

# Cope Middle School

## Student Handbook

### 2025-2026

*changing the*  
**World**  
*One Child*  

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**AT A**  
**TIME**



# Cope Middle School



"Changing the World" - School-Wide Theme 2025-2025

Welcome to Cope Middle School. We want this school year to be the best year ever for our student body. This handbook contains important information for all Bossier Parish students and specific information for Cope Middle School students. This information has been carefully prepared and presented so that it will be of great value in helping adjust to Cope Middle. Our students are held accountable for knowing our guidelines as outlined thoroughly in this booklet. Please take time to carefully read this handbook to become familiar with our school policies.

## STAFF

Judy Grooms	Principal
Tiffany Bruton	Assistant Principal
Eric Lee	Assistant Principal
Ray Smith	Instructional Coach
Cindy Courtney	Counselor
Carrie Fontaine	Counselor
Kathy Keel	Secretary/Bookkeeper
Kimberly Colbert	Clerical Assistant
Laurie Priestly	Attendance Clerk
Rhonda Samuels	Librarian
Deputy Matt Guerrero	School Resource Officer
Amanda DelRio	School Nurse
Tamela Little	Cafeteria Manager
Kesha West	Head Custodian

School Address: 4814 Shed Road Bossier  
City, LA 71111

Office Telephone: (318) 549-5380  
FAX Line: (318) 549-5383  
Website: [www.bossierschools.org/cope](http://www.bossierschools.org/cope)

School Colors: Blue and Orange  
School Mascot: Cougars  
Grades: 6-8

# The COPE Difference

## *Vision Statement*



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## Mission Statement

The mission of Cope Middle School is to provide quality instruction to all students enabling them to reach higher levels of academic achievement and preparing them for future learning.



# Daily Bell Schedule 2025-2026

	6th grade	7th grade	8th grade
<b>1st Period</b>	<b>7:23-8:15</b>	<b>7:23-8:15</b>	<b>7:23-8:15</b>
<b>2nd Period</b>	<b>8:18-9:05</b>	<b>8:18-9:05</b>	<b>8:18-9:05</b>
<b>3rd Period</b>	<b>9:08-9:55</b>	<b>9:08-9:55</b>	<b>9:08-9:55</b>
<b>4th Period</b>	<b>9:58-10:45</b>	<b>9:58-10:45</b>	<b>9:58-10:45</b>
<b>L for 6th grade 5TH Period 7/8 grade</b>	<b>10:45-11:09</b>	<b>10:49-11:36</b>	<b>10:49-11:36</b>
<b>L for 7th grade, 5th period for 6th grade 6th Period for 8th grade</b>	<b>11:13-12:00</b>	<b>11:36-12:00</b>	<b>11:39-12:26</b>
<b>Lunch for 8th grade 6th period for 6/7 grade</b>	<b>12:03-12:50</b>	<b>12:03-12:50</b>	<b>12:26-12:50</b>
<b>7th period</b>	<b>12:53-1:40</b>	<b>12:53-1:40</b>	<b>12:53-1:40</b>
<b>8th period</b>	<b>1:43-2:30</b>	<b>1:43-2:30</b>	<b>1:43-2:30</b>

**Changing the World!**

# Activity Bell Schedule 2025-2026

	6th grade	7th grade	8th grade
<b>First Bell</b>	<b>7:20</b>	<b>7:20</b>	<b>7:20</b>
<b>1st Period</b>	<b>7:23-8:10</b>	<b>7:23-8:10</b>	<b>7:23-8:10</b>
<b>2nd Period</b>	<b>8:13-8:55</b>	<b>8:13-8:55</b>	<b>8:13-8:55</b>
<b>3rd Period</b>	<b>8:58-9:40</b>	<b>8:58-9:40</b>	<b>8:58-9:40</b>
<b>4th Period</b>	<b>9:43-10:25</b>	<b>9:43-10:25</b>	<b>9:43-10:25</b>
*Lunch for 6th grade* 5th Period for 7/8 grade	<b>*10:25-10:49*</b>	<b>10:29-11:11</b>	<b>10:29-11:11</b>
*Lunch for 7th grade* 5th Period for 6th grade 6th Period for 8th grade	<b>10:53-11:35</b>	<b>*11:11-11:35*</b>	<b>11:14-11:56</b>
*Lunch for 8th grade* 6th Period for 6/7 grade	<b>11:38-12:20</b>	<b>11:38-12:20</b>	<b>*11:56-12:20*</b>
<b>7th Period</b>	<b>12:23-1:05</b>	<b>12:23-1:05</b>	<b>12:23-1:05</b>
<b>8th Period</b>	<b>1:08-1:50</b>	<b>1:08-1:50</b>	<b>1:08-1:50</b>
<b>Activity Period</b>	<b>1:53-2:30</b>	<b>1:53-2:30</b>	<b>1:53-2:30</b>

