

SCOTLANDVILLE PRE-ENGINEERING MAGNET ACADEMY



2023-2024 STUDENT HANDBOOK

Principal
JANNETTE C. DAVIS

Scotlandville Middle Pre-Engineering Magnet Academy

2023-2024 Student Handbook

"Cultivating the Art of Engineering Excellence"

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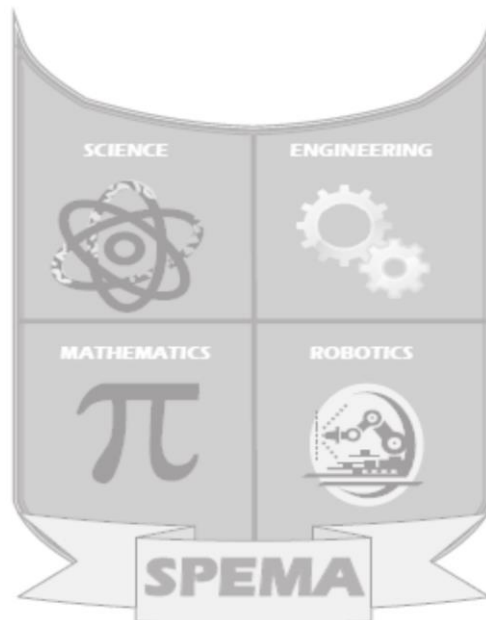
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Dean of Students



2023 -2024 Calendar

August	1 st – 8 th	In Service Meetings (Students do not attend)
	9 th	First Day for Students
September	4 th	Labor Day (Students do not attend)
	11 th	End of the 4 ½ Weeks
	20 th	Early Dismissal (11:30 AM)
October	11 th	End of the 1 st Nine Weeks
	12 th	Professional Development (Students do not attend)
	13 th -16 th	Fall Break (Students do not attend)
November	13 th	End of the 4 ½ Weeks
	17 th	District Professional Development (Students Virtual)
	20 th – 24 th	Thanksgiving Holiday (Students do not attend)
December	15 th	End of the 2 nd Nine Weeks & 1 st Semester
	18 th – 29 th	Christmas/Winter Break (School System Closed)
January	1 st – 3 rd	Christmas/Winter Break (School System Closed)
	4 th	In Service Meetings (Students do not attend)
	5 th	Second Semester Begins – Students Return
	15 th	Dr. Martin Luther King Holiday (Students do not attend)
February	5 th	End of the 4 ½ Weeks
	9 th	District Professional Development (Students Virtual)
	12 th – 14 th	Mardi Gras Holiday (School System Closed)
March	13 th	End of the 3 rd Nine Weeks
	20 th	Early Dismissal (11:30 AM)
	29 th	Good Friday (School District Closed)
April	1 st – 5 th	Spring Break (Students do not attend)
	22 nd	End of the 4 ½ Weeks
	23 rd – 30 th	LEAP 2025
May	1 st – 2 nd	LEAP 2025
	16 th -21 st	Exams
	20 th - 22 nd	Early Dismissal (11:30 AM)
	22 nd	Last Day for Students
	23 rd	Last Day for Teachers

Vision and Goals

“Cultivating the Art of Engineering Excellence” is our theme at Scotlandville Pre-Engineering Magnet Academy. Our vision is to integrate a rigorous 21st Century learning environment that will produce global learners, independent thinkers and future leaders in **Science Technology, Engineering, Arts and Mathematics**. Our goal is to, promote student collaboration and educational excellence to prepare today’s youth to pursue careers in **STEAM** related fields.

Our school Core Values are reflected in the acronym **RAISE**. **Respect** – we respect one another’s right to safety and dignity at school. We will speak to each other with calmness, politeness, and civility. **Accountability** – We hold ourselves accountable for our actions, admit when we failed our own standards, and always strive to be our best selves. **Integrity** – We are both honest and driven by a clear moral compass. We strive to do the right thing at all times. **Spirit of Excellence** – We strive for excellence in academic, athletic, and artistic pursuits. We must model these expectations for our students.

