



**Lake Arthur
Elementary**

2017 – 2018

Parent/Student Handbook

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INTRODUCTION SECTION

Welcome from Administration

On behalf of the administration team, faculty, and staff, we would like to welcome you to the 2017 – 2018 school year! We look forward to working with you to ensure our children can achieve their highest potential. In order to be successful our children need support from both home and school. We know that each student is unique with differing backgrounds, experiences, and learning styles. Your interest, involvement, and support are instrumental in making this a memorable and rewarding school year. This handbook will answer many questions you may have about the upcoming school year. We are proud to have you as part of the Lake Arthur Elementary family.

School Leadership Roster

Administrators

Donna Woods, Principal
Maura Guillory, Assistant Principal

Counselor

Stephanie Reed

Faculty & Staff

Pre – K

B. Maples
M. McGee
C. Theriot

Kindergarten

A. Gant
R. Hornsby
M. Paquette
C. Savoie

First

E. Broussard
M. Broussard
H. Hanks
T. Trahan

Second

R. Abshire
J. Rogers
N. Stagg

Third

J. Alexander
K. Bertrand
A. Breaux
J. Prielipp

Fourth

D. Harrington
C. Naquin
M. Oustalet

Fifth

C. Green
C. Guidry
R. Simon

Sixth

R. Campbell
P. Leger
L. Sittig

Special Education

R. Harris
T. Linscombe

Librarian

A. Zaunbrecher

Speech Therapist

A. Naquin

Lab Managers

J. Conner
D. Trahan

Pre – K Aides

C. Benoit
M. Hibbitts
C. Stevens

Special Education Aides

A. Constantine
N. Jones
S. Onellion

Secretaries

S. Thibodeaux
M. Schlesinger

Custodians

J. Byler
T. Leger
P. Richard

IDENTIFICATION SECTION

Jefferson Davis Parish School System Mission Statement

“Jefferson Davis Parish School System will provide all students with educational opportunities to achieve success in a multicultural, global society.”

Lake Arthur Elementary Mission Statement

“Lake Arthur Elementary School will provide quality instruction to meet the learning needs of all students.”

In compliance with Title VI, Title IX, and Section 504 of the Rehabilitation Act of 1973, Lake Arthur Elementary School upholds the following policy: This is an equal opportunity school and is dedicated to a policy of non-discrimination in employment or training. Qualified students, applicants, or employees will not be excluded from any course or activity because of age, race, creed, sex, religion, national origin, or qualified handicap. All students have equal rights to counseling and training.

If you have questions, call the coordinator at 824 – 1834.

The information included herein is subject to change as deemed necessary by the administration to ensure effective application of the policies of the school and the Jefferson Davis Parish School Board.

Guidance and Counseling

The guidance and counseling program at Lake Arthur Elementary is designed to assist your child in making the most of his/her educational experience. Services are available to all students in a variety of settings and are preventive as well as remedial in nature. The guidance and counseling services are vital components of the educational process, which enables students to assess their needs, recognize their abilities, and formulate strategies to achieve their potential. These services assist students to make sound decisions and become responsible, productive, life-long learners. If the counselor deems it necessary to include your child in any groups or activities, she will do so unless you notify the school that you do not wish your child involved.

PROCEDURES SECTION

ACADEMICS

Grading Scale

A = 100 – 93	S = 100 – 85
B = 92 – 85	
C = 84 – 75	N = 84 – 67
D = 74 – 67	
F = 66 – 0	U = 66 – 0

Progress Reports and Report Cards

Progress Reports will be sent home the middle of each nine weeks and with the report card at the end of each nine weeks. The following are the dates for report cards:

October 16, 2017 – end of 1st nine weeks

March 15, 2018 – end of 3rd nine weeks

January 8, 2018 – end of 2nd nine weeks

Last Report Card will be mailed home

Honor Roll and Banner Roll

Elementary students must be working on grade level or above in academic subjects in order to be eligible for honor roll and banner roll recognition. In order for a student to receive recognition for banner roll a student must receive an A in every graded subject every nine weeks. In order for a student to receive recognition for honor roll, a student must receive no lower than a B in every graded subject every nine weeks.

Test Papers

Test papers will not be sent home again this year. Teachers will file all test papers in student folders after reviewing the results with the students. If parents want to view the test, they may call the front office to set up a time to view them but will not be allowed to take them home or copy them.

Textbooks

Textbooks are the property of the State of Louisiana and are loaned to the students. A book that is loaned is expected to show a reasonable amount of wear. However, markings, torn pages, broken backs and other misuse may result in a monetary payment for the book. Lost textbooks and library books must be paid for by the student.

Homework Requests

Homework requests should be made prior to 7:40 a.m. Homework should be in the office for parental pick up by 2:50 p.m. Parents may pick up homework in the office from 2:50 p.m. until 3:30 p.m.

Make-Up Work

A student must have an excused admit from the office before being allowed to make up any work. Students who miss four (4) or more consecutive days of school will be allowed ten (10) school days from the date of return to make up the work. Students who miss less than four (4) consecutive days must make up the work missed within three (3) days from the date of return. If the student misses only the day of the assigned test, upon returning he/she must take the test if the teacher desires. It is the responsibility of the student to make arrangements with the teacher to make up any work missed.

Cheating

If a student is caught cheating (talking during an exam, has a cheat sheet, is copying from another student, giving answers to another student or any other form of cheating), the following procedures will be followed:

PreK – 3rd grade: Principal and teacher will determine consequence

4th – 6th grade: Student will receive a zero (0) on the material and may be suspended or expelled

Jeff Davis Parish Promotion Policies (changes to these policies are highlighted)

Kindergarten:

During the first three weeks of school, Kindergarten teachers shall observe, document, and reflect on learning and development of Kindergarten children assigned to them while transitioning into the new school year.

Kindergarten shall begin using S, N, U grades during the fourth week of the first nine week period.

Kindergarten shall have a minimum of four (4) major grades in the first nine week period and the student's lowest major grade shall be dropped. The Quarterly Exam will be added into JCampus after the lowest grade is dropped. For the 2nd – 4th nine week periods Kindergarten shall have a minimum of six (6) major grades per nine weeks and the student's lowest major grade shall be dropped. The Quarterly Exam for the 2nd – 4th nine

week period will be added into JCampus after the lowest major grade is dropped. The QE shall not be dropped. Students scoring 80% on the Kindergarten ELA Exit Test and 80% on the Kindergarten Math Exit Test shall be promoted to first grade.

- A. Attain 80% proficiency in Kindergarten Louisiana ELA Standards as measured by the JDP Kindergarten ELA Exit Test and determined by the teacher.
- B. Attain 80% proficiency in Kindergarten Louisiana Mathematics Standards as measured by the JDP Kindergarten Math Exit Test and determined by the teacher.

First Grade:

Students in grade one (1) shall have combined grades for Language/Reading (ELA) beginning the 2017-2018 school year and beyond. Spelling, Accelerated Reader, Accelerated math, and homework shall NOT count as a grade at any grade level in any subject.

- A. Students must achieve an average of a D (.6) in both ELA and Mathematics. At least three (3) quality points must be earned with one (1) quality point earned in the third or fourth nine weeks. Session grades will be determined by adding the quality points of grades earned from the first through the fourth nine weeks and dividing the sum by four. If one (1) quality point has not been met the second half of the year, an F is recorded for the session.
- B. Demonstrate content standard skills as defined by Louisiana State Standards.
- C. Students will receive a grade of S, N, or U (SNU numeric) in Art, Music, PE, Science, and Social Studies and grades of A-F in all other subjects.

Second Grade:

Students in grade two (2) shall have combined grades for Language/Reading (ELA) beginning the 2017-2018 school year and beyond. Spelling, Accelerated Reader, Accelerated math, and homework shall NOT count as a grade at any grade level in any subject.

- A. Achieve an average of a D (.6) in both ELA and Mathematics. At least three (3) quality points must be earned with one (1) quality point earned in the third or fourth nine weeks. Session grades will be determined by adding the quality points of grades earned from the first through the fourth nine weeks and dividing the sum by four. If one (1) quality point has not been met the second half of the year, an F is recorded for the session.
- B. Demonstrate content standard skills as defined by Louisiana State Standards.
- C. Students will receive a grade of S, N, or U (SNU numeric) in Art, Music, PE, Science, and Social Studies and grades of A-F in all other subjects.

Third Grade:

Students in grade 3 shall have combined grades for Language/Reading (ELA) beginning the 2016-2017 school year and beyond. Spelling, Accelerated Reader, Accelerated Math, and homework shall NOT count as a grade at any grade level in any subject.

- A. Achieve an average of a D (.6) in 3 of 4 major subjects (English Language Arts, Math, Social Studies, or Science) either through regular school, summer school, or the Academic RTI 2.0 Cycle of Instruction. The SBLC will review all cases where a student does not pass all 4 major subjects and determine if the student will be promoted or retained. Students who fail three or more core subjects (English Language Arts, Social Studies, Science, or Math) will not be eligible to attend summer school for promotional

purposes anywhere (either in or out of district) and will have to repeat the grade they failed. At least ~~two~~ **three (3)** quality points must be earned with one quality point earned in the **third or fourth nine weeks**. Session grades will be determined by adding the quality points of grades earned each **nine** weeks and dividing the sum by **four**. If **one (1)** quality point **has** not been met the second half of the year, an F is recorded for the session.

- B. Demonstrate content standard skills as defined by **Louisiana State Standards**.
- C. Students will receive a grade of S, N, or U (SNU numeric) in Art, Music, and P.E. and grades of A-F in all other subjects.