## Changing the World!

# AM / Advisory Activity Bell Schedule 2025-2026

	6th grade	7th grade	8th grade
<b>First Bell</b>	<b>7:20</b>	<b>7:20</b>	<b>7:20</b>
<b>Activity Period</b>	<b>7:24-7:52</b>	<b>7:24-7:52</b>	<b>7:24-7:52</b>
<b>1st Period</b>	<b>7:52-8:35</b>	<b>7:52-8:35</b>	<b>7:52-8:35</b>
<b>2nd Period</b>	<b>8:38 - 9:22</b>	<b>8:38 - 9:22</b>	<b>8:38 - 9:22</b>
<b>3rd Period</b>	<b>9:25 - 10:09</b>	<b>9:25 - 10:09</b>	<b>9:25 - 10:09</b>
<b>4th Period</b>	<b>10:12 - 10:56</b>	<b>10:12 - 10:56</b>	<b>10:12 - 10:56</b>
*Lunch for 6th grade* 5TH Period for 7/8 grade	<b>*10:56-11:23*</b>	<b>10:59 - 11:43</b>	<b>10:59 - 11:43</b>
*Lunch for 7th grade* 5th Period for 6th grade 6th Period for 8th grade	<b>11:26 - 12:10</b>	<b>*11:43 - 12:10*</b>	<b>11:46 - 12:30</b>
*Lunch for 8th grade* 6th Period for 6/7 grade	<b>12:13-12:57</b>	<b>12:13 - 15:57</b>	<b>*12:30 - 12:57*</b>
<b>7th Period</b>	<b>1:00 - 1:44</b>	<b>1:00 - 1:44</b>	<b>1:00 - 1:44</b>
<b>8th Period</b>	<b>1:47 - 2:30</b>	<b>1:47 - 2:30</b>	<b>1:47 - 2:30</b>

## Changing the World!

This student handbook is specific to Cope Middle School and is written in addition to the District Student Handbook. When registering students, parents/guardians are to indicate they have reviewed the Bossier District Handbook and the Cope Middle School Handbook with their child in support of their child's education.

**Cope Middle School, 4814 Shed Road, Bossier City, LA 71111**  
**CMS Main Office (318) 549-5380**      **Fax Number (318) 549-5383**

## Cope Middle School Personnel

Judy Grooms, Principal (318) 549-5385, Contact for curriculum information, school-wide suggestions and concerns, overall school program or general questions.

Tiffany Bruton, Assistant Principal (318) 549-5446, Contact for questions and concerns related to discipline, bullying issues, Special Education IEPs, public relations on Facebook, or PBIS.

Eric Lee, Assistant Principal (318) 549-5386, Contact for questions and concerns related to discipline, textbooks, bus transportation, or campus facilities.

Deputy Matt Guerrero, School Resource Officer (318) 549-5421, Contact for issues or concerns related to school or student safety.

Cindy Courtney, Counselor (318) 549-5445, Counselor for 7th grade students and 6th grade students with last names M to Z. Contact for counseling, enrollment and registration questions, scheduling, testing (LEAP) information, school records, 504 program, and conferences.

Carrie Fontaine, Counselor (318) 549-5389, Counselor for 8th students and 6th grade students with last names A to L. Contact for counseling, enrollment and registration questions, scheduling, testing (LEAP) information, school records, School Building Level Committee {SBLC}, special education program, and conferences.

Ray Smith, Instructional Coach (318) 549-5444, Contact for curriculum content, remediation, RTI, tutoring, LEAP State Testing, or public relations concerns.

Rhonda Samuels, Librarian (318) 549-5397. Contact for library books, checking out books, and library fees.

Kathy Keel, Secretary/Bookkeeper (318) 549-5388, Contact about purchases or billings, school fees, and school information

Kimberly Colbert, Clerical Assistant (318) 549-5381, Contact for general school related questions, messages for teachers, registration, info about school events, and to substitute teach.

Laurie Priestly, Attendance Clerk (318) 549-5382, Contact for attendance, absences, tardy information, unexcused tardy and absence notifications, and school information.

Tamela Little, Cafeteria Manager (318) 549-5396, Contact for questions about free/reduced meals or lunch accounts and for special dietary requirements

Amanda DelRio, School Nurse (318) 549-5441, Contact for medication administration and medical concerns for your child.

**Please visit <http://cope.bossierschools.org> for school information and calendar events. You can call or email your child's teacher for concerns about grades, classroom behavior, or report cards.**

## Cope Middle Arrival Time

The school doors open at 7:05 AM. Students should not arrive on campus before that time as they will be unsupervised. Duty personnel will report to duty at 7:05. Students who eat breakfast are to go directly to the cafeteria. Sixth and seventh grade students are to report to the commons area of the school. Eighth grade students are to report to the gym upon arrival. All students should be at school by the 7:20 AM start time/first bell.

## Cope Middle Departure Time

All students are to leave the building at 2:30 PM unless participating in a supervised extra-curricular activity. Students that ride a bus are to report immediately to their assigned bus. No student will be allowed to ride a bus home with another student without written permission from parents, approved and signed by the office staff. Buses will depart at 2:35 PM. All students being picked up by personal vehicles should be picked up no later than 2:35 PM unless they are involved in an extracurricular activity that day. Walkers should promptly leave campus following the designated walkways and obeying all directions from any school crossing guards. Walkers should not return to campus after going home.

