

Faculty & staff organizational chart

2017-2018 Student Handbook

PRINCIPAL'S MESSAGE FOREWORD

This handbook is prepared to provide you and your child with general information dealing with policies, regulations, practices and activities at Krotz Springs Elementary School.

After carefully reading this handbook, I hope that you and your child will have a clear understanding of the policies and practices of this school.

The Krotz Springs Elementary faculty and I stand ready to assist you and your child, throughout this school year.

KROTZ SPRINGS VISION STATEMENT

We the staff at Krotz Springs Elementary, believe that children should be prepared for college and career. In addition we believe that children...

- I. should be educated to become worthy productive citizens;**
- II. should live a successful life in our democratic social order;**
- III. must be instructed and trained physically, emotionally, socially; morally and academically;**
- IV. can reach their maximum potentials if given sufficient time, the proper instruction, and a patient and understanding teacher;**
- V. can develop skills that enable them to read, write, speak and problem solve with speed and accuracy; and**
- VI. can learn to honor their local and national heritage and citizenship.**

MISSION STATEMENT

Where Teachers Teach and All Students Learn.

POSITIVE BEHAVIOR INTERVENTION & SUPPORT EXPECTATIONS

Be Responsible!

Be Respectful!

Be Safe!

**SCHOOL CALENDAR
(SEE SLP SCHOOL SYSTEM CALENDAR)**

Bell Schedule for 2017-2018

Lower Elementary:

7:30-7:50	Breakfast
7:50	School Starts (Assemble in Gym)
8:00-9:52	First Period
9:54-11:46	Second Period
11:30-12:20	Lunch
11:58-1:08	Third Period
1:10-2:17	Fourth Period
2:18-3:14	Fifth Period

Upper Elementary:

7:50	School Starts (Assemble in Gym)
8:00-8:55	Homeroom / First Period
8:57-9:52	Second Period
9:54-10:49	Third Period
10:51-11:46	Fourth Period
11:48-12:43	Fifth Period
12:20-1:20	Lunch
1:22-2:17	Sixth Period
2:19-3:14	Seventh Period

Notes:

JCAMPUS Calls

- Automated call times for absent students at 9:00, then 10:00, and finally 11:00 AM.**
- Other calls for checkouts/check-ins will be made immediately upon exit or entry of the student**
- Voice or text-to-speech call will inform all individuals listed in JCAMPUS (except work numbers) that a student has checked in, checked out, or is absent for the day**
- Parents will receive one call to every number noted on JCAMPUS for the student**
- Calls deemed emergency will notify every person with a phone number listed in the emergency contact list for a student.**

All students enrolled in our school in the regular education curriculum are governed by the Promotional Policy and Pupil Progression Plan adopted by the St. Landry Parish School Board. A copy of the promotional policy will be sent to each family.

GRADING SYSTEM

Report cards are issued every nine weeks. The following scale is used to determine grades. Students must earn 4 quality points in each subject area. Only letter grades appear on official school reports.

<i>Percent</i>	<i>Letter Grade</i>	<i>Quality Points</i>
93-100	A	4
85-92	B	3
75-84	C	2
67-74	D	1
66-0	F	0

Students with incomplete course work in a subject will receive a grade of *I* (incomplete). Students are given one nine-week period to complete or make-up any required assignments or tests. If not completed by the end of this time, the *I* (incomplete) will automatically be changed to an *F*.

KROTZ SPRINGS ELEMENTARY SCHOOL POLICIES

I. REGISTRATION

- A. All students returning to Krotz Springs Elementary from last year are pre-registered automatically.
- B. Pre-K, Kindergarten students and new students in grades 1-8 must register through the principal's office. **The child's birth certificate, immunization record, Social Security card, and proof of residence in the school zone must be presented at registration.** A copy of a phone or utility bill is needed to verify 911 address. A copy of one parent's social security card is also needed. New students must provide proof of having received the Hepatitis B vaccination.
- C. **ALL NECESSARY DOCUMENTS MUST BE SUBMITTED BEFORE A STUDENT CAN BE ENROLLED.**
- D. If you are found to be attending school out of zone without permission, you will have to leave Krotz Springs Elementary School immediately and return to the school for which you are zoned. Proof of domicile in the zone will be required again in the form of notarized documents. Home visits/Interviews may be required.