Fourth and Fifth Grade:

Students in grades 4-8 shall have combined grades for **Language/Reading (ELA)** beginning the 2015-2016 school year and beyond. **Spelling, Accelerated Reader, Accelerated Math, and homework shall NOT count as a grade at any grade level in any subject.**

- A. Achieve an average of a D **(.6)** in 3 of 4 major subjects (English Language Arts, Math, Social Studies, or Science) either through regular school, summer school, or remediation. The SBLC will review all cases where a student does not pass all 4 major subjects and determine if the student will be promoted or retained. Students who fail three or more core subjects (English Language Arts, Social Studies, Science, or Math) will not be eligible to attend summer school for promotional purposes anywhere (either in or out of district) and will have to repeat the grade they failed. At least **three (3)** quality points must be earned with one quality point earned in the **third or fourth nine weeks**. Session grades will be determined by adding the quality points of grades earned each **nine** weeks and dividing the sum by **four**. If **one (1)** quality point **has** not been met the second half of the year, an F is recorded for the session.
- B. Demonstrate content standard skills as defined by Louisiana State Standards. First time Grade 4 students' successful completion of grade-level coursework will be the principle criteria for promotion in school year 2014-2015 and beyond.
- C. A student who has repeated the fourth grade and who is 12 years old on or before September 30 shall be promoted according to the Jefferson Davis Parish Pupil Progression Plan.
- D. A student who has been retained one or more times for any reason in grades K thru Four, and who has successfully received remediation through the school's **Academic RTI 2.0 Cycle of Instruction** and RTI Process to the level that he/she was successful in grade level (4th grade) ELA and Math coursework and has successfully met the Jeff Davis Parish Promotion and Attendance Criteria for the Fourth Grade, may be PLACED in the Sixth Grade by the individual school's SBIT with written confirmation that the parent feels this is an appropriate placement for their child.

Sixth, Seventh, and Eighth Grades:

Students in grades 6-8 shall have combined grades for **Language/Reading (ELA)** beginning the 2015-2016 school year and beyond. **Spelling, Accelerated Reader, Accelerated Math, and homework shall NOT count as a grade at any grade level in any subject.**

- A. Students must achieve an average of a D **(.6)** in 3 of 4 major subjects (English Language Arts, Math, Social Studies, and Science) either through the school's **Academic RTI 2.0 Cycle of Instruction** or RTI Process.
- B. At least **three (3)** quality points must be earned with one quality point earned in the **third or fourth nine weeks**.

- C. Session grades will be determined by adding the quality points of grades earned each **nine** weeks and dividing the sum by **four**. If **one (1)** quality point **has** not been met the second half of the year, an F is recorded for the session.
- D. Students who fail three or more core subjects (English Language Arts, Social Studies, Science, or Math) will not be eligible to attend summer school for promotional purposes anywhere (either in or out of district) and will have to repeat the grade they failed. Substitution of subjects in summer school is not allowed for promotion. The SBLC will review all cases where a student does not pass all 4 major subjects and determine if the student will be promoted or retained.
- E. Students in grades 1 – 8 shall have a minimum of six (6) major grades per nine weeks and the student's lowest major grade shall be dropped. In JCampus the Quarterly Exam grade shall be entered after the lowest major grade has been dropped. The QE shall not be dropped.
- F. At the conclusion of the 2014 – 15 school year and beyond, due to a delay in test scores resulting from the administration of new assessments, placement decisions for third through eighth (3-8) grade students shall be made according to the Jefferson Davis Pupil Progression Plan. The main factor considered when determining proficiency and placement of third through eighth (3-8) grade students in the absence of state approved standardized assessment scores will be the student's successful completion of the required course work as outlined in Pupil Progression Plan. Additional indicators of readiness to be considered shall be a body of data including, but not limited to a student's level of performance on the **Quarterly Exams**, State released practice tests, Accelerated Reading, Accelerated Math, and any other appropriate data.
- G. Eighth grade students who fail to meet the passing standard may be placed on a high school campus in a transitional ninth grade. This decision shall be made by the school in which the student is enrolled as an 8th grader in consultation with the student's parents. Students placed in a transitional 9th grade shall meet the following criteria:
- Students shall be required to participate in the school's **Academic RTI 2.0 Cycle of Instruction, RTI Process**, and demonstrate mastery of skills for the subject(s) students failed to demonstrate proficiency.
 - Students must meet minimum attendance requirements for **Academic RTI 2.0 Cycle of Instruction, RTI Process**, and demonstrate their readiness to complete 9th grade work in order to be placed in Transitional Ninth Grade. The sending school's SBIT Team, with input from the receiving school, will make the final determination for placement.
- H. A student who has been retained one or more times for any reason in grades K thru Four, and who has successfully received remediation through the **Academic RTI 2.0 Cycle of Instruction** and/or RTI Process to the level that he/she was successful in grade level (4th grade) ELA and Math coursework and has successfully met the Jeff Davis Parish Promotion and Attendance Criteria for the fifth grade, may be PLACED in the seventh grade by the individual school's SBIT with written confirmation that the parent feels this is an appropriate placement for their child.
- I. A student who has been retained one or more times for any reason in grades K thru Five, and who has successfully received remediation through the **Academic RTI 2.0 Cycle of Instruction** and/or RTI Process to the level that he/she was successful in grade level (4th grade) ELA and Math coursework and the Sixth Grade LEAP Test and has successful met the Jeff Davis Parish Promotion and Attendance Criteria for the Sixth Grade may be PLACED in the Eighth Grade by the individual school's SBIT with written confirmation that the parent feels this is an appropriate placement for their child.
- J. The placements listed above can only occur once in a student's educational career.
- K. Students in grades ~~7~~**6** – 8 are given the opportunity to accelerate and earn Carnegie Credits prior to entering the 9th grade in several subjects through traditional means as well as online virtual classes

offered through Odysseyware. The scope of course offerings is contingent upon individual school's ability to schedule and staff these courses.

- L. Jefferson Davis Parish has applied for and successfully received a waiver from the LA State Department exempting the district from the Bulletin 741 requirement that all elementary schools offer an articulated foreign language program for 30 minutes daily in grades four through six and 150 minutes per week in grades seven through eight. Foreign language for high school credit will be offered in all Jefferson Davis Parish Schools that have academically eligible students in grade eight.
- M. Summer school credit for removal of deficiencies must be earned at a school approved by the Louisiana State Department of Education, or by the equivalent agency of another state.
- N. Spelling, Accelerated Reader, Accelerated Math, and homework shall NOT count as a grade at any grade level in any subject.

Retention Policy

- A. Students who fail to meet promotional criteria shall be retained except as modified by the SBLC.
- B. If a teacher feels that a student in Grades K, 1, 2, 3, 4, 5, 6, 7, or 8 should be placed without meeting the minimum requirements for promotion as listed for Jefferson Davis, that teacher may request placement and present such request for the School Building Level Committee.
- C. The following conditions would allow the School Building Level Committee to determine whether it is appropriate to place a student in a higher grade if the passing of LEAP is not required:
 - a. One year of failure in Grades K-3, or
 - b. Two years failure (Consecutive or Accumulated) in Grades K-8
- D. A student who has repeated the fourth grade and who is 12 years old on or before September 30 shall be promoted according the Jefferson Davis Parish Pupil Progression Plan.
 - a. Students with disabilities participating in LEAP assessments shall be placed in accordance with local, state, and federal regulations Decisions regarding placement shall be made by the School Based Intervention Team. Students with disabilities that are Alternatively Assessed will also follow local, state, and federal regulations specific to the criteria and rules governing Alternatively Assessed students. These placement decisions will also be made by the School Based Intervention Team.

LEP (Limited English Proficient)

Promotion/retention policies for Limited English Proficient (LEP) students in a regular instructional program will be as follows:

LEP students shall be provided language services which address their need for becoming fluent and literate in English. They shall be provided instructional programs which foster their success in Math, Science, Social Studies, and Language Arts.

LEP students in grades K-8 should receive instructional modifications in the regular classroom (i.e. modified lesson plans). If students are not passing but are trying to participate to the best of their language abilities, a letter grade of A, B, C, D followed by the word LEP should be issued (i.e. B/LEP). If the student is receiving instructional modifications in the regular classroom and is making no attempt at course work, an F should be issued.

The instructional program for the Limited English Proficient secondary student will be one in which the non-English speaking student will not be placed in highly language dependent courses (i.e. American History) until he/she develops a level of competency to succeed in the courses. Limited English students may be scheduled

in courses such as reading, speech, music, and courses that facilitate oral comprehension and production while at the same time allowing the student to earn Carnegie Credits.

No LEP student shall be retained solely because of limited English Proficiency. Refer to Bulletin 1851. Students with characteristics of dyslexia are served in a multi-sensory structured language program. They receive instruction in the basal and/or the MSL program. If instruction is provided in the MSL program only, grades are derived from that program rather than the basal program.

The Jefferson Davis Parish School System has addressed student retention in the following manners:

- A. If a teacher feels that a student in Grades K, 1, 2, 3, 4, 5, 6, 7, or 8 should be placed without meeting the minimum requirements for promotion as listed for Jefferson Davis, that teacher may request placement and present such request for the School Building Level Committee.
- B. The following conditions would allow the School Building Level Committee to determine whether it is appropriate to place a student in a higher grade if the passing of LEAP is not required:
 - a. One year of failure in Grades K-3, or
 - b. Two years failure (Consecutive or Accumulated) in Grades K-8
 - c. Retention of a student based solely on social immaturity is discouraged
- C. The utilization of a very strong Phonics Based Reading/Language program is in place in Grades Pre K thru 5 2. This program utilized in conjunction with Literacy Prescribed Interventions, HeadSprout and the Computer Assisted Instruction Lab has helped to reduce student retention.
- D. The utilization of Research Based Strategies such as Differentiated Instruction, Teaming, Response to Intervention (RTI), DEWS Based Interventions and School Wide Positive Behavior Support Programs in all schools are improving student performance thus reducing retentions.
- E. The school's Academic RTI 2.0 Cycle of Instruction and RTI Process within the school day shall remediate students lacking skills based on Louisiana State Standards.