## Car Line Procedures

As part of our ongoing efforts to ensure student safety and building security, we ask that you adhere to the following car rider procedures:

- Enter into the CMS parking lot from Shed Road nearest the chain link fence on the west side of the campus.
- Circle around to the back of campus and follow the path to the covered sidewalk.
- All cars should pull up as far as possible so that students can be dropped off efficiently and to keep traffic moving. Please wait for the signal from staff to have your child get out of the vehicle. When you drop your child off, please have him/her enter and exit the vehicle from the right side of the car onto the sidewalk on the lane nearest the curb.
- For safety purposes, we ask that no student enter and exit their vehicle from the driver's side. Please do not leave your car parked at the curb. If you need more time, please park in a designated parking spot.
- Students should only be picked up and dropped off from the awning/sidewalk area, not from the outermost lane, and/or any part of the parking lot unaccompanied.
- Students should not be dropped off from the main roadway on Shed Road in front of the school as this is a safety hazard for students, parents, and other cars traveling on the street.
- Allow extra time if you choose to use the car line because circumstances may cause delays. This is especially true during rainy weather. We appreciate your understanding and patience.
- Adhere to Louisiana law regulating prohibition of cell phone usage in a school zone.



## Tardiness

Students who are not in class at 7:23 AM are considered tardy. They should report to the office and be given an admit slip to class. Students that are late to school should be dropped off in front of the school to check in at the main office. Walkers should also come to the front of the school if past the tardy bell at 7:23.

If the tardy is due to bus problems or a doctor's appointment, the student will be given an excused tardy. The student will be held responsible for excessive tardiness to school and between classes. While our school will start tardies over each nine weeks to our second through eighth period classes, the parish policy is in place for the cumulative tardies to school for the first period. That is when the Bossier/Webster Parish Truancy Assessment and Service Center (TASC) handles the referrals for the **fifth unexcused tardy to school** and beyond.

**Reminder: 5th tardy and above to school will also require parental involvement with the Bossier Parish Truancy Center according to Act 745 of the 2008 Regular Session of the Louisiana legislature as referred to in this handbook on page 9.**

The Bossier Parish definition of a tardy states "A student shall be considered tardy to class if the student is not in the classroom when the bell to begin class ceases." Tardy shall also mean leaving or checking out of school unexcused prior to the regularly scheduled dismissal. Instructional time is too important for teachers and students and must be protected. We count tardies in each class and start over at the end of each nine weeks with our count for school consequences. Our school policy is as follows for tardiness requiring disciplinary actions:

# CONSEQUENCES

TARDIES TO SCHOOL, CLASS TARDIES, DRESS CODE,  
TECHNOLOGY MISUSE, & BEHAVIOR INFRACTIONS

<u>Number of Violations</u>	<u>Faculty / Staff Actions</u>
1 - 2	<u>Faculty/Staff</u> : <ul style="list-style-type: none"><li>Notifies student verbally</li><li>Addresses concern with student individually</li><li>Reteaches expectations</li></ul>
3	<u>Faculty/Staff</u> : <ul style="list-style-type: none"><li>Notifies student verbally</li><li>Makes a parent <u>phone call</u> to inform</li><li>Documents in OnCourse contact log and adds counselor and admin in "referred box"</li></ul>
4	<u>Counselor</u> : <ul style="list-style-type: none"><li>Meets with student face to face</li><li>Makes a parent <u>phone call</u> to inform</li><li>Documents in OnCourse contact log and adds teachers and admin in "referred box"</li></ul>
5	<u>Grade Level Team</u> meets with student during PE/elective <ul style="list-style-type: none"><li>Faculty/ staff <u>emails parent and student</u></li><li>Faculty documents in OnCourse contact log and adds teachers, counselor, &amp; admin to "referred" box</li></ul>
6-7	<u>Faculty/Staff</u> : <ul style="list-style-type: none"><li>Contact parent via <u>phone call</u>** to schedule after school detention</li><li>Violation #6 = Day #1 of ASD for minor infraction</li><li>Violation #7 = Day #2 of ASD for minor infraction</li><li>Records the violation on spreadsheet</li><li>Documents in OnCourse contact log adding admin to "referral" box</li></ul>
8+	<u>Faculty/Staff</u> : <ul style="list-style-type: none"><li>Contacts parent via <u>phone call</u>** to inform of Violation #8 + and writes a referral</li><li>Documents in OnCourse contact log adding admin to "referral" box</li><li>Admin contacts parent via <u>phone call</u> to assign GASP</li></ul>

\*\*Email will be sent in the event a parent cannot be reached via phone after 3 attempts.

\*\*Teachers will contact admin in the event they don't get a response after 3 attempts.

Consequences will be reset each grading period.

Students who are tardy to detention will be given an additional day of detention. Being prompt is a positive attribute and will be encouraged at all times. We will make every effort to teach students strategies to manage time and seek assistance from teachers in an effort to avoid being late to class.

## **Procedures for Checking In and Out of School**

Any student, who arrives at school after 7:23 AM or checks in at any time during the day, must report to the office and receive an admit to class.

No student will be allowed to leave the school premises without proper authorization from the office. Students needing to check out should give information regarding: name of the person to call, telephone number, and reason for wanting to check out to the classroom teacher. The teacher will call the office with that information. As soon as the office contacts a parent, the result of the call will be sent to the student. Office staff will leave a message for the parent if the parent has a voicemail set up and cannot be reached directly. Parents or guardians needing to check students out during the school day must report to the office and sign the checkout form. There will be no student checkouts after 2:00 as this disturbs all students in the class when an individual student is called for checkout. Students who leave class/school without permission will be subject to disciplinary action, including in-school or out-of-school suspension.

## **Make-up Work for Any Absences**

**Students are responsible for learning what assignments were missed during any absence.** Arrangements for making up assignments during an **excused** absence are left to the discretion of the teacher as to what assignments/tests are to be made up from their classes. All graded assignments can be made up for 100% credit for **excused** absences and should be made up during the same time frame as the absence occurs. For example, a student who is absent with an approved **excused** absence for three days has three days upon returning to school to complete making up any graded assignments.