The Student Handbook is designed to provide operational guidance. Please read it and the EBR Student Rights and Responsibilities Handbook and Discipline Policy in their entirety as you are responsible for knowing what they say and following the information outlined in them.

Scotlandville Pre-Engineering Magnet Academy does not discriminate on the basis of race, sex, color, national origin, or disability.

School Day

The school day begins at 7:05 a.m. and ends at 2:30 p.m. Students are not allowed on campus prior to 6:50 a.m. Students must leave campus by 2:45 p.m. unless attending an extracurricular activity.

Arrival

1. Upon arrival, students must report to the cafeteria to eat their breakfast and then to their 1st period class. Students not eating breakfast will report directly to their 1st period class. Students may not roam the campus or enter buildings without permission.
2. Students arriving after 7:10 must report to the office to check-in and obtain a tardy slip. The student **must** be signed in by a parent/guardian.
3. Students arriving on a late bus must report to the office to check-in and obtain a slip to class.

Check-in Procedures

1. Any student who reports to school after the 7:10 tardy bell must report to the Front Office prior to reporting to class.
2. Students who check in late will be given either an excused or unexcused admit to class. Students will not be allowed to enter class without an admit from the office.
3. Students who check in late and do not have one of the state-approved excuses will receive an unexcused tardy.

Check-out Procedures

1. Only parents/legal guardians or those designated on the student's Emergency Card or contact information may check a student out of school with proper ID.
2. Students may not check-out after 1:45 p.m.
3. Students are responsible for making up any work that was missed due to checking out.

Attendance Policy

1. Minimum attendance requirements will be followed per the East Baton Rouge Parish School Student Handbook. Students may not have more than 5 unexcused absences for each semester which equals 10 unexcused absences for the school year.
2. Upon returning to school from each absence, students will be required to present to the office a note from home, doctor, court, obituary, etc., stating the reason for the absence.
3. A parent/legal guardian may submit 5 parent notes per semester. **Parent notes will only excuse 5 days per semester.**
4. The note will be marked excused or unexcused in accordance with the law on pupil attendance.
5. Extenuating circumstances must be requested from Child Welfare and Attendance for unexcused absences exceeding the 10 allowed for the school year.
6. Students should bring notes to the office before school starts.

Tardy Policy

1. Any student who reports to school after the 7:10 tardy bell must report to the Front Office prior to reporting to class.
2. Students who check in late will be given either an excused or unexcused admit to class. Students will not be allowed to enter class without an admit from the office.
3. Students who check in late and do not have one of the state-approved excuses will receive an unexcused tardy.
4. Students who are not in class when the tardy bell rings in periods 2 thru 4 will be marked tardy by the teacher.
5. Any student who is more than five minutes late to class will be considered cutting, and the student will receive a behavioral referral.
6. Unexcused tardies will be dealt with as follows:
 - 1st Tardy: Warning
 - 2nd Tardy: Warning/Parent Contact
 - 3rd Tardy: Lunch Detention
 - 4th Tardy: Behavior Clinic
 - 5th Tardy: Saturday Detention/In School Suspension
 - 6th Tardy: Start at 3rd Tardy Consequence

Uniform and ID Policy

In order to maintain a positive learning environment, ensure safety of all students, and create consistency among the student body. All students attending Scotlandville Middle Pre-Engineering Magnet Academy must adhere to the uniform and ID policy.

Tops

1. Students may **only** wear a navy blue polo style uniform top.
2. Students may **not** wear a shirt that has other logos or symbols on it.
3. Students' shirts must be tucked into pants at all times.

4. Uniform collars must be seen at all times.
5. Undershirts must not be seen if worn under the uniform shirt.
6. Approved SPEMA t-shirts may be worn on spirit days or for special events.

Bottoms

1. Students may only wear **standard navy blue or Khaki** uniform pants or shorts. Shorts may not be more than 5 inches above the knee.
2. Students **may not** wear jeans, cargo pants, pants with metal studs, skinny fit pants, capri pants, cropped pants, elastic waist pants, elastic bottom pants, skirts or skorts.
3. Pants/Shorts must be cuffed or hemmed at the bottom.
4. Pants/Shorts must be worn at or above the waist and be of appropriate size.
5. Pants/Shorts must have belt loops, and students are required to wear a belt at all times.
6. Belts must be plain and cannot have any type of writing, metal studs, be oversized, be electronic, or have nameplate buckles.
7. Pants may not be tucked into socks/shoes or tied with shoelaces.