Accelerated Program

The Jefferson Davis Parish Accelerated Program for Transition is designed to provide academic remediation and behavioral support for young students between the ages of 10 and 14 who have been unsuccessful in the traditional classroom and may be at risk of dropping out of school. These students may have been retained several years, may not have been successful on the LEAP 25, and are academically at risk.

The Accelerated Program for Transition will serve both regular and special education students. The curriculum will provide academic offerings and pro-social skills components, as well as enrichment activities and strong support from guidance counselors. Applicants will be scored using a rubric based on their age, years retained, and LEAP scores, attendance, and discipline history. The top scoring students will be interviewed with their parents to determine the level of dedication to succeed in the program. Only fifteen students were selected for the initial pilot program which began August 11, 2006. However, at the April 2007, Board meeting, an expansion of the program was approved to include high school students, as resources permit. Students will be transported from their home school to the West End Instructional Center and back daily. The program will be based on performance assessment with each student being required to complete and demonstrate course competencies, rather than merely spending a certain amount of time in each specific course. Students will be required to take and successfully pass locally designed grade level proficiency exams in order to be awarded credit and be promoted.

Since LEAP/PARCC (state assessment) results from ELA and Math will not be received until after the 2015-2016 school year begins including subsequent years, if a student earned A's and B's in ELA and Math for each six weeks period and scored Basic or above on Science/Social Studies LEAP/iLEAP tests, then the student may be placed based on JDP Accelerated Program for Transition.

A student who has been retained one or more times for any reason in grades K thru Four, and who has successfully received remediation through the **Academic RTI 2.0 Cycle of Instruction and RTI Process** to the level that he/she was successful in grade level (4th grade) ELA and Math coursework and has successfully met the Jeff Davis parish Promotion and Attendance Criteria for the Fourth Grade, may be PLACED in the Sixth Grade by the individual school's SBIT with written confirmation that the parent feels this is an appropriate placement for their child.

A student who has been retained one or more times for any reason in grades K thru Four, and who has successfully received remediation through the **Academic RTI 2.0 Cycle of Instruction and RTI Process** to the level that he/she was successful in grade level (5th grade) ELA and Math coursework and has successfully met the Jeff Davis Parish Promotion and Attendance Criteria for the Fifth Grade, may be PLACED in the Seventh Grade by the individual school's SBIT with written confirmation that the parent feels this is an appropriate placement for their child.

A student who has been retained one or more times for any reason in grades K thru Five, and who has successfully received remediation through the **Academic RTI 2.0 Cycle of Instruction and RTI Process** to the level that he/she was successful in grade level (6th grade) ELA and Math coursework and has successfully met the Jeff Davis Parish Promotion and Attendance Criteria for the Sixth Grade may be PLACED in the Eighth Grade by the individual school's SBIT with written confirmation that the parent feels this is an appropriate placement for their child. The placements listed above can only occur once in a student's educational career.

The Jefferson Davis Parish School System offers the GATES (Gifted and Talented Educational Services) Program which is a differentiated program for the academically gifted students who are appropriately identified by an assessment and evaluation team using the criteria listed in Bulletin 1508. The curriculum is based not on academic acceleration, but on the individual's needs and interests through implementation of the structure of intellect, as well as enrichment activities which deal largely with experience generally not available in the classroom. Students may participate in the Summer Enrichment Program for Academically Superior Students offered at nearby universities.

Remediation

A. Legal Authorization

- a. R.S. 17:24.4 G provides that those students who fail to meet required proficiency levels on the state administered tests of the Louisiana Educational Assessment Program shall receive remedial education programs that comply with regulations adopted by BESE.
- b. R.S. 17:394-400 is the established legislation for the remedial education programs.
- c. A program of remedial education shall be put into place by local parish and city school systems following regulations adopted by BESE pursuant to R.S. 17:24.4. All eligible students shall be provided with appropriate remedial instruction. (R.S. 17:395 A).

B. Purpose

- a. The intent of remedial educational programs is to improve student achievement in the grade-appropriate skills identified as deficient on the state's testing program for grades 4 and 8, and the End of Course Tests. (R.S. 17:395 B and BESE Policy).

C. State Mandatory Requirements

- a. Any public elementary or secondary student, including a student with a disability participating in the Louisiana Educational Assessment Program, who does not meet the performance standard established by the Department and approved by BESE, as measured by the State Test, shall be provided remedial education. (R.S. 17:397).

D. School Year Intervention/Remediation Program

Elementary Remediation

1. Remedial instruction for students will take place during the regular school year, in the regular classroom, RTI Process, school's **Academic RTI 2.0 Cycle of Instruction**, or sessions held after school hours. A minimum of 50 hours of instruction will be provided for identified students through each school's **Academic RTI 2.0 Cycle of Instruction** and RTI Process as resources permit. Jefferson Davis parish will provide the number of hours of remediation required by the State of Louisiana.
2. Students eligible for remedial education will be identified by scoring Approaching Basic and/or Unsatisfactory on the LEAP 25 Grade 4 – English Language Arts and Math, Grade 8 – English Language Arts and Math, and students in K-8 failing a nine weeks in ELA or Math.
3. Any public school student, who participated in LEAP and do not meet the performance standard as measured by state tests, shall be provided remedial education.
4. The failure of special education students to achieve performance standards on the state criterion-referenced tests does not qualify such students for special education extended school year programs (Board Policy).
5. A list of all eligible students shall be maintained at the Central Office level with individual school lists maintained at the building level.
6. Students who successfully exit the school's **Academic RTI 2.0 Cycle of Instruction and RTI Process** by meeting the minimum attendance requirements (90% of the time) and **demonstrate mastery of skills** will be promoted to the next grade level. Students who do not demonstrate mastery but do show a readiness to begin work at the next grade level may be granted a transitional waiver to the 5th ~~or~~ 9th grade. Students who fail to demonstrate readiness for the next grade level may be retained in their current grade.
7. SBIT should consider a body of data including, but not limited to SuccessMaker Reports, LEAP 25 results, formative and summative assessments, DIBELS results, T.S. Gold, report cards, classroom assignments, and **Academic RTI 2.0 Cycle of Instruction**/RTI results.
8. Each school shall create a plan for implementing a school **Academic RTI 2.0 Cycle of Instruction** and RTI schedule that will meet the needs of students, those students that score Approaching Basic/Unsatisfactory on the ELA and/or Math LEAP 25, and **struggling students**. Records of student attendance and mastery of skills by students will be kept by each school.
9. Instruction will include mastery of prerequisite skills in the areas of deficiency based on the ELA, Math, **Science, and Social Studies Louisiana State Standards**.
10. Materials used will include activities and other materials identified in the local district curriculum as well as additional resources specifically designed for remediation purposes.
11. Remedial methods will supplement and reinforce those used in the regular program.
 - a. Persons providing remedial instruction will use procedures which are most appropriate for remediation (i.e., individualized instruction, special materials, manipulatives, hands-on activities, audio-visual materials, guided practice, etc.).

- b. Coordination between all of the remedial students' teachers (including Title 1 will occur on a weekly basis when remediation occurs in the regular school year to assure that remedial instruction is supplementing and reinforcing regular instruction.

ATTENDANCE

2017 – 2018 JEFF DAVIS SCHOOL ATTENDANCE REGULATIONS & TRUANCY COURT CRITERIA

Regulations

Louisiana state law mandates compulsory school attendance and students to be in attendance every school day scheduled by the local school board until their eighteenth (18th) birthday. The parent or legal guardian of a student shall enforce the attendance of the student at the school to which the student is assigned. Parents will be asked to sign a notification letter on the 3rd unexcused absence or tardy and attend a conference with school personnel if deemed necessary. A student's attendance & disciplinary history prints on his/her report card every nine weeks and on mid nine weeks progress reports. Parents can view, in real time, their child's grades, attendance, discipline, and teacher lesson plans on any on-line computer through the parish Students Progress Center. Parents will be called anytime their child is absent from or late to school.

In compliance with new state law pertaining to ACT 745 regarding amendments and reenactment of LA R.S. 17:233 (B)(1) and LA R.S. 17:233 (C) and by parish procedures, a student shall be considered habitually tardy as described below:

Students shall not exceed 16 instructional days per year or 8 days per semester of unexcused absences or occurrences of being tardy. Tardiness consists of a student arriving to school after the tardy bell rings (7:40). It shall also include but not be limited to leaving or checking out of school unexcused prior to the regular scheduled dismissal time at the end of the school day but shall not include reporting late to class when transferring from one class to another during the school day. Students having five (5) late to schools per year will be considered truant.

The only exception to the attendance regulation shall be extenuating circumstances that are verified by the Director of Child Welfare and Attendance. Only the following shall be considered extenuating circumstances under which absences shall be exempt from provisions of compulsory attendance laws:

1. Extended personal physical or emotional illness in which a student is absent for three or more consecutive school days as verified by a physician or nurse practitioner.
 2. Extended hospital stay in which a student is absent for three or more consecutive school days as verified by a physician or dentist.
 3. Extended recuperation from an accident in which a student is absent for three or more school days as verified by a physician or nurse practitioner.
 4. Extended contagious disease within a family in which a student is absent for three or more school days as verified by a physician or dentist.
 5. Observance of special and recognized holidays of the student's own faith.
- For any other extenuating circumstances, parents must make a formal appeal to the Director of Attendance through the school principal (well in advance of the missed days if possible). Examples: Military Deployment, Court Appearances, etc.

All excuses, written or called in, including original doctor/dentist verification, for a student's absence must be presented to the school within five (5) days of the student's return to school to be considered for extenuating circumstances.

Upon returning to school after an absence, the student should have a written excuse from the parent or guardian or a doctor's excuse. This excuse should be delivered to their homeroom teacher.