Out-of-school suspensions are **unexcused** absences. Students who are suspended from school will be assigned the school work missed and receive at least 75% credit (can be up to full credit) for such work if it is completed satisfactorily and timely as determined by the school administration upon the recommendation of the pupil's teachers. This same policy will also be in effect for students who are not suspended but receive an unexcused absence. Such absences will still be declared as unexcused in attendance accounting procedures. The makeup work should be completed in the same time frame as an **excused** absence. For example, a student who is absent with an **unexcused** absence or **suspension** for three days has three days upon returning to school to complete making up any graded assignments.

It will be the responsibility of the student and their parent/guardian to get the assignments from the teachers for this makeup grading. Students and parents should access assignments by contacting the teachers via email, by telephone, or through OnCourse teacher websites. Parents may contact school office personnel at 549-5380 for absences to get class handouts sent to the office for parental pickup during extended absences or to assist in any way needed to get makeup work completed.

## **Backpack Procedures at School**

We are encouraging students to no longer bring backpacks to school. We are advocating a 2-inch zippered binder for storage of paper, spiral notebooks, school planner, calculator, a library book, and a pencil pouch to hold pencils, pens, personal money, and house keys. We will house the workbooks for content areas in the classrooms for students. Backpacks will be stored in the hallways during class time. No items of value should be left in those backpacks, including cell phones, keys, or money.

Students do not need a backpack at school as the majority of the necessary academic materials/resources are now stored in the classroom. Backpacks have become the bottomless storage bin that is no longer necessary to have. The main reason we are discouraging backpacks at Cope is for safety. Students can use their backpacks to store items that should not be in our schools such as weapons, drugs, vapes/cigarettes, lighters, prescription meds or over-the-counter medications, and other forbidden items. The backpacks are heavy for the students to carry and stick out a good distance from the back so students are bumping into each other during crowded class changes. The backpacks are a tripping hazard in the classrooms as the bags are all over the floor. Teachers have a difficult time keeping their students' attention as students are often digging in their backpacks for a variety of reasons that have nothing to do with instruction.

Athletes and spirit groups can bring their clothes for practices in a separate bag that will be taken to the locker rooms before school at 7:15 to 7:20 for storage during the school day.

If there are other reasons that a parent is concerned about their child not having a backpack in the classroom, please contact the school office and speak to Mrs. Grooms at 549-5385.

### **Bringing Items to the Office**

Sending flowers/stuffed animals, etc. to your child through the school office is discouraged. The students are not able to take the item to the classrooms. To interrupt the classroom for the child to come and see the item is also detrimental to the educational environment. Please celebrate birthdays and special occasions at home.

We ask that parents not bring forgotten papers/binders, IDs, or lunches to the school office. This takes our office staff away from their other duties to locate the child and deliver the message, disrupts the learning environment for all students if that message is delivered via intercom or phone, and does not teach the student individual responsibility. We appreciate parental support as we protect our educational priorities.

### **School-Wide Positive Behavior Interventions and Supports**

The Bossier Parish School System has implemented School-Wide Positive Behavior Interventions and Supports in elementary, middle and high schools. School-wide positive behavior interventions and supports provides a positive and effective alternative to the traditional methods of discipline. School-wide positive behavior interventions and supports methods are research-based and proven to significantly reduce the occurrence of problem behaviors in the school, resulting in a more positive school climate and increased academic performance.

Cope Middle School has implemented the School-Wide Positive Behavior Interventions and Supports System. Our Cope Cougar Code is: "Treat others the way you want to be treated." Our campus expectations are: Be Respectful, Be Responsible, and Be Safe. The mission for our SWPBIS is to establish a positive learning environment where our students and staff feel respected, responsible, and safe.

We teach these campus expectations and appropriate behaviors for all areas of our campus on the first day of school and frequently throughout the school year with lessons, video clips, reminders, and rewards for appropriate behaviors and choices. Our PBIS team is made up of staff members and parents that meet regularly to view data and share info with our whole faculty.

### **Bossier Parish Schools Progressive Discipline Plan**

The Bossier Parish Discipline Committee has developed the Progressive Discipline Plan per La. Rev. Stat. 17:416. This plan shall include:

1. Documented classroom management training for all staff in accordance with the prescribed in-service days at the beginning of each school year.
2. Documented on-line professional development that is in association with SafeSchools that will detail classroom management.

The Progressive Discipline Plan was developed to include, but not be limited in the areas of minor infractions through major infractions that coincide with minor through major interventions and consequences. The types of infractions and their consequences are as follows:

1. Minor infractions that are a result of classroom behaviors—interventions will be that of visible classroom expectations that have been taught by the teacher. A review of these classroom expectations will be communicated. Site-based discipline committees will determine the protocol for interventions that will include OnCourse notifications—parent contacts—PBIS procedures that are in place at the site—committee determined restorative practices to include and not limited to counselor visits through loss of privileges. (See File JD, Discipline for the listing of interventions)

2. Transitional behaviors that are to be included under the umbrella of minor infractions will follow the same interventions/consequences, but are associated with school wide expectations. (See number 1 of enumerated list)

3. Mid-major infractions that are a result of classroom and transitional behaviors. The site-based discipline committees will develop a plan for the infractions that are in a “non-suspension” capacity. The site-based discipline committees will identify various infractions and develop interventions that will deter such behaviors. (See File JD: Discipline for a listing on interventions/consequences) Interventions/consequences may include but not be limited to restorative practices, loss of privileges, and in-school suspension.