Outerwear

1. Students' outerwear must be in accordance with the East Baton Rouge Parish School System Student Rights and Responsibilities Handbook. No denim, vests, or outer shirts. Logos, pictures or graphics deemed inappropriate/offensive by administration are not allowed.
2. Students may wear SPEMA sweatshirts or navy blue, gray or black sweaters, sweatshirts or jackets as approved outerwear inside the building.
3. Students **may not** wear any type of other shirt over the uniform shirt including thermal shirts, long sleeve shirts, or pull over vests.
4. Hoods **may not** be worn inside the building.

Shoes

1. Students may **only** wear closed-toe, closed-heel shoes.
2. Shoes can be sneakers, loafers, or lace-ups. Boots can be worn. **Pants cannot be tucked into boots.**
3. Sandals, flip flops, house shoes, slippers, Crocs, or any other type of backless shoe **cannot** be worn.
4. Shoes with heels over 2 inches or excessively raised soles are not permitted due to safety on campus.

Mandatory IDs

1. Students **must** have their ID to check books out of the library, have access to Chromebooks, purchase concessions or tickets to school events, or attend school events.
2. Students **must** wear their student ID at all times while on campus. The ID must be worn around the neck and visible.
3. Failure to wear the ID properly will result in a dress code violation.
4. A replacement ID may be purchased for \$7.00.

General Dress Code Regulations

1. Caps, hats, or head coverings of any type, including bandanas, sweatbands, ear coverings, scarves, hair wraps, etc., are not to be worn at school.
2. Earrings must not be bigger than a quarter.
3. Neither boys or girls may wear visible body or facial piercing jewelry. Body piercing jewelry may not be covered by bandages.

4. Students are prohibited from wearing enhanced/artificial (synthetic) eyelashes during normal school operations.
5. Rollers, curlers, picks, or combs in hair are not permitted.
6. Color of hair including extensions deemed inappropriate by administration or cutting of symbols or designs are prohibited.
7. Sunglasses may not be worn at school, unless they are prescription sunglasses and approved by an administrator.
8. On days designated as “free dress” and special events, students must follow the Dress Code policy as printed/announced.

Free Dress Guidelines

Students **MAY NOT** wear:

1. Pajamas.
2. Clothing that contains obscene language, sexual content, or references to alcohol or drugs (i.e. marijuana socks, etc.).
3. Flip flops, sandals, slippers, house shoes, Crocs, or open toe shoes of any kind.
4. Ripped jeans, jeans that appear to be ripped/torn, joggers, jeggings, leggings, shorts, skirts, skorts, or pants without belt loops.
5. Spaghetti strapped shirts, sleeveless shirts, tank tops, or crop tops.
6. See through apparel.
7. Anything else deemed inappropriate by the SPEMA administration.

Dress for Success Guidelines

Female students **MUST** wear:

1. Shirts or dresses with sleeves. They may be solid colored, striped, prints, or plaid. Graphic designs are not allowed.
2. Dresses or skirts that are knee length when seated or pants that are not tight fitting and ankle length or longer.
3. Closed toe shoes with a heel height of three inches or less.
4. See through or revealing clothing is **not** allowed.

Male students **MUST** wear:

1. Dress or polo style shirts. They may be solid colored, striped or plaid. Graphic designs are not allowed.
2. Ties or bow ties with dress shirts.
3. Pants must have belt loops and are at least ankle length. They must be hemmed or have a sewn cuff. They may not be “rolled up.”
4. Closed toe dress shoes. Tennis shoes are not allowed.