In cases of habitual absences or tardiness, consequences to parent/legal guardian as defined by the new law may include:

1st offense shall be punishable by a fine of not more than fifty dollars (\$50) or the performance of not less than twenty-five (25) hours of community service. Any subsequent offense shall be punishable in accordance with R.S. 17:221 (A)(2) which states: "Whoever violates the provisions of this Subsection or R.S. 17:234 shall be fined not more than two hundred and fifty dollars or imprisoned not more than thirty days, or both.

Denial of Credit and failure to promote: When a student has exceeded the allowable days of absence as defined by Bulletin 741, School Administrator's Handbook, and no valid extenuated circumstances are offered by the parent and student, the Principal will recommend the denial of credit to the Director of Child Welfare and Attendance for his review.

Elementary students who fail meet the attendance requirements will not be considered for promotion at the end of the year.

Truancy Court

Truancy Court for the school year will occur on a regularly basis beginning in September. You are hereby notified that your student may be referred to 31st Judicial District Court, Jeff Davis Parish, if he/she exceeds 5 days unexcused absence or unexcused occurrence of being tardy within any school semester or if deemed eligible for referral by the Child Welfare Director, or if no valid excuse according to the criteria for extenuating circumstances as listed above is provided.

Subpoenaed appearance in court will require a 25-dollar court fee per family, parenting classes for guardians, possible jail time for adults, enrollment of the family in FINS program, Saturday Community service for students, the surrendering of driver's licenses or permits by students, and other court directed sanctions. Formal charges will be filed against non-compliant parents or students.

If you have any questions or concerns regarding school attendance, contact the principal of your child's school or Benjamin Oustalet, Director of Child Welfare & Attendance at 337-824-2003.

Revised February, 2010

**There is a signature page for this in this booklet of signature pages.

ARRIVAL and DISMISSAL

Arrival Time & Procedures

Students should refrain from getting to school before 7:10 A.M. The only exceptions are bus students and those eating breakfast at school. Students arriving to school before 7:25 A.M. must go to the gym or cafeteria (if eating breakfast).

The Late to School/Tardy Bell is 7:40 A.M. If your child is not in class at 7:40 A.M. they will be marked absent. Those students who walk and those dropped off by their parents should be here before 7:40 A.M. All parents must sign their children in if they are arriving after 7:40 A.M. Student drop off will be in the front horseshoe ONLY – no other drop off point is acceptable or safe.

Dismissal Time & Procedures

The dismissal bell rings at 2:55 P.M. This means that students will not be released from their classrooms to go to their designated dismissal area until the 2:55 P.M. bell. Once everyone is in position car and bus dismissal will begin.

BUS – all bus students will be dismissed from the back horseshoe of the school. There will be no vehicle traffic in this back horseshoe other than buses.

PARENT PICK-UP – all parent pick-ups will take place in the front horseshoe of the school. No other pick-up location is acceptable. If at any time a parent parks and comes onto campus to pick-up a student, they will be required to report to the office and sign the student out.

WALKERS & BIKERS – all walkers and bike riders will be dismissed from Fifth Street and will be allowed to walk east or west on Fifth Street only, until the next block. Walkers and bikers will be dismissed after car pick up is complete. This is usually around 3:15 p.m.

******Phone calls from parents to change a student's dismissal procedure will not be allowed except for emergency situations. Administration will determine emergency situations. If your child/children's way home has changed, a note must be sent with them the day of the change. If their way home changes permanently, the office must be notified so we can document the change and notify the teacher of this change.

CLUBS

4-H Club

Joining our 4-H club at LAES is one way students in grades 4 – 6 can participate in a national youth program that has local, parish, state, national and even international activities and events. Our 4-H club is an organized group of students with officers, an adult leader and a planned program of club activities such as health, community service, safety and recreation. The club is active most of the year. 4-H members in the fourth grade work through a self-teaching booklet called "Discovering 4-H" and those in fifth and sixth grade enroll in or more project areas such as food, gardening, crafts, clothing, and beef. Club members **MUST** follow the school expectations and be respectful during club meetings. Club members are required to participate in at least one (1) school or parish 4-H event by mid-term. Club members are required to participate in at least two (2) school or parish 4-H events for the year. Any 4-H member being disrespectful will be removed from the club without refund of dues. For more information contact the school sponsors.

Beta Club

Beta Club will be a new club for 5th & 6th graders with a 3.5 GPA. Students will be invited to join Beta and will receive information and requirements at the first meeting.

CONFERENCES**Parent**

The Jefferson Davis Parish School Board realizes that close communication between home and school is an important factor in establishing a highly effective school program. Planned conferences between parents and teachers are an important way to bring about understanding and close cooperation between the home and school. Close communication should be maintained through conferences with all parents, not just with those where academic or other problems suggest the need for closer communication.

Academic

At least two (2) parent-teacher conferences shall be scheduled by teachers during the first semester of each school year. At least one (1) parent or guardian of the child shall attend or participate in at least one (1) of the scheduled parent-teacher conferences. A teacher need not require a parent or guardian to attend a conference if the conference would be unnecessary due to the student's academic record. Other conferences may be scheduled as the need arises.

The School Board shall direct the Superintendent to establish regulations regarding the failure of the parent or guardian to attend at least one (1) of the scheduled parent-teacher conferences. Said regulations shall not include any negative action against the student as a result of the parents/guardians not attending the required parent-teacher conference.

The principal or supervisor should be present at any parent-teacher conference when there is reason to anticipate an atmosphere of hostility.

Disciplinary

Parents may be required to attend a conference with their student's teacher/principal/guidance counselor under the following circumstances:

1. When a pupil is removed from a classroom by a teacher, the teacher may require that the parent, tutor, or legal guardian of the pupil have a conference with the teacher in the presence of the principal or his/her designee before the pupil is readmitted to the classroom.
2. Upon the third removal from the same classroom during the school year, a conference between the teacher or other appropriate school employee and the pupil's parent, tutor or legal guardian shall be required prior to the pupil being readmitted to the classroom.
3. In any case where a teacher, principal, or other school employee requires the parent, tutor, or legal guardian of a pupil under eighteen (18) to attend a conference or meeting regarding the pupil's behavior, and after notice, the parent, tutor, or legal guardian willfully refuses to attend, the principal or designee shall file a complaint with a court exercising juvenile jurisdiction.

DRESS CODE POLICIES

General Description

The policy of the Jefferson Davis 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. In questions regarding student dress and grooming, the principal or his/her designee of each school shall make the final decision as to what is considered proper or improper dress according to guidelines provided.

Students shall be expected to maintain a neat, clean, well-groomed appearance at school. No article of clothing shall be bizarre in style, unsuitable for school activities, nor of a nature to call undue attention to the wearer. Since school life prepares students to take their place in adult life, these primary requirements are expected of all students.

Pre-K – 12 Boys' Dress Code

Hunter green or white shirt (oxford or knit with collar; no exposed labels or logos), uniform original khaki or navy blue pants (can be pleated or not pleated, cuffed or hemmed) no exposed labels or logos, or shorts (not more than 3" above to 3" below the knee). Boys in Pre-K – 2 may wear pants and shorts with elastic waists. Pants and shorts shall not have outside pockets (sewed on) or rivets. Shorts must be hemmed with no slits.

Pre-K – 12 Girls' Dress Code

Hunter green or white blouse (oxford, knit, or broadcloth) with collar (no exposed labels or logos), uniform original khaki or navy blue pants or shorts (can be pleated or not pleated, cuffed or hemmed) no exposed labels or logos. Approved plaid, original khaki, or navy blue skirts, skorts, jumpers (with blouse), or shorts (not more than 3" above to 3" below the knee). Girls in Pre-K – 2 may wear pants or shorts with elastic waists. Pants and shorts shall not have outside pockets (sewed on) or rivets. Shorts must be hemmed with no slits. Girls may wear Capris that are hemmed with no slits.

Season Clothing

Outerwear (Jackets, Sweaters, Vests) should come to mid-thigh or higher and open the length of the front by snapping, buttoning, or zipping. No emblems or logos will be allowed except for school approved club, spirit, or letter jackets. Jackets, sweaters, or vests, if worn, must be either hunter green, navy, khaki or white. Uniform shirt collar must be visible under a sweater or vest. School approved spirit, club, or letter jacket (of that school) are acceptable.

Dress Code Regulations

1. All students shall wear the designated school uniform clothing outlined in the policy.
2. Baggy or oversized uniforms are not acceptable and thus prohibited.
3. Pants cannot be made of denim material (jeans) regardless of color. Drawstring pants, cargo pants, carpenter pants/shorts, and sweat pants are not allowed.
4. Belts must be worn more than one size larger than the waist. All students must wear belts if pants have loops. Belts must be plain brown, black, or navy blue. They must be of solid leather or fabric with no decorations. Buckles must be plain.
5. Shirts must be worn properly tucked in at all times with belt loops visible. Undergarments must not be visible. Only the top 2 shirt buttons may be unbuttoned.
6. Transfer students shall be given seven (7) days to acquire a proper uniform.
7. Any non-uniform clothing and/or prohibitive items shall be taken by school officials and returned to the parent or guardian only.