4. Major infractions that do not include the “big 3”. The site-based discipline committees will identify infractions that may lead to possible suspension. The sites will develop interventive actions that will be purposed to de-escalate and prevent such infractions from occurring based upon prior knowledge. This will include but not be limited to restorative/preventative practices and administrative counseling. If these efforts are negligible in correcting student behavior, the site-based administration will take appropriate actions that reflect the nature of the infraction.

5. Major infractions that will result in the possible recommendation for expulsion or transfer of placement. The site-based discipline committees will identify actions or an accumulation of actions to include the “big 3” (weapons, drugs, or when the safety of staff or students has been put into jeopardy) that may/will lead to a recommendation for expulsion. All restorative/preventative practices to include counseling through any other disciplinary measure authorized by the principal are to be used to satisfy the disruption to the school setting.

## **Cope Middle School Discipline Policies**

Cope Middle School encourages all students to display a concern for learning, show respect for self, peers, teachers, administrators, and other staff members, protect personal property and the property of others, and display appropriate social skills. Discipline is based on a philosophy designed to assist students to change inappropriate behavior and to enable them to develop self-discipline. The school notifies parents of major student problems. The following list of disciplinary alternatives may be utilized: 1) reprimand, 2) teacher conference with student, 3) teacher contact with parent, 4) referral to school counselor, 5) individual and/or group counseling, 6) teacher conference with parent, 7) deprivation of certain privileges, 8) lunch detention, 9) after-school detention, 10) in-school suspension (GASP), 11) out of school suspension, or 12) school recommendation for alternative site placement.

After a student has received three office referrals that result in school-assigned detentions for any reason, detention will no longer be a disciplinary option. Future disciplinary infractions will result in either GASP, out-of-school suspension, or a recommendation for alternative site placement.

Cope Middle School is committed to a hardline stance against physical altercations. Students involved with instigating or participating in a physical altercation will be suspended out of school and are subject to arrest by our campus SRO.

The administrators and teachers may establish additional regulations that are appropriate and consistent with school board policies.

## **After-School Detention**

After-school detention is held from 2:30 - 3:15 PM on Mondays, Tuesdays, Wednesdays, and Thursdays during the school week. This detention may be teacher-assigned for continual classroom disruptions that interfere with student learning or may be office-assigned by the school administration after receiving an office behavior referral from a faculty member. The faculty will make every attempt to contact the parent via phone or email. The student is also responsible for notifying the parent of his/her assigned detention by giving them

a copy of the teacher note or the office referral. The students must successfully complete a detention assignment during the detention.

Students must be picked up promptly at 3:15 or allowed to walk home at that time. Missing a teacher-assigned detention will result in a conference with an administrator and a re-assigned day of detention. A second missing of an assigned detention will result in an office referral with GASP consequences. Parents must notify the office at 549-5380 if detention needs to be rescheduled for any reason.

### **Behavior for Athletic Events, Concerts, and Assemblies**

Students are expected to be courteous and respectful at all school athletic events, band and choir concerts, and any school assemblies. Each student is personally responsible for the impression made by the school as a whole. Unacceptable behavior at athletic events includes rude comments to other spectators, inappropriate language, horseplay, or physical altercations. Unacceptable behavior in concerts and assemblies includes lack of patriotism, whistling, booing, uncalled for clapping, boisterousness and loud talking during a performance or program.

Students are to sit with their grade level teams during assemblies. Attendance at our school extracurricular activities are a privilege. Students who do not display appropriate behavior at athletic events or assemblies will not be allowed to attend such events.

If there is an athletic or extra-curricular event in the evening at school, students must depart the campus at the end of the school day and return to campus to attend the event during the designated time.

### **Supervision for Athletic Events, Practices, and Dances**

We provide supervision for all school sponsored events such as dances, concerts, athletic events, and spirit/athletic practices. Practices are closed for coaches/sponsors and athletes only as we need the full attention of our student athletes. Parents should provide rides for students at the end of these events as faculty/administrators want to go home, too. Please be prompt in picking up the students. We ask that our parents park in the parking lot only as we need to have room to drive our buses in and park them to allow our student-athletes to safely exit the buses when we return from away games.

Typical ending times for most events are: Dances 4:15 PM at Cope, Basketball games 6:00 PM at Cope and approximately the same end times for away games, and Football games at 7:30 PM at Airline High Stadium for our home games and the other high school stadiums for our away football games.

We encourage parental attendance at athletic events, concerts, or other extra-curricular programs as students always behave better when parents are in attendance. This is another way for parents to provide parental support for your child as well as assist the school. Parents in attendance at these events can see who their child's friends are and what behaviors they are exhibiting during these important middle school years.

### **School-sponsored Field Trips and Events**

Participation on school-sponsored field trips is a privilege. Teachers and administrators will hold all students accountable for proper behavior when representing our school on off-campus trips. Students who have numerous disciplinary infractions jeopardize their chances of being allowed to go on our extra-curricular school trips or participate in school-sponsored events. The final decision on attendance will be determined by the teachers and administration. The school may be unable to return monies collected for such trips to those students who miss going on the trip due to behavior infractions or parental decisions to use not going on the field trip as a discipline measure themselves since most monies are sent in to cover trip costs upfront as scheduling is based upon the number planning to attend.