II. HEALTH RECORDS AND IMMUNIZATION PROCEDURES

- A. State law requires all students in public schools to have up-dated immunization records on file at school.
 - 1. Students with incomplete health records will not be considered registered until all information needed has been received.
 - 2. Students who need to have immunization records updated will be given ten school days from the date of notification to update records.
 - 3. It is the responsibility of the parent to inform the school of specific health problems.
- B. School Nurse
 - 1. The school nurse should come to Krotz Springs Elementary at least once a week to help any student with health problems and to check immunization records.
- C. Medication
 - 1. Students **cannot** bring any medication to school. This includes aspirin as well as cough drops and any other over the counter medicine.
 - 2. Students whose doctors prescribe medication to be taken on a daily basis mid-day may have medication given to them at school by trained personnel once proper documentation (consent form, medication form signed and dated by doctor and emergency plan) is on file.
 - 3. Creams and ointments that need to be applied must be dispensed by the parent. Over-the-counter medication must also be dispensed by the parent.
 - 4. Morning doses of prescription medication must be administered by the parent at home.
- D. Student Records
 - 1. Student records may be shared with biological parent(s)/guardian(s) of KSE students unless there are specific mandates from a judge.

III. SCHOOL DAY

- A. School begins at 7:50 daily with General Assembly in the gymnasium.
 - 1. Duty teachers will be at designated duty stations to supervise students.
 - 2. All students will report to the gym upon arrival.
 - 3. Car riders and walkers are not to arrive until **7:30 a.m.**
 - 4. Students may place their book bags in the hallway adjacent to their teacher's class.
 - 5. Kindergarten students and junior high students will place their book bags in the gym.
 - 6. Students who ride their bicycles must use the bike racks in front of school. Ripsticks, skateboards, etc....must be locked on the rack as well.

IV. CAFETERIA RULES

A. Breakfast

1. Students who wish to participate in the breakfast program will be escorted to the cafeteria by duty teachers. Breakfast begins at **7:30 a.m.** and ends at **7:50 a.m.** **Door will be locked at 7:50 a.m. No exceptions.** Book sacks are not allowed inside of the lunchroom.

B. Lunch

1. Teachers will escort their class to lunch at the designated time.
2. Students are encouraged to participate in the school lunch program.
3. Students must give their lunch ID number and name to the cafeteria manager as they exit the serving line.
4. Students will have a supervised break after the entire class, including their teachers, have finished eating lunch.
5. **Students are allowed to talk in the cafeteria,** but may receive lines to write and recess detention as penalty for not following cafeteria rules. (See below.)
6. Students will observe the following ***CAFETERIA RULES:***
 - a. Students should enter the building in a quiet and orderly manner.
 - b. Students must wash their hands with soap and water.
 - c. Students are to throw hand towels into the trash can, not on the floor.
 - d. Classes should stand in single file to enter the serving line, speak in **QUIET** tones, and keep hands to themselves.
 - e. Students should pick up milk and a food tray.
 - f. Students should pass through the serving line picking up at least three items that will count as a balanced meal.
 - g. Students must give a correct lunch number and name, speak loudly and clearly.
 - h. Students should not skip any chairs when sitting at their designated table.
 - i. Students should speak in **QUIET** tones and pick up any food, paper, etc. that is left on tables and floors. Chairs should be pushed underneath tables before leaving.
 - j. Paper should be put in one can and food in the other.
 - k. Students should always practice good table manners.
 - l. Loud or ill-mannered behavior will not be tolerated.
 - m. No food prepared in the cafeteria is to be brought out of the cafeteria.
 - n. Carbonated beverages of any kind are not allowed in the cafeteria.
 - o. Straws are to be thrown away before student leaves the cafeteria.
 - p. No peanut products allowed.
7. Breakfast time: 7:30-7:50 a.m. Doors will be locked at 7:50 a.m.
8. Students are not allowed to order food to be delivered.
9. **CARBONATED DRINKS ARE NOT ALLOWED IN THE CAFETERIA & ON CAMPUS.** Students who bring their lunch are **NOT** to bring carbonated beverages with their meal. They may however bring milk, 100% fruit juice or water to drink. (Milk and juice can be purchased in the cafeteria, check with the cafeteria manager for the cost.)
11. Students are not allowed to use the microwave at school.
12. **Please inform us if your child has an extreme peanut or seafood allergy.**

***The parent handbook for food service can be found on the District website at <http://www.slp.k12.la.us/departments/ChildNutrition/ParentHandbook.html>.