8. The wearing of socks shall be mandatory. Socks must be white, khaki, hunter green or navy blue.
9. Footwear; slippers, sandals, or flip-flops are not acceptable. Shoes must have enclosed back. Croc-style shoes may be worn only if they are the lace-up style.
10. The wearing of earrings for female students shall be allowed. One pair of stud earrings only; dangling earrings shall not be allowed. Earrings worn by female students must be in the lower lobe of the ear only. No “spacers” are allowed in ear lobes at school. Male students shall NOT be allowed to wear earrings.
11. Body piercing that is visible shall be prohibited. (Example: nose, lips, tongue, eyebrows, etc.)
12. Students shall not be allowed to wear any type of chains or necklaces. Prohibited items shall be taken by school officials and returned to the parent or guardian only.
13. Only natural occurring hair colors are allowed (black, brunette, auburn, or blond – natural or dyed). Any student bleaching their hair must color the hair the natural color if they grow the hair out.
14. Hair styles that are bizarre and draw undue attention will not be allowed.
15. Sideburns can extend to the lobe of the ears. Beards are unacceptable. Mustaches neatly trimmed must not extend past the corner of the mouth.
16. The wearing of caps or hats shall not be allowed.
17. Undershirts must be plain white only with no script or graphics.
18. Tattoos that are obscene or deemed inappropriate must be covered.
19. Leggings are not allowed.
20. Religious clothing must be approved by the Superintendent.
21. Maternity clothing will be reasonable. Maternity tops do not have to be tucked. Regular shirts must be worn, tucked in, as long as possible.

Dress Code Violations

A student enrolled in grades prekindergarten through five shall not be suspended or expelled from school or from riding on any school bus for a uniform violation that is not tied to willful disregard of school policies.

EMERGENCY PREPAREDNESS

Fire Drills, lockdown drills, and shelter in place drills are conducted regularly as part of our Crisis Management Plan. In case of an emergency where student must be evacuated off-site, parents and guardians should follow all directions as given by the local media under the direction of parish emergency personnel. Students will be checked out according to our state-approved procedure and only parents/guardians presenting a photo I.D. will be allowed to check out their children. Under no circumstances should you report to Lake Arthur Elementary School until advised to do so. We appreciate your cooperation.

STUDENT CONDUCT

The Jefferson Davis Parish School Board expects students to be well behaved while attending school or any school activity and conduct themselves in an appropriate manner at all times. Every teacher and every other school employee shall be authorized to hold every student to a strict accountability for any disorderly conduct, and discipline policies shall be applicable, in school or on the playgrounds of the school, on the street or road while going to or returning from school, on any school bus, during intermission or recess or at any school-sponsored activity or function.

The School Board shall demand reasonable student behavior and administer discipline with fundamental fairness without regard to gender, race, ethnic origin, religion or political belief. All students shall be afforded

the basic rights of citizenship recognized and protected for persons of their age and maturity. Students who violate the rules of conduct shall be subject to disciplinary measures designed to correct the misconduct so that an environment conducive to learning can be maintained.

School Bus Conduct

The Jefferson Davis Parish School Board directs the principal to assume full responsibility for discipline of pupils riding buses. It is the duty of the driver, in case of any infraction of rules by any student, to notify the principal of the school the student attends. If necessary the principal may suspend bus privileges. If a student damages a bus they can be suspended from school.

Electronic Devices

No student shall use, possess, or operate any electronic telecommunication device including any facsimile system, radio paging service, mobile telephone service, intercom, or electro-mechanical paging system in any elementary or secondary school building, or on the grounds thereof or in any school bus used to transport public school students, unless in the event of an emergency as declared by the principal or his/her designee or after regular school hours as directed by a school official.

Students shall be required to leave all electronic telecommunication devices in their car or to voluntarily submit them to the principal or his/her designee upon arriving at school. Students who submit their telecommunication devices to the principal shall have them returned at the end of the school day.

A violation of these provisions shall be grounds for disciplinary action, including but not limited to, suspension from school.

A properly authorized medical device worn by a student shall not be in violation of this policy.

At Lake Arthur Elementary School any student in third through sixth grade shall be suspended from school for one (1) day if found to be using a cell phone and an after-school detention if found to be in possession of, but not using a cell phone. This includes school grounds and school buses.

Bullying & Hazing Policy

The JDPSB has issued a policy regarding bullying, intimidation, harassment, and hazing in accordance with state law. It is our duty to notify all stakeholders that all statements or actions of this nature, even if made in a joke manner, will not be tolerated. Any intentional physical, verbal, or written gesture that has the effect of harming a student and/or his property shall be considered unacceptable. Cyberbullying shall mean harassment, intimidation, or bullying of a student on school property by another student using a computer, mobile phone, or other interactive or digital technology or harassment, intimidation, or bullying of a student while off school property by another student using any such means when the action or actions are intended to have an effect on the student when the student is on school property.

Dangerous Weapons and Knives

The JDPSB shall authorize the principal of each school to automatically suspend, and recommend expulsion for any student found in possession of a dangerous weapon on the school grounds, on school buses and/or at any school-sponsored event, at any time, during or after regular school hours, with limited exception. A dangerous weapon means any gas, liquid, or other substance or instrumentality, which in manner used, is likely to produce death or great bodily harm. Knives – The JDPSB prohibits any student from carrying, or possessing a knife on school property, on school-provided transportation, including private vehicles, or at school-sponsored activities not held on school property. Any PreK-12 carrying or possessing a knife with a blade of less than two(2) inches shall be suspended for three (3) school days when circumstances or evidence indicate the student had no intent to use the knife to threaten or cause bodily harm or injury. A student in

PreK-5 who is less than eleven (11) with a knife of two (2) inches or longer shall be suspended but does not have to be recommended for expulsion if the student had no intent of using the knife to threaten bodily harm or injury. Students in grades 6-12 with a knife of two (2) inches or longer shall be suspended and recommended for expulsion for the remainder of the school year when circumstances or evidence indicate the student had no intent to use the knife to threaten or cause harm or injury. Any student PreK-12 with a knife of any blade length who uses it to threaten or cause harm shall be suspended and recommended for expulsion for a period of twelve (12) calendar months.

Alcohol, Drug and Tobacco Use

The use and possession of alcohol, drugs, or tobacco of any kind is prohibited at Lake Arthur Elementary. Any student using, possessing, or distributing these items will be subject to disciplinary action. A complete copy of the laws may be obtained from the school office, School Board office or your attorney. The laws do not give the principal discretion in recommending expulsion. Please keep these items off of our campus.

Act 909 (1990 Legislative Action)

1. Mandates that any student, sixteen (16) years of age or older, found guilty of knowledge of and intentional distribution of or possession with intent to distribute any controlled dangerous substance on school property, on a school bus, or at a school event shall be expelled from school for a minimum of twenty-four (24) calendar months.
2. Mandates that any student who is under sixteen (16) years of age and in grades six through twelve and who is found guilty as in Number 1 above shall be expelled from school for a minimum period of twelve (12) calendar months.
3. Mandates that any student who is kindergarten through grade five and who is found guilty as in number 1 above shall be referred to the local school board through a recommendation for action from superintendent.
4. Specifies procedures for review or appeal as follows:
 - a. The parent or tutor of the pupil may within five (5) days after the decision is rendered, request the school board to review the findings of the superintendent or his designee.
 - b. The parent or tutor of the pupil may within ten (10) days appeal to the district court for an adverse ruling of the school board/superintendent.
5. Requires that upon recommendation by a principal for the expulsion of any student referred to above, a hearing shall be conducted by the superintendent or his designee to determine whether the student shall be expelled or if other corrective or disciplinary action shall be taken. Until such hearing, the student shall remain suspended from school.
6. Mandates that no student expelled pursuant to this Act shall be readmitted to any public school in the state except upon the approval of the school board of the system to which he seeks admittance.

Student Searches & Seizures

- The JDPSB hereby authorizes any teacher, principal, and/or administrator in parish schools (with probable cause) to search any desk, locker, area of the grounds, or person with reasonable belief that said student shall have in his possession, on public property, any weapon or illegal drug. Probable cause is defined as having personal knowledge or information received from a reliable person.
- The JDPSB is the exclusive owner of any public school building and any desk or locker utilized by any student contained therein. It is also the exclusive owner of any and all of the grounds area of any public school building set aside specifically for any student's personal use.
- Any teacher, principal, administrator, or school security guard employed by the Jeff Davis Parish School Board, having a reasonable belief that any public schools grounds contain any weapons, illegal drugs,

alcoholic beverages, nitrate based inhalants, stolen goods, or other items the possession of which is prohibited by any law or School Board policy, may search such building, desk, locker, or other area of said public school grounds. The acceptance and use of locker facilities or the parking of privately owned vehicles on school campuses by students constitutes consent by the student to the search of such locker facilities or vehicles by authorized school personnel.

- Any teacher, principal, administrator, or school security guard employed by the Jeff Davis Parish School Board, having reasonable belief that any student has in his possession, on public school property, any weapons, illegal drugs, alcoholic beverages, nitrate based inhalants, stolen good or other items the possession of this is prohibited by law or School Board policy, may search the person of such student or may use a metal detector for the detection of prohibited items.

Vandalism

Vandalism is a crime and will be dealt with according to the law. The JDPSB requires that violators be prosecuted and reparation for damages sought.

DISCIPLINE POLICY

Overview

Lake Arthur Elementary will follow a progressive discipline management plan in the 2017-2018 school year. The purpose of the progressive plan is to foster in each child the ability to be self-disciplined. Lake Arthur Elementary seeks to create an atmosphere conducive to learning, leadership, and character growth. The school supports a partnership of parents, teachers, and administrators to fulfill the obligation to teach students the role of responsible leadership and citizenship in a school community.

It is our goal to provide quality instruction, without interruption, to every student on our campus; teachers have the right to teach, and students have a right to learn. Daily disturbances and unnecessary interruptions will not hinder student learning and will be handled in a professional and efficient manner. Parental support and cooperation is vital.

Progressive Discipline Management Plan

Discipline is a Planned Response:

- It allows a student to recognize what he or she has done wrong.
- It allows a student to take ownership for his or her misbehavior.
- It allows a student to learn self-control and to become a problem solver.
- It leaves the dignity of both the teacher and student intact.