When picking up your student upon arrival from field trips after regular school hours, please park in the parking lot. We need room to drive our buses in and park them on the curb-side near the gym to allow our students to safely exit the buses when we return.

## **Cellular Telephones and Other Electronic Devices from the Bossier Parish Schools District Handbook and with the New Louisiana Law Against Cell Phone Usage During the Instructional Day**

Act 313, a new cell phone law passed during the 2024 spring Louisiana legislative session that restricts students from using cell phones and other electronic devices during the instructional day. Bossier Schools has revised its policy to reflect the new state law:

- Cell phones must be turned off and stowed during instructional time, including from the time students get on/off the bus or in/out of a personal vehicle while on campus;
- Electronic communication devices, including but not limited to personal computers, laptops, electronic instruments, iPads, iPods, tablet devices, e-readers, smartwatches, or similar devices, must be powered off and properly stowed for the duration of the school day.
- Each violation will result in the collection of the cell phone/electronic device. More information regarding disciplinary action can be found in school handbooks.

Refusal to relinquish a device shall constitute willful disobedience and shall be handled accordingly.

The school shall not be responsible for confiscated items if not picked up by a parent within ten (10) days of the last day of school. The School Board shall not be responsible for any electronic devices or device accessories, including cell phones, lost or damaged while on School Board property.

Please note the revised policy does not apply to students who have an Individualized Education Program (IEP)/Individualized Accommodation Plan (IAP), Section 504 plan or Individualized Health Plan that requires use of an electronic telecommunication device. A properly authorized medical device worn by a student shall not be considered to be in violation of this policy. Ref: La. Rev. Stat. Ann. §§17:239, 17:416, 17:416.1. BPSB Policy: JCDAE

According to the Louisiana Law referenced above, students are not to have any electronic telecommunication devices (cell phone, personal computer, laptop, Ipad, Ipod, tablet, e-reader, smartwatch, etc.) during the instructional day. All students should **store cell phones/electronic devices in the off position** upon arrival to campus and then place them in a zippered pouch in their binder or in a purse. Electronic telecommunication devices may not be used at any time during the school day. Students who fail to adhere to this policy will be subject to the following:

**1st violation:** Phone collected and securely stored by administration; student may pick it up at end of day; and parent contacted

**2nd violation:** Phone collected and securely stored by administration; parent/guardian required to pick it up at end of day; and parent contacted

**3rd violation:** Phone collected and securely stored by administration; and parent/guardian conference with administration

**4th violation:** Phone collected and securely stored by administration; parent contacted; office referral for willful disobedience (GASP assignment)

**5th violation:** Phone collected and securely stored by administration; parent contacted; and office referral for willful disobedience with increases in consequences

These electronic devices distract all as well as interfere with learning and teaching. Every classroom on our campus has a telephone for communication and emergencies. Cell phone use will only be permitted on bus transportation to and from school.

### **Visits to the School Restrooms**

Students are encouraged to use the school restrooms at these appropriate times throughout the school day: before school, after school, during PE classes, and at lunch breaks. At these times, faculty members are available to monitor students. Using the restrooms during class time is discouraged as students cannot be monitored and instructional time is lost. We are incorporating an e-hall pass for restroom usage during class time. Teachers monitor the e-pass from the classroom and give students a hall pass if the student needs to use the restroom during academic instruction. Students who seem to frequently take advantage of this privilege during class time, instead of at the appropriate times, may be subject to minor disciplinary consequences. We want to have our students in the classroom during instruction as this loss of learning time cannot be made up and may affect the student academically.

Any student that has a medical need for liberal restroom privileges should provide the office with their doctor's authorization note. These notices would need to be updated each year as medical needs may change. Parents may contact the office at any time to discuss a special situation for their student that requires liberal restroom privileges.

### **Cope Middle School 2025-26 Student Dress Code Guidelines**

The policy of the Bossier Parish School Board shall be that no mode of attire shall be considered proper for school wear that disrupts the classroom and/or the school's positive learning environment. All schools of the Bossier Parish School Board require uniforms for students. In questions regarding student dress and grooming, the administration of each school shall make the final decision as to what is considered proper or improper dress according to the guidelines provided. The School Board desires to teach each student to use good judgment in his/her total appearance so that the attention of others is not distracted from the purpose of the school. Cleanliness and the values of the community shall be a basic consideration.

**Uniform Tops:** **White, columbia blue, royal blue, navy, orange, gray, or black colors**  
School-sponsored spirit shirts sold by Cope Middle School  
Short- or long-sleeved polo or regular shirts, in solid colors  
Short- or long-sleeved white or light blue oxford cloth shirts  
Shirts from sporting tournaments, competitions, or performances are not permitted.  
All uniform tops should be neatly tucked in at all times. Shirts should not be overly blooped as belts and waistbands must be clearly visible. Shirts should also fit correctly as shirts that are too tight or too short do not stay tucked in properly.

**Uniform Bottoms:** **Boys may wear solid navy, khaki, gray, or black pants/shorts (no stripes, small logo acceptable)** **Girls may wear solid navy, khaki, gray, or black pants/shorts/skirts (no stripes, small logo acceptable)**  
Shorts and skirts must be fingertip length and visible, not hidden by any outerwear (lampshading)

Leggings and yoga-style pants are not uniform bottoms and should not be worn. Uniform bottoms must be worn at the waist and should be correctly sized to avoid any sagging. The uniform bottoms should not be made from spandex, sweatshirt material, corduroy, flannel, or pajama-type fabrics. Girls may wear navy blue/black leggings below the knee under appropriate length skirts. No students should expose a second pair of shorts or undergarments at any time.