V. DISMISSAL

1. Car riders will be dismissed first. Parents are to use the designated route. Only car riders will be allowed to leave at first bell. Students may only leave school with a person authorized by the parent. Students leaving at car rider bell who are not car riders will not be allowed out of class until the designated person is here to pick them up. They will then be called to report to the proper pick-up area. **UNLESS A STUDENT IS A CAR RIDER, HE/SHE IS TO REPORT BACK TO HIS/HER HOMEROOM.**

Note: A parent may not visit a classroom at the end of the day to withdraw a student during car rider dismissal. All parents are required to utilize the car rider line and have their child called out of class. Please, no check-outs allowed after 2:45 p.m.

2. **Final Dismissal Bell:** An announcement will be made to dismiss students who have permission to walk home, for students who ride bicycles, and for students who will report to the gym to await buses. In addition bus riders will be called for boarding for transport home. Car riders will be dismissed last.
3. **Emergency Dismissal:** In the event of severe weather, school may dismiss earlier than usual. Should this occur, students who walk, ride their bicycles or are a car rider will be allowed to call their parents. All parents should have an emergency contact or two in student's permanent record in case of emergency. School buses will run their regular routes if conditions permit.

****Please do not tie up phone lines by calling school during an emergency, we will utilize the Town's <ALL CALL> Emergency System.****

4. **Rainy Days:** If your child normally walks home from school or rides a bike, please give him/her **CLEAR** instructions on what to do in inclement weather.
5. **Tornado Drills:** Safety instructions and evacuation procedures will be discussed and POSTED in each classroom. Tornado drills will be held once per semester and are unscheduled.
6. **FIRE DRILLS** are held monthly. Everyone must move quickly and quietly out of the building. Students should take the nearest exit. No one is allowed to return to the classroom until the bell rings to indicate that the drill is complete and students may return to class. A fire drill escape route will be posted in each classroom.
7. Random Metal Detector and book sack searches are conducted at least once per month.

VI. ATTENDANCE

- A. As part of the promotional policy, St. Landry Parish and the State of Louisiana require elementary students to attend school for a minimum of 177 days.
1. The three reasons for excused absences are:
 - a. Illness of student with a certified doctor's excuse.
 - b. Death in family (copy of obituary- maximum of 3 days excused)
 - c. Catastrophe
 2. To receive an excused absence, the student must bring documentation citing one of the above reasons for the absence to his teacher. Students attending a school sponsored activity are counted present. **Excuses must be brought in within a week of absence.**
 3. Excuses are to be sent to the student's homeroom teacher.
NOTE: According to St. Landry Parish Attendance Policy, after the 5th unexcused absence students are automatically referred to D.A.'s Truancy TASC Force.
 4. **Perfect Attendance:** Students must report to ALL 7 periods.
 5. To maintain Perfect Attendance status, the student must not be tardy more than five times.
 6. On the 6th tardy, a student will lose perfect attendance status, but he/she may maintain Merit Attendance Status (5 tardies equals one day absence).
STUDENTS ARE TARDY AFTER 7:50 a.m. or when students arrive in homeroom.
 7. **Merit Attendance:** Student must not miss more than 2 days absent.

STUDENTS WHO COME IN LATE MUST REPORT TO THE OFFICE AND MUST BE SIGNED IN BY A PARENT OR GUARDIAN. STUDENTS CANNOT SIGN THEMSELVES IN.