Discipline is not:

- Ridicule
- Intimidation
- Sarcasm
- Humiliation
- Embarrassment
- Degrading

Lake Arthur Elementary adopts the following clearly defined behavioral expectations in these four basic rules:

Tiger Cubs are:

- Safe
- Prepared
- Responsible
- Respectful

Lake Arthur Elementary Discipline Plan (Minor Infractions)

- 1st Incident – Student will be given a verbal warning with redirection of appropriate expected behavior. (PreK – 2 will move to Yellow)
- 2nd Incident – Teacher will implement an intervention to promote expected behavior (i.e. proximity, conference with student, etc) Teacher will remind student that if behavior persists they will receive a minor referral upon the next incident. (PreK – 2 will move to Red)
- 3rd Incident – Teacher writes minor behavioral referral for student. Student must take it home and parent must sign and return it to school. This referral is considered parent contact. If the referral does not return signed, verbal contact will be attempted and documented.
- If behavior continues in the same day, student will continue to receive referrals that day.
- Students will begin each day with a fresh start. (PreK – 2 will start back on green)

Accumulation of minor referrals will warrant the following consequences:

- 4 minor referrals – Student will be assigned one-hour after school detention.
- 8 minor referrals – Student will be assigned a three hour Saturday detention.
- 12 minor referrals – Students will be assigned In School Suspension.
- 16 minor referrals – Students will be assigned Out of School Suspension (1 or 2 days depending on behavior)

Failure to serve an assigned consequence (after-school detention or Saturday detention) will automatically result in an Out of School Suspension. In addition, students who exhibit undesirable behaviors or exhibit acts of defiance while serving assigned after school or Saturday detention will be removed from detention and assigned an Out of School Suspension.

Minor Infractions

- Talking during class/Blurting Out
- Not prepared for class (materials, work)
- Passing Notes
- Lacks responsibility for returning signed papers, report card, progress report etc.
- Dress Code Violations (first 5)
- Eating/drinking in class without permission
- Any other behavior that can be considered minor at the discretion of the teacher/administration

NOTE: At any time after a student has been given opportunity for self-correction and has been issued a minor referral, a teacher/staff member has the right to refer a student to the office for a major referral if undesirable behaviors escalate to the point of hindering or interrupting student learning.

Major Infractions

- Willful Disobedience
- Disrespect
- Uses, writes, or draws profanity and/or obscene language
- Conducts or habits that are injurious to others
- Uses/possesses tobacco, lighter, alcohol, illegal drugs, or weapons
- Habitually violates school/classroom rules
- Habitually lacks responsibility for returning signed papers, report cards, etc
- Cuts, defaces, or injures any part of public school building/vandalism
- Instigates or participates in fights
- Bullying/Threatening others
- Leaves school/classroom without permission
- Stealing
- Habitually violates Dress Code (6th violation)
- Any other serious offense

Major infractions result in automatic office/discipline referrals with the following possible consequences depending on the infraction: After-School Detention, Saturday Detention, In School Suspension, or Out of School Suspension

**Please read the section on consequences for bringing weapons or drugs to school.

After-School Detention/Alternative to Suspension

ATS will be held from 2:55 – 3:55 P.M. on a designated day and in a designated place. The school policy states that one parent must pick the student up at 3:55 or make arrangements for the student to get home. This is subject to change at the discretion of the administration. Failure to attend may result in disciplinary action, including suspension.

Saturday Detention

Saturday detention will be held on a Saturday from 8:00 – 11:00 A.M. The student will report to the front office by 8:00 in school uniform and will be picked up promptly at 11:00 A.M.

Suspension

The School Board recognizes its authority to maintain good order and discipline within the schools of the school district. Therefore, the Board recognizes the principal's authority to suspend a pupil for a specified period of time in accordance with statutory provisions. The suspension may carry over into the next school year, when necessary, unless otherwise provided for in state statutes. Students will receive 25% of their grade for work missed during a suspension. All guidelines and procedures will be adhered to as stated in the Parish Policy Handbook.

Expulsion

The Board shall authorize the Superintendent to expel a pupil from school if an offense committed by the pupil is serious enough to warrant such action or is in violation of state law. Upon the recommendation for expulsion of a pupil by the principal, the Superintendent or designee shall conduct a hearing to determine whether expulsion or other disciplinary action shall be taken. State law provides that a student may be

recommended for expulsion at any time for any serious violation of school regulations. All guidelines will be adhered to as stated in the Parish Policy Handbook.

Tiered Intervention Plan for Behavioral Support

Tier 1 Interventions

- Students who receive four (4) referrals will see the counselor for a certain number of sessions, determined by the counselor and student, in hopes to teach appropriate replacement behaviors.
- Students receiving 8 referrals will form an action plan with the counselor or teacher. This plan is a self-monitoring plan to teach the student how to recognize their behaviors and self-discipline. The length of the plan will be determined by the success of the plan.

Tier 2 Interventions

- Students receiving 12 referrals will be placed on a Tier 2 Check In/Check Out system in hopes to prevent further referrals that lead to an Out of School Suspension. This Check In/Check Out system will be in place for four to six weeks. If behaviors are not improving the plan will be rewritten and continued. Parents will be involved in the forming of this plan.

Tier 3 Interventions

- Students who have been suspended once will be placed on a detailed Behavior Intervention Plan for nine weeks to prevent further suspensions. Parents will be involved in the forming of this plan.
- Student who have been suspended twice will meet with parents, teachers, administration, and counselor to rewrite the Behavior Intervention Plan (BIP) which the student will stay on the rest of the year or until the behaviors have improved consistently for nine weeks from the date of the BIP. This is to prevent further suspensions that can lead to an expulsion.

Positive Behavior Intervention Support

Incentives received at this level are incentives for all students on campus. Lake Arthur Elementary will be using a point system this year for school-wide positive behavior incentives. Teachers also give incentives in their classrooms. It is our philosophy and hope that all students become productive citizens with strong work ethic and healthy attitudes simply because it is the right thing to do. Research has shown that rewarding students frequently for positive behavior with external objects does not help to change behavior because most return to their self-defeating inappropriate behaviors when no longer rewarded. Appreciation and praise given on a consistent basis along with developing rapport with students have longer lasting effects for permanent behavior change.

School Wide Positive Incentives:

Students will be on a point system in JCAMPUS. This system keeps track of points based on behavior, attendance, and grades. Students receive points for no referrals, attending school, and making grades above an F. Points are deducted for late to school, behavior referrals, and missing school. These points will be used to determine who attends the "BIG" PBIS parties/celebrations: Halloween Parade, Mardi Gras Parade, Pep Rally etc. These points will also play a part in rewarding students each nine weeks.

Students are also given Bucket Filler Tickets on a daily basis. This coincides with our Bucket Filler Program that teaches students appropriate behaviors. Teachers will turn in names of the ones that were given a ticket and every two weeks those students will be given a reward like jean day, crazy socks, hat day, untuck shirts, etc.

Teachers also have their own positive incentives in their classrooms that are not school wide.

GENERAL INFORMATION

Title IV Alcohol, Drug, and Substance Abuse Education Program

In compliance with the rules and regulations mandated, all grades are taught appropriate lessons in the prevention and counseling of alcohol, drug and substance abuse. Every student is involved in sixteen (16) lessons that have been incorporated in the curriculum.

Title IV – Safe and Drug Free Schools and Communities

Using a variety of resources, Jefferson Davis Parish schools provide eight hours of drug and violence prevention and character education to students in grades ten – twelve and sixteen hours in grades kindergarten through nine.

In order to determine the effectiveness of the Safe & Drug Free Program, students may be surveyed to find out their attitudes towards drugs and violence. The results of these surveys will be compiled to help determine the areas in which the Safe & Drug Free Program needs to focus. These surveys are completely confidential and anonymous with no individual student responses being identified.

While it is mandated by Louisiana law that public schools must provide education in these areas, the federal *No Child Left Behind Act* allows parents to withhold their children from this instruction. If you do not want your child to participate in Safe & Drug Free Schools' activities, surveys, etc., you may elect to withhold him/her from participation by completing the attached form and returning it to his/her school.

It is also necessary to conduct periodic drills as safety precautions throughout the year. Schools will be practicing Lockdowns, Evacuations, and Shelter-in-Place drills. In the event an incident should happen at our school and causes us to evacuate, please do not report to school to pick up your children. Parents are to report to an alternate location. Follow the procedures and instructions at the release site for lining up and picking up. Have proof of identity (picture identification) ready and available. In the event of a crisis, our school is planning to evacuate to one of the following two locations: Lake Arthur Community Center, First Baptist Church or Baseball Field –north of school (PreK – 3)

Keeping our parish schools "Safe & Drug Free" is of great importance to the Jefferson Davis Parish School Board. Through a comprehensive drug and violence prevention campaign, we can provide students with safe and secure places to learn.

Bus Riding

Commuting by bus is a privilege. Students may lose this privilege for misconduct or unsafe behavior while commuting. Students will not be allowed to ride different buses home or to other residents unless approved before hand by administration. Buses are full, and we cannot accommodate request for temporary bus changes.

Campus Visitors

Visitors are welcomed at Lake Arthur Elementary. Please adhere to the following procedures upon arriving at the school. All visitors must report to the front office to:

- State the nature of their business
- Secure permission to visit
- Sign in
- Secure a visitor's pass before proceeding with the visit

Electronic Communications between Employees and Students

The JDPSB shall require all communication between employees and students be appropriate and in accordance with state law. All electronic or any other communications by employees to students at any time shall be expected to be professional, acceptable in content to any reasonable person, and limited to information that is school-related or is acceptable to both student and parent.

**All visitors on campus or on field trips are asked to be mindful of the security of students when taking pictures and sharing them via social media.

Field Trips

Students on field trips must ride the bus to and from their destination. In case of emergency, all must be cleared through the office with an administrator.