<b>Uniform length:</b>	Shorts, skirts, and jumpers must be of appropriate length and fit. The bottom of the wearer's fingertips when standing will be the gauge for length and should not touch any skin. Violations will be strictly enforced. The hem of the pants/shorts must not be cut, frayed, split, or torn.
<b>Outerwear:</b>	Coats, jackets, or sweatshirts ( <b>all without hoods</b> ) should be in solid colors of navy, columbia blue, royal blue, white, black, gray, or orange. Hooded outerwear is prohibited as hoods are a safety issue for student identification purposes on campus. Outerwear with large logos, such as Nike, Champion, Pink, etc. are not uniform attire. Small logos in the pocket area of the uniform top will be allowed. Blue jean jackets are not considered uniform attire.
	<p>Cope letter jackets (not multi-colored letter jackets with personalized lettering), spirit group jackets, the Cope PTO sweatshirt, and the approved Cope spirit pullover from any school organization will also be allowed. <b>None of these items should have hoods. No clothing from any other school, such as Airline High, should be worn.</b> It is not Cope apparel.</p> <p>We allow many choices from the above guidelines for outerwear that can be worn daily in classrooms. Any non-uniform outerwear should not be worn to school. This causes a problem for storage during the day, lost items that end up in our lost and found bins, and dress code violations in all classes. These non-uniform items cannot be worn during the school day at all, nor hung on any part of the body.</p> <p>We strongly encourage our students to purchase school-approved outerwear that can be worn in class. Cope Middle will not assume any responsibility for non-uniform outerwear that is collected for non-compliance by school staff. Please make sure that all outerwear is clearly labeled with the student's name on the inside tag.</p>
<b>Shoes:</b>	The student may choose the style and color of shoes with the following exceptions: Crocs and plastic clogs, flip-flops (including the designer-types), house shoes, or beach/pool/bubble slides are not allowed. Tennis shoes are encouraged for all students. Tennis shoes should have visible, tied shoelaces or fastened Velcro straps and are recommended for comfort and safety purposes. Tennis shoes are also required for physical education.
<b>Socks:</b>	The student may choose style, color, and variation of appropriate socks.
<b>Belts:</b>	The student may choose the style and color of the belt. The belt must fit into all the belt loops of the pants or shorts and must be buckled at all times. <b>No part of the belt may be hanging, including drawstrings.</b> Belts should not have oversized buckles, questionable buckle designs or sharp rivets.
<b>Headwear/Hair:</b>	Caps, hats, beanies, stocking caps, kerchiefs, and other forms of headwear are not permitted on campus. Appropriate headbands and hair bows are permitted as long as the item does not cover the ears. Hairstyles should not cover the student's face, impede vision, and detract from or disrupt the school-learning environment. The administration has the final say on what is appropriate or inappropriate for the school setting.
<b>Jewelry:</b>	Items that disrupt the classroom/campus or present a health or safety concern will not be permitted. Oversized earrings or necklaces should not be worn at school for safety reasons.
<b>Body Piercing:</b>	No other forms of body piercing (lips, tongues, noses (including septums), eyebrows, or other body parts) will be allowed for any student. The student should not get a piercing during the school year for any jewelry, except for earrings as there is not sufficient time for healing.
<b>Tattoos:</b>	Distracting, visible tattoos must be covered by clothing or a bandage at all times.
<b>Facial Hair:</b>	Beards, mustaches, goatees, or other facial hair are not acceptable for students and should be removed as needed.

<b>Airpods, Earbuds, &amp; Headphones:</b>	Airpods, earbuds, or headphones are not to be worn or visible on school grounds at any time.
<b>Spirit Days:</b>	Cheerleader, danceline, pep squad, band, choir, or athletic uniforms may be worn on game days. In addition, all students may purchase school "spirit shirts" and sweatshirts sold at the beginning of school for wear any day during the school week. Approved "spirit shirts" are those sold by Cope clubs/groups or Cope athletic teams, not by other outside vendors or homemade styles. Uniform bottoms should be worn with athletic jerseys or "spirit" shirts.
<b>Student IDs:</b>	Cope Middle School students are issued an ID badge and are required to be in possession of that ID at all times during the school day. The ID has a photograph of the student, the student's name, homeroom teacher, and grade level. These badges are used by school personnel in identifying Cope students on campus, for receiving breakfast and lunch food items in the cafeteria, and for checking out books in the library. <b>The ID badges should not be marked on or defaced in any way.</b> If students use a lanyard, it must be school appropriate. Students are furnished a first badge for free to keep and use daily. Students who lose those badges or damage the ID in any way are required to purchase a new ID for \$5 in the library to pay for the picture printing costs. SchoolCash may be used for this.

Dress code violations show a disregard for the parish/school uniform guidelines. Proper dress is a student responsibility and should be closely monitored by students and their parents. The willful disobedience of our student dress code guidelines will be addressed with proactive discipline consequences such as student and faculty conferences, parent conferences, lunch detention, denial of extra-curricular activities, after-school detention or in-school suspension (GASP) as needed.

