hurt another student are not tolerated and will be punishable according to district policy.
- **ASSEMBLY STANDARDS:** N.S.U. Middle Lab students are known for their courteous and attentive behavior at assemblies. This is the finest way students can show appreciation for the efforts of others. Students should enter the auditorium in an orderly fashion and sit in the assigned area for their class. Appreciation should be shown with appropriate applause.
- **SPORTSMANSHIP:** The students at Middle Lab follow the guidelines of good sportsmanship by never booing a player or official, appreciating a good play no matter who makes it, and realizing that the school is praised or blamed for their conduct. It is the policy of the school and Natchitoches Parish Schools that students exhibit the same conduct standards that are required during the regular school day.
- **SOCIAL MEDIA:** The use of any form of social media to threaten, slander, demean, embarrass, gossip, solicit, or harass is inappropriate and not allowed.
- **IPADS:** NSUM is most fortunate to have the capability to provide an iPad for every student to enhance learning each school day. Students are expected to properly care for their device and ensure safe placement when not in use. Students who neglect responsibility and/or proper care for the assigned iPad will be charged the repair or replacement cost if damage occurs.

#### EXTRA-CURRICULAR ACTIVITIES ELIGIBILITY

- GPA must be 2.0 with no D's or F's on the report card.
- A "D" will place students on probation, and the student will have three weeks to raise the grade to "C" or better. If the grade does not improve by the end of three weeks, students will be ineligible for the remainder of the season.
- Any breach of the NSUM Standards of Behavior or district student behavior policy can result in the student's placement on probation or ineligibility for the remainder of the school year.

#### \$130.00 TECHNOLOGY AND RESOURCE FEE

The student fee is being assessed for the following:

- 40% Supplies
- 15% Art
- 45% Technology (Purchase and Maintenance)

#### EXPLANATION OF GRADES

|                   |        |                                          |          |
|-------------------|--------|------------------------------------------|----------|
| A - EXCELLENT     | 93-100 | F - FAILURE                              | Below 67 |
| B - ABOVE AVERAGE | 85-92  | I – INCOMPLETE                           |          |
| C-AVERAGE         | 75-84  | U- Ungraded (Extensions- no grade given) |          |
| D - BELOW AVERAGE | 67-74  |                                          |          |

**\*\*30.00 yearbook fee.**

#### THINGS TO REMEMBER:

- ✓ Please indicate the student's name on all correspondence and checks. It is also the responsibility of the parent to keep the school office informed of contact addresses and telephone numbers as they change. It is not unusual for a student who is very ill or injured to remain at school for hours because the parent or guardian cannot be contacted.
- ✓ If a student is to be picked up by someone other than the parent/guardian, please provide the name of this individual on a written note, signed by the parent/guardian. This must be approved by the principal or person-in-charge **BEFORE** the end of the day. Failure to obtain approval before the end of the day may

**result in a delay before the student is allowed to leave.** Parents must provide the names of persons who will pick the student up at the end of the day.

- ✓ A student who is leaving before the end of the school day must bring a signed note from the parent/guardian to present to the teacher, who will dismiss the student from class to wait in the office for pick-up. If a student is to be picked up by someone other than the parent/guardian, please provide the name of this individual on the note. This must be approved by the principal or person-in-charge BEFORE the designated time to be picked up. It is the responsibility of the parent/guardian and the student to coordinate with the school in these matters. No student will be allowed to wait outside or in the hallway.

## **PHYSICAL EDUCATION:**

- All students are required to dress out in the appropriate school P.E. uniform each day. A student must bring a parent note excusing them from dressing out for a single day. More than two days requires a doctor's excuse.
- Not dressing out is considered not participating in P.E. unless the parent note is provided. Not dressing out results in an immediate 50% for that day's grade. More than two days of no dress due to a parent's note requires a doctor's excuse. The same rules apply for making up work for P.E. as above. Students are required to dress out for all activities according to the physical education dress policy, which requires all students to purchase and wear the Middle Lab PE shorts and t-shirt.
- For safety and security reasons, the locker rooms in the gym are locked during each physical education class. Students will dress out and assemble in the gym, after which the teacher will lock the doors. Doors will be reopened at the end of the P.E. period to allow students to dress in. The school will not be responsible for any belongings left in the locker rooms. The only thing allowed in the PE locker room is a bag with PE clothes. If students are caught with cell phones or other items in the locker room, the PE class will be forced to shift the design of the class.