*** Due to the current health crisis (COVID-19), face masks/coverings are optional**

Dress Code and ID Violation

Consequences for uniform and ID violations will follow the guidance spelled out in the East Baton Rouge Parish School System Student Rights and Responsibilities Handbook. Students who are in non-compliance with dress code regulations will not be allowed to attend class. New students entering school must be in uniform the first day of school after registration

Academic Policies

Magnet Policy

1. Students must maintain a 2.5 GPA.
2. Students without a 2.5 GPA at the end of the nine weeks will be placed on probation.
3. Students must behave in an appropriate manner and follow all district, school and classroom rules as outlined in the Student Rights and Responsibilities handbook.
4. Parents/Guardians of students placed on academic probation are required to attend a probation meeting to discuss the academic performance of their child.

Report Cards

1. Progress Reports are issued every 4½ weeks (4 per school year).
2. Report Cards are issued at the end of each nine weeks (4 per school year).
3. Parents can access their child's grades through the Student Progress Center. The code to access the account can be obtained from the school's Front Office.

Grading System

A = 93 – 100

B = 85 – 92

C = 75 – 84

D = 67 – 74

F = 66 and below

Parent Conferences

1. Parents/Guardians may make appointments for conferences with teachers or counselors 24 hours in advance by calling the school office.
2. Parents must have a scheduled conference to meet with a teacher.
3. Classes will not be interrupted for impromptu parent conferences.

Make-up Work Policy

1. Students have **three days** to arrange make-up work with their teacher(s) for approved absences. It is the student's responsibility to obtain make-up work from their teacher(s). Students with an excused absence will be given the same amount of time to complete the work as the students present in class.
2. Students should get notes from a reliable student.
3. Students who are absent from school due to approved school functions are responsible for obtaining their own make-up work.
4. Students need to meet with teachers and plan ahead if they know they will be absent.
5. Students present with the work was assigned, but who fail to complete the work must complete and submit the missing work not more than three days after the due date. A 10 percent penalty will apply.

Library

1. The school library is available during school hours, 6:50 – 2:25, for students' use.
2. Students not accompanied by a teacher should have an official hall pass from a teacher and present it to the librarian, except during the lunch periods and before or after school.
3. A five-cent per day fine will be levied for each day for overdue books.
4. Students are expected to follow all library rules and regulations.

Chromebooks

Students will utilize Chromebooks during the instructional day. Chromebooks are to be used for instructional activities only and are monitored by the school and district. All EBR Technology Use Policies are in effect. Students are responsible for taking care of the Chromebook and using it responsibly. Students will have to cover the cost of repair in the event the Chromebook is damaged. Students and parents will sign a Chromebook Contract before the device is issued.

General Policies

1. All students must have an emergency card completed, signed, and on file in the attendance office. Any changes to the information on the card shall be made immediately. Only persons in the contact information on file or on the Emergency Card will be allowed to check students out of school.
2. Students cannot leave the campus once they arrive without being checked-out by a parent/guardian.
3. Students **may not** have commercial food (McDonald's, Burger King, Subway, etc.) on campus.
4. Food, beverages, or beverage containers **may not** be brought to school unless deemed as approved school lunch or required as indicated by a doctor's note.
5. Students must have a properly completed hall pass to leave class. Students CANNOT leave class without a hall pass.
6. Students are not allowed to loiter in the halls, walkways, or bathrooms during the change of class.
7. Students are required to leave the cafeteria after they have finished eating. Students **may not** take food, eating utensils, straws or drink containers from the cafeteria.
8. The office **does not** accept deliveries of non-school related items for students.
9. Students must be picked up immediately after the conclusion of extracurricular activities. If students are not picked up promptly after the event, they will not be allowed to attend future events.
10. Students found damaging or destroying school property will be liable for paying for damages or replacing damaged property and receive appropriate disciplinary action.
11. Students are not allowed to make physical contact with each other while on campus or at school sponsored activities.

Discipline Policies

It is impossible for teaching and learning to take place in a classroom unless good order is maintained. Students are reminded that they must adhere to a code of good behavior not only for their own benefit, but for the benefit of others as well. Policy and guidelines outlined in the EBR Student Rights and Responsibilities Handbook and Discipline Policy and the SPEMA Student Handbook must be followed. It is your responsibility to read both documents.