Internet Policy

The internet is a vast global computer network that provides access to major universities around the world, governmental agencies, other school systems, and commercial providers of data banks. The purpose of internet resources is to enhance learning and teaching activities. Acceptable use of these resources shall be consistent with the philosophy, goals, and objectives of the Jefferson Davis Parish School Board. Exploration of the internet is encouraged, but with rights and privileges come responsibility. Any use of the internet that adversely affects its operation in pursuit of teaching and learning or jeopardizes its use or performance for other community members is prohibited and may result in loss of internet privileges. All students will receive age appropriate instruction pertaining to Internet Safety and in compliance with the Children's Internet Protection Act. (Parish Policy IFBGA)

Library

The library is open from 7:50 – 2:30 daily. Books are loaned for a period of one week. A maximum of two items may be checked out during one period. Books may be renewed by bringing them back to the library. Students must pay for all lost or damaged books. No books can be checked out until the lost book is paid for.

Lost and Found

The lost and found is located in the office. If any articles are lost or found, student should report this before or after school, and not during class time. Students must be sure their property is clearly marked with the name of the student on it and that it is kept in its proper place. All coats, jackets, seasonal outerwear, etc., should be labeled with a permanent marker.

Lunch Program

The cafeteria serves a hot nutritious lunch daily, which consists of meat/grain and bread products/vegetable, fruit/milk. Water may be purchased. No carbonated drinks are allowed in the cafeteria. Lake Arthur Elementary has been approved for a program which allows all students to get a free breakfast and lunch. Your child may still pack a lunch to eat in the cafeteria as long as it is in a lunch container and follows the above rules. Parents are not allowed to bring food from a fast food restaurant in the cafeteria when eating lunch with their children.

Student Insurance

Students will be given the opportunity to purchase school insurance. Insurance packets will be sent home the first week of school.

Student Medication in School

It shall be the policy of the Jefferson Davis Parish School Board that medication shall not be given to or taken by students at school with limited exception as outlined below. Students shall not be allowed to have any type of medication in their possession on school property.

- Medication found to be in the possession of a student on school property shall be taken from the student and reported to the principal, who shall contact the parent or legal guardian for appropriate information.
- Acutely ill students should be sent home after parents or guardians have been contacted. Students convalescing from short term illness should remain at home until the need for medication no longer exists. Parents and/or legal guardians may, with the approval of the principal, personally administer medication to their child or children at school in the office.
- When there are special circumstances because of student permanent health problems or health problems of long duration and medication is needed to assure school attendance of the student, arrangements by the parents or legal guardians of the student shall be made with the principal in consultation with the school nurse for the student to receive required medication. The administration of any medication shall be handled in accordance with the following:
 1. Non-prescribed Medication:
 - a. The Jeff Davis Parish School Board adopted a new medications policy for all schools in the parish during the 1994-1995 school year. Briefly stated, the new policy requires that all medication administered at school be prescribed by a physician, that a written physician's order to be on file at the school stating frequency and dosage, that the medication must be dispensed by a pharmacist with the container labeled by a pharmacist, and that a parent's consent form also be on file. This policy applies to all medications, including over-the-counter drugs such as aspirin or cough drops, Advil, etc. Of course, any parent may still come to the school and administer medication to his or her child if he or she wishes. We know that these policies may seem cumbersome, but we ask that you keep in mind the intent of the regulation which is to ensure public safety. Anyone having questions about the medications policy should contact the school nurse, Meredith Woods, at the JDPSB Central Office (824-1834).
 2. Prescription Medication:
 - a. Prescribed medication shall be brought to the principal with a written, signed permission form from the student's parents or guardians. Written orders from a physician clearly detailing the name of the drug, dosage, and time intervals between administrations of medication shall accompany the parent's written request. If doctor's orders are not available, no medication shall be administered.
 - b. The written permission shall include the name of the child, the medication, the dosage, and the times the school personnel are to administer the medication.
 - c. The medication shall be clearly marked as to the child's name, the name of the medication, the doctor prescribing, the date of issuance of prescription, and the prescribed dosage.
 3. Prescribed Maintenance Medication:
 - a. Students who are under doctor's care with a chronic long-term condition which requires a regimen of specific medication over an extended period of time shall be treated as any other student taking a short-term prescribed medication.
 - b. In addition, school personnel shall maintain a log each time medication is given. The log shall reflect the dosage, date, and time. The log shall be signed by the authorized person administering the medication.
 - c. The school nurse shall provide the medication log and any additional information needed.

- d. The provisions stated here shall not preclude the administration of first aid by the school in the event of injury or accident. If any treatment is necessary, such treatment shall be commensurate with the severity of the injury.
- e. No employee of the school district may be held responsible if the child does not receive his scheduled dose of medication or if the child takes an overdose of medicine. If the daily dose of medicine is lost, stolen, or spilled, or if the child refuses to take it or spits it out, a reasonable attempt will be made to reach the parents. If the parents cannot be reached, the school personnel shall not be held responsible. These particular situations must be documented and signed by the persons involved

Survey Data

Periodically, students are asked to respond anonymously to surveys which enable the school system to assess needs and provide programs to meet those needs. In many cases, funding requested for projects must be documented by needs ascertained in these surveys. Under the provisions of the Protection of Pupil Rights Amendment to the Educate America Act, parents have the right to refuse permission for their children to participate in surveys. Please notify the principal if you do not wish for your child to participate in surveys designed to gather information about the students' attitudes, behaviors, relationships, and needs.

Telephones

Office telephones are not available for student use except in circumstances judged necessary by the administration.

Teacher Bill of Rights Act No. 155

Respecting the authority of teachers is essential to creating an environment conducive to learning, effective instruction in the classroom, and proper administration of city, parish, and other local public schools. To maintain and protect that authority, it is important that teachers, administrators, parents, and students are fully informed of the various rights conferred upon teachers pursuant to this Section, which are:

1. A teacher has the right to teach free from the fear of frivolous lawsuits, including the right to qualified immunity and to a legal defense, and to indemnification by the employing school board, pursuant to R.S. 17:416.1 (C), 416.4, 2 416.5, and 416.11, for actions taken in the performance of duties of the teacher's employment.
2. A teacher has the right to appropriately discipline students in accordance with R.S. 17:223 through 416.16 and any city, parish, or other local public school board regulations.
3. A teacher has the right to remove any persistently disruptive student from his/her classroom when the student's behavior prevents the orderly instruction of other students or when the student displays impudent or defiant behavior and to place the student in the custody of the principal or his/her designee pursuant to R.S. 11 17:416 (A)(1)(C).
4. A teacher has the right to have his or her professional judgement and discretion respected by school and district administrators in any disciplinary action taken by the teacher in accordance with school and district policy and with 15 R.S. 17:416(A)(1)(C).
5. A teacher has the right to a safe, secure, and orderly environment that is conducive to learning and free from recognized dangers or hazards that are causing or likely to cause serious injury in accordance with R.S. 17:416.9 and 416.16.
6. A teacher has the right to be treated with civility and respect as provided in R.S. 17:416.12.

7. A teacher has the right to communicate with and to request the participation of parents in appropriate student disciplinary decisions pursuant to R.S. 17:235.1 and 416(A).
8. A teacher has the right to be free from excessively burdensome disciplinary paperwork.
9. A beginning teacher has the right to receive leadership and support in accordance with R.S. 17:3881, including the assignment of a qualified, experienced mentor who commits to helping him/her become a competent, confidential professional in the classroom and offers support and assistance as needed to meet performance standards and professional expectations.

Transfer/Release of Student Records

This school routinely releases student records to other school officials when requested due to student transfer. (Family and Educational Rights and Privacy Act).

This school is also required to release any directory information to military recruiters upon request. (No Child Left Behind Law)

Students recognized throughout the year for achievements, programs, special events, etc. by the media, including but not limited to television, radio, and newspaper. Parents may request in writing to the administration that this information not be released.

Title I Family Involvement Plan

1. Statement of Purpose

A major goal of the Lake Arthur Elementary School Title I Program is to encourage greater involvement of parents in the education of their children and in developing a strong partnership with teachers, principals, staff, the community, and school.

We are committed to the goal of providing quality education for every child in this district. The child benefits if the school and home form a partnership promoting high expectations for our children. Parents are the children's first teachers. Parental support for their children and for the school is critical to their children's success at every step of the way. We strive to include parents in all aspects of the district's Title I Program. The goal is strong school to home partnership that will help all students in the district succeed.

2. Parental Involvement in Developing the Plan

A School Improvement Team comprised of parents, teachers, administrators, students (junior high and high school) and Title I staff develop our family improvement plan. Parent input is considered in programmatic decisions and incorporated in the development of the Consolidated Application. Parents, teachers, staff, and administrators from each school in the district are included in the District Advisory Council that develops the District Family Involvement Plan.

3. Meetings/Communications

A Title I Parent Meeting is held each fall to inform parents of the Title I program and its notification requirements. A checklist of activities is included at the end of this document. The School Improvement Team meets four times a year. The school family involvement plan is reviewed each year.

The District Advisory Council meets twice a year. The first meeting will be in September and the second in the spring of each year. Parents are provided information about the Title I guidelines. Copies of the district's current Family Involvement Plan are distributed.

Parents are given opportunities to become involved in all aspects of the partnership on the district and school level and the schools will build the capacity for strong parental involvement through the

following activities: *parent-teacher conferences will be held at the request of parents or teachers to discuss student performances (the conferences will be held at the school site); *an open-house will be held at each school; *Family Nights will be held at each school site to provide parents the opportunity to participate in various mini-sessions, and/or attend presentations by guest speakers; communication with mini-sessions; *notices, letters, fliers, progress reports, brochures and a calendar of activities will be sent home with students; *other contacts will be made through telephone calls, newspaper notices and home visits; *teachers will be encouraged to use the Parent Center Referral forms to refer parents to the Title I Parent Center for help in specific skills; and *parents will be encouraged to talk with their child's teacher when they are not concerned about a problem, as well as when they are concerned, and teachers will be encouraged to send notes and make calls to parents when children are experiencing success, as well as when they are having difficulties.