**Note: Students should write their names on the inside label of all uniform items.**

**All lost and found items will be stored for a short period and then unclaimed items will be given to area distribution centers for the needy.**

## **Parent Involvement Plan**

The faculty at Cope Middle School believes that families have a major influence on their children's achievement in school and through life. When schools, families, and community groups work together to support learning, everyone benefits. Our term "parent" includes in addition to a natural parent, a legal guardian or other person standing in *loco parentis* (such as a grandmother or stepparent with whom the child lives, or a person who is legally responsible for the child's welfare). Parental involvement consists of regular, two-way and meaningful communication involving student academic learning and other school activities, including ensuring:

- That parents play an integral role in supporting their child's learning by communicating with teachers as needed through email, phone calls, planners, notes, or teacher websites, monitoring attendance, homework/project completion, studying for assignments and tests, and ensuring the child comes to school with appropriate materials and supplies;
- That parents are encouraged to be actively involved in their child's education at school by registering with our OnCourse platform to view online grades, by accessing school and teacher website information on the websites, accessing our social media connections on our websites and Facebook, reading the student handbook with their child, volunteering at school, joining the Cope PTO, attending annual informational meetings such as Back-to-School Night and field trip meetings, reading newsletters on our school website, flyers, or brochures that the school sends home with their child, taking advantage of the activities offered at the Bossier Parish Parent Center and their monthly calendar that are available in the school office, and checking progress reports, report cards, and standardized testing information that the students bring home throughout the year; and
- That parents are full partners in their child's education and are included, as appropriate, in decision-making, attending parent-teacher conferences, serving on advisory committees, attending

band or choir performances, academic competitions, and athletic events, observing in the classroom, utilizing surveys, attending PTO meetings and/or working on PTO committees, and other parent groups to provide feedback for parent involvement, our school improvement plan, and other issues regarding their child's education.

## **Parent Involvement Tips from the Bossier Parish Parent Center**

- Be involved in your child's education from preschool through high school.
- Let your child know that you expect him or her to do their best.
- Ask your child about his or her school day...every day.
- Become acquainted with your child's teachers and communicate with teachers often through notes, e-mail, phone conversations, and parent/teacher conferences.
- Ask your child's teachers what you can do at home to help your child do better in school.
- Attend school events such as parent/teacher conferences, open houses and Back-to-School nights, student performances in art, band, choir, and drama, athletic events, and academic assemblies as often as you can.
- Attend conferences to learn how well the children at your school are doing and how the school plans to help children do better.
- Find out if your child's school is a Title I school and ask what that means for you and your family.
- Learn about the Every Student Succeeds Act (ESSA) and how it affects you, your child, and the school.
- Join a decision-making group at your child's school such as the School Improvement Team (Sff), Parent Teacher Association, and/or a Booster Club.
- Help your child sign up for a library card in his or her name.
- Ask your child's teacher for a list of books that your child can read to you or that you can read to your child.
- Ask your child every day if he/she has homework.
- Talk with your child on the porch, deck, on a walk, or in the car.

## **Conferences and Visitations**

Parents are encouraged to visit our school, attend assemblies or athletic events, participate in our PTO activities, and become an active part of our school community. All visitors must report to the principal's office immediately upon coming onto school grounds. They must sign in and out, indicate the purpose of the visit, and wear the visitor's badge issued to them.

All visits to the classroom must have approval from the office. These visits must be purposeful, planned ahead of time, and not disruptive to the learning environment.

All teacher conferences will be scheduled through our counselors. Conferences can be scheduled by calling the school counselors, Carrie Fontaine at 549-5389 for all 8<sup>th</sup> grade students and 6<sup>th</sup> grade students with last names A to L or Cindy Courtney at 549-5445 for all 7<sup>th</sup> grade students and 6<sup>th</sup> grade students with last names M to Z. Conferences with teachers will be arranged before school at 7:05, after school at 2:30, or during the teacher's planning time.

### **Teacher and Office Telephone Information**

Our school number is 549-5380. If your call goes to voicemail, please leave a message. The phone messages are checked throughout the day. If you need to speak to your child's teacher, leave the teacher a message on their voicemail. The teacher will check the voicemail before and after school and during their planning period. The office telephone is used for school business and may be used by students only in cases of emergency and with the permission of the office personnel. Students should not be called out of class to the telephone. We will deliver emergency messages.

### **Textbooks/Library Books**

Workbooks and other academic materials are assigned to students on a loan basis as needed as ELA, math, social studies, and science materials are consumable. Students will have access to instructional materials in the classroom during the school year. Students are not to carry these books between home and school. Most of our textbooks are now available in an online version. Students should have a study area at home and an established study time. We encourage about 30 minutes of homework or studying each night for sixth grade students, 45 minutes for seventh grade students, and approximately 60 minutes for eighth grade students.

Students are responsible for the care of their library books that may be checked out for classroom use or read at home. Library books should be turned in by their due date. Library fees are assigned and collected for overdue books. Missing or damaged library books must be paid for replacement cost.

### **Student Planners**

Each student will receive a student planner on his or her first day of school. This planner is to be used in each classroom to record assignments for class or homework. The students will write information in their planners every class period. Parents should look at the planners to locate information about assignments, class work, and projects. The planner is an excellent way to stay informed about material the student is learning on a daily basis. There is also a place for parents and teachers to daily communicate with each other. If the planner is lost, the student should purchase a replacement in the office as soon as possible. Teachers will take a classwork grade on the planner information throughout the grading period.