1. Students are not allowed to use any electronic devices including (but not limited to): cellphones, MP3 players, and gaming devices. The devices will be confiscated if visible and/or deemed to be in use without authorization. The devices must be picked up from the front office by the student's parent or guardian. The items may be picked up between 7:00 a.m. and 2:45 p.m. The third confiscation of the device will result in it being held until the last day of the semester.
2. The school is not responsible for any lost, stolen or confiscated items, and is not required to investigate lost or stolen items.
3. Any inappropriate language including: racial comments, sexual orientation, or vulgar language (verbal or written) will not be tolerated and will result in severe disciplinary action.

4. Fighting on campus, on the school bus, at the bus stop, at the transfer bus site, or in walking distance to and from school will result in disciplinary action. Fighting will be addressed as indicated by the East Baton Rouge Parish School System Policy.
5. Louisiana state law prohibits students from carrying firearms, knives, or any other items that might inflict harm or injury to another person. Possession and/or use of a weapon constitutes a recommendation for expulsion and may lead to arrest.
6. Any student involved in any type of bullying, including cyber bullying, will receive disciplinary actions as indicated by the East Baton Rouge Parish School System Student Rights and Responsibilities Handbook.
7. Louisiana state law prohibits students from bringing, distributing or consuming tobacco products, alcohol, or drugs of any kind. Students will be disciplined in accordance with East Baton Rouge Parish School System Policy.

Care of School Property

It is essential that a total respect for public property be fostered. Students who damage or destroy school property shall be required to make restitution. Disciplinary action may be taken to ensure property and facilities are appropriately maintained.

Corridor Courtesy

1. Students must walk to the right when moving through the halls.
2. Do not stand in the hall during class changes. Keep moving.
3. Move through the hall quietly, and be considerate of other students in classrooms.

Parental Involvement/Volunteering

The school is always in need of parental volunteers. Your help and support are needed for our school to achieve its mission and goals. There are many opportunities to serve. These include: campus beautification, being a teacher's aide, or serving on our multiple committees through the PTO. Parents can view our school Parental Involvement Policy located on our website.

Campus Visitors

All persons entering SPEMA must check in with the Front Office and receive a Visitor's Pass.

SPEMA PBIS Policy

Be Respectful
Be Responsible
Be Positive
Be Safe

1. Students may receive Stallion Bucks/tokens for following the PBIS Policy. Stallion Bucks/tokens will be used to purchase items from the PBIS Store.
2. There will be monthly school events for students that have not received any disciplinary referrals.
3. There will be an end of the year event for students that have not received any disciplinary referrals for the entire school year.

SPEMA Student Fee

Each student at SPEMA will be required to pay a **\$60.00** registration fee. The fee will be used to cover the cost of the following items:

1. Logistical Fee – school app, school website, supplemental campus security
2. Enrichment Fee – technology, materials, supplies and resources

******The Registration Fee must be paid prior to participation in extracurricular activities.******

*****Fees not covered by the registration fee may be required for other classes.**

NOTE: 8th graders will pay additional fees for 8th grade activities. More information will be provided.

Grading Periods

1 st 4½ Weeks Ends	September 11, 2023
1st Nine Weeks Ends	October 11, 2023
2 nd 4½ Weeks Ends	November 13, 2023
2nd Nine Weeks Ends	December 15, 2023
3 rd 4½ Weeks Ends	February 5, 2024
3rd Nine Weeks Ends	March 13, 2024
4 th 4 ½ Weeks Ends	April 22, 2024
4th Nine Weeks Ends	May 22, 2024

Clubs

SPEMA offers a variety of clubs and organizations to which students may belong. Students will select the club of their choice in early September.

Sports

1. Football
2. Volleyball (Girls)
3. Girls' Basketball
4. Boys' Basketball
5. Girls' Softball
6. Girls' Track
7. Boys' Track
8. Cheerleading

Bell Schedule

1 st / 5 th Period	7:10 – 8:51
2 nd / 6 th Period	8:54 – 10:31
Lunch / Break	10:31 – 11:06
3 rd / 7 th Period	11:10 – 12:47
4 th / 8 th Period	12:50 – 2:30

NOTE: ADDENDUMS TO THE HANDBOOK MAY BE ADDED DURING THE SCHOOL YEAR.