NCLB Title I Parent Notification

Parents have the right to request information about the qualifications of their children's teachers or paraprofessional who instructs them. Parents will be notified in the event their child is assigned to, or taught for at least four consecutive weeks by a teacher who is not highly qualified, or if their child is placed in a program for Limited English Proficient (LEP) students. The English as a Second Language (ESL) teacher will provide information regarding the program activities, how it will help their child learn English, the exit requirements, and will work with family in developing strategies to enhance the effectiveness of the program. Parents will be notified on the level of achievement of their child in each of the State Academic Assessments (spring high stakes tests). Results of the state assessments will be sent home with the final report cards or when they become available to the schools.

4. Title I Parent Center

A parenting center will be available for use by parents with children in Pre-K through 5th grade Title I schools. The center will be open Tuesday through Thursday from 8:00 a.m. – 12:00 noon and 1:00 p.m. – 4:00 p.m. The staff consists of three certified teachers who will be available to assist parents in working more effectively with their children. Take-home computers, electronic games, and various educational materials and information may be checked out free of charge. Parent Liaisons will facilitate communication between parents and schools. Home visits will be made to those parents unable to come to the Parent Center.

5. School-Parent Compact

Each school will share responsibility with parents for high student performance by developing a school-parent-student compact jointly with parents of children participating in the program. These compacts will outline how parents, staff and students will share responsibility for promoting high student achievement. Parents will receive the compact from their child's school with a checklist of responsibilities that teachers, parents, and students will have for helping students achieve the goals. The content of the compact will be discussed at the school meetings with the parent and child's teacher. When appropriate, parents should discuss the compact with their child before signing it and having their child sign.

6. Types of Parental Involvement

Family/parent involvement is solicited and encouraged in developing the School Improvement Plan. The School Improvement Teams have a parent representative. Parent involvement activities include:

informational meetings with teachers on understanding testing and other data, newsletters, web site postings, etc. Other parental involvement informational meetings or training may include: parent education on various topics, preparation for test taking, technology, etc. There are many ways in which parents can be involved with their child’s education. Our school values both at-home contributions and those that take place at school and in the community. Reading to children at home, talking with them at family mealtime, providing an at-home study period, making sure homework assignments are complete and monitoring TV programs are as important as volunteering at school or serving on committees. Many types of parental involvement are needed in a school-home-community partnership that will help all children to succeed. For additional ways to become involved parents should check with their child’s classroom teacher, building level principal, or the Title I Parent Center staff.

7. Coordination, Technical Assistance and Other Support

The Central Office staff, District Title I staff, School Support Team and district board will provide coordination, technical assistance and support necessary to assist participating schools in planning and implementing effective parental involvement. The district provides resources and annual training for increasing the effectiveness of the school site parent involvement activities. Our school redirects this training to the school staff. The district provides a parenting center and qualified staff to provide assistance to schools and families. The Title I supervisory staff, parent coordinator, school representatives and parent liaisons will make every effort to coordinate and integrate parental involvement strategies with other school community programs such as Pre-K, Head Start, Health and Human Services Programs and other literacy training.

8. Evaluation

A district-wide Title I Advisory Council will be involved in the process of school review and improvement. School Improvement Teams will also review and improve the Title I program as needed. Parents of children in the Title I program will be a part of this group. The aim will be to evaluate the school, collecting information in a variety of ways, such as parent surveys, meeting discussions, review of school performance or school climate, etc. There will be an annual evaluation of the content and effectiveness of the Title I Family Involvement Program by review of participation and feedback from parents. The evaluation will include an assessment of how much parental involvement is increasing at the school and district levels and what barriers to parental participation still need to be overcome, and possible strategies to address these barriers. Information will be collected at the district level and communicated with the school. The school and district will revise its Family Involvement Plan on the basis of the annual review.

2017 – 2018 Holidays

Labor Day	September 4, 2017
Fair Day	October 6, 2017
Thanksgiving (LEA)	November 20-24, 2017
Christmas	December 21, 2017 – January 3
Martin Luther King Day	January 12, 2018
American Heritage Day	February 12, 2018
Mardi Gras	February 13, 2018
Spring Break	April 2-6, 2018

INFORMATION FOR SIGNATURE PAGES

These pages provide the information you need to review in order to sign the signature pages in the small handbook that was sent with this one. Please review this information carefully.

School Transportation Rules

In order for you to understand the regulations covering the conduct of your child riding a Jefferson Davis Parish School bus, Regulations for Students Riding School Buses are listed below. It is requested that you and your child read and abide by these regulations. We believe all students can behavior appropriately and safely while riding on a school bus. We will not tolerate students stopping drivers from doing their job or preventing other students from having safe transportation.

Regulations for Students riding School Buses (this includes field trips etc)

Keep all parts of your body and all objects inside the bus.

Stay in your seat with your feet on the floor while the bus is in motion.

No cursing, swearing, or loud talking.

Sit in your assigned seat.

Be on time, the bus will not wait.

No food shall be consumed on bus.

**Now sign the part on the corresponding page in the signature book.

JEFFERSON DAVIS PARISH SCHOOL BOARD

Acceptable Use Policy for Computer and Internet Use

Introduction

The Jefferson Davis Parish School Board perceives and believes in the integration of technology in the classroom. Many strives have been made to have a computer connected to the Interent in every classroom. We are proud to have this access to vast, diverse, and unique educational resources to all employee and students in our parish.

It is the intent of this school system to make on-line resources available to faculty, staff, and students in order to promote personal growth in information gathering techniques, critical thinking skills, and communication skills. Because of its enormous size, the use of computers and Internet's potential is boundless. With such great potential for educators comes some potential for abuse. It is the purpose of this list of guidelines, as well as the contract for Internet use, to make sure that all who use the internet and computers, use this valuable resource in an appropriate manner.

Guidelines for Computer Hardware/Software

1. No activities will be allowed which may damage or interrupt equipment or the system. Any attempt to alter, harm, or destroy the data of the network system/workstation will also be forbidden. This includes, but not limited to, accessing the server/hard drive and tampering with files, damaging equipment, spreading computer viruses, loading software without permission from teacher or administrator, and any other action that is deemed inappropriate.
2. No user will be allowed to use another's password or trespass in another's folder, work, or files.
3. Network storage areas may be treated like school lockers. Administrators may review files to maintain integrity and insure students/employees are using the system responsibly. Users should not expect the files will always be private.
4. Any use by any person that incurs expenses to the school shall be strictly prohibited. The computer system will not be used for commercial, political, or religious purposes.

Guidelines for Internet Use

1. Searching, viewing or retrieving materials that are not related to schoolwork, community service, employment or further education is not permitted. Thus, searching or viewing sexually explicit, profane, violence-promoting, or illegal material sites is not permitted.
2. Users are not allowed to subscribe to any services or order any goods or services over the Internet. Any subscription to list serves, bulletin boards, or the Superintendent or his designee prior to use must approve on-line services by administration.
3. Users will subscribe only to high – quality discussion group list servers or bulletin boards that are relevant to educational or career development activities.
4. Students are not allowed to download anything from the internet without the consent and supervision of the teacher or administrator.
5. Users will not post personal contact information (e.g. address, telephone numbers) about themselves or others on the internet.
6. Playing games or using other interactive sites on the internet, such as chat rooms, AOL Instant Messenger, ICQ etc., is not permitted, unless assigned and supervised by the teacher or administrator.
7. Users will immediately report to the school authorities or technicians any inappropriate site that should have been detected by the district filtering software. Remember to copy down this site address when reporting it.
8. Acceptable use of the internet shall be consistent with the philosophy, goals, and objectives of the Jefferson Davis Parish School Board.

Guidelines for Electronic Mail

1. Individual students are not permitted to have email accounts. Only classes as a whole or teachers and administrators may be permitted to have an email account.
2. Sending and receiving pornographic or obscene materials in messages or as attachments are forbidden for all users.
3. Threatening, profane, harassing or abusive language is also forbidden.
4. Users should expect no privacy of the content of email on the district server. Messages relating to inappropriate content or illegal activities will be reported to the Superintendent.

Guidelines for Copyright Issues and Software Licenses

1. Computers in lab settings must have licenses for the existing software. If the software was bundled with the computer, the software is considered legal. Teaching stations and mini labs should have the software that was purchased for the computers.
2. All computers in the classrooms must have legal software that was purchased by the school system or teacher. If a computer contains any other software that is shared (illegally stored on more than one computer), it should be deleted from the machine immediately.
3. If any sites are harvested from the internet using WebWhacker, you have use of it for one year. After the year is up you must whack the site again.

Guidelines for Web Pages

1. Do not include the last name or addresses of students on Web pages published on the Jefferson Davis Web site or any other site.
2. If pictures of students are used and can clearly be identified, permission must be given by parents/guardians to publish the picture on any web site.

Consequences of Misuses

1. Internet use is a privilege, not a right, for all users. Inappropriate use will result in cancellation of these privileges by administration, faculty, and staff.
2. The Jefferson Davis Parish School Board allows for the suspension of inappropriate or illegal use of internet/computer by students and employees.
3. Disciplinary action may include but is not limited to monetary reimbursement, detention, suspension, or expulsion.

****Please sign the corresponding page for Acceptable Internet Use on the signature pages.**

ASBESTOS NOTIFICATION

To remain in compliance with the U.S. Environmental Protection Agency (EPA) Asbestos Hazard Emergency Response Act (AHERA) - Rules for Schools, we are notifying families that asbestos containing materials have been identified in some areas of all of our parish schools.

We performed asbestos re-inspection and continue to inspect on a regular basis to ensure that all of these asbestos containing materials remain in good condition.

An Asbestos Management Plan is located in the library at each school. Everyone is welcome to view these plans at any time during normal school hours. (Monday – Friday, 8 – 3) Asbestos Management Brant Smith will answer any questions that you have concerning asbestos in our buildings. (337-824-6360)