***** Students cannot miss more than 10 days of school. Students with excessive absences, 11 or more unexcused absences, may not be promoted on to the next grade.**

VII. MAKE-UP WORK

- A. Students will be allowed to make up work missed for any excused absences provided the **STUDENTS TAKE THE INITIATIVE TO DO SO.**
1. The student making up work should not expect the teacher to take away from class time to enable them to catch up.
 2. Make-up test will be given on Thursday afternoon after school.
 3. The teacher will give reasonable assistance without interfering with the regular class routine.
 4. The student making up work is expected to do this and keep up with regular class work.
 5. Whenever possible, student/parent should contact the school on the day the student is absent and make arrangements for teachers to send assignments.
 6. **IF A STUDENT FAILS TO MAKE UP THE WORK WITHIN 1 WEEK OF THE ABSENCE, THEY WILL BE ISSUED A ZERO.**

VIII. PERMISSION TO LEAVE SCHOOL

- A. Students may not leave school at any time without permission from the principal's office.
- B. Students who must leave due to dentist or doctor appointments or other family emergencies must be checked out by a parent or another adult with a signed note from the parent.
- C. Those listed on the Student Information Card as emergency contacts are the only ones allowed to check out a student without a note from the parent.
- D. A parent or other responsible adult must come to school to get the child unless special arrangements have been made.

IX. ILLNESS DURING THE SCHOOL DAY

- A. It is important that each child provide the school with a **TELEPHONE NUMBER WHERE PARENTS CAN BE REACHED IN CASES OF EMERGENCY.**
 - 1. The school will notify parents immediately in case of illness or accident.
 - 2. Students must be picked from school if they vomit or have a fever 100 degrees or above. Students must remain at home for a period of 24 hours before returning to school.
- B. Only prescription medication that is taken at noon on a daily basis may be dispensed at school by a trained KSE staff member. However, before medication can be given, forms must be completed in the office.
- C. Students with communicable diseases cannot attend school. If in doubt, parents should call the school for verification.

X. USE OF TELEPHONE & DELIVERIES

- A. Students are not permitted to use the telephone during the school day, or receive deliveries.
- B. **Students may only use the phone for emergencies (Forgotten homework, books, snack money, etc. are not emergencies)**
- C. **Students are not permitted to receive telephone messages at school except in cases of emergency.**
- D. Students are not allowed to have cellular phones or other electronic devices.

XI. SCHOOL BUS INFORMATION

- A. All students living within the school zone (one mile or more from the school) may ride a bus to school.
- B. Bus stops are designated by the bus driver and the principal. Buses cannot stop at every house; therefore, bus stops are designated with safety for all in mind.
- C. All students are expected to follow rules and regulations as required by the St. Landry Parish School Board. These are:
 - 1. Students must be on time at designated stops.
 - 2. Students must obey the driver promptly and cheerfully.
 - 3. Students are not allowed to eat or chew gum on the bus.
 - 4. Students are to help keep the bus clean and sanitary. Anyone purposely damaging or breaking school bus property will be disciplined and required to pay damages.
 - 5. Students are to avoid causing trouble such as teasing, pulling hair, scuffling, and using profanity, or obscene or abusive language.
 - 6. Arms and hands must be kept inside the bus windows at all times.
 - 7. All students are to remain seated while the bus is in motion. There should be no moving around once a student has been seated on the bus. If assigned to a seat by the driver, the student must remain in that seat until given permission to change seats by the driver.
 - 8. Loud talking will not be tolerated. Conversation in normal tones is permitted.
 - 9. A student is to obtain permission from the bus driver before opening windows when it is cold, rainy, and windy.
 - 10. No student will be allowed to ride another bus or to discharge at different stops unless he/she has written permission from parents and approval from the principal.
 - 11. Balls and toys are not allowed on the bus.
 - 12. Items students need for school projects must be in a bag.

NOTE: ANY VIOLATION OF THE ABOVE RULES AND REGULATIONS MAY BE REASON FOR DISCIPLINARY ACTION, SUSPENSION, OR EXPULSION (1-5+ days depending on the infraction). YOUR COOPERATION WILL HELP TO MAKE TRANSPORTATION SAFE AND COMFORTABLE. STUDENTS MUST CONDUCT THEMSELVES PROPERLY AT THE BUS STOP WHILE WAITING FOR THE BUS. PROPER CONDUCT IS ALSO NECESSARY AFTER STUDENTS HAVE BEEN UNLOADED FROM THE BUS AND WHILE WALKING FROM THE BUS STOP.

XII. GRADE REPORTING

- A. Grades are determined using the St. Landry Parish grading scale:

<u>Percent</u>	<u>Grade</u>
93-100	A
85- 92	B
75-84	C
67-74	D
66 and below	F

- B. Students who have not completed course work because of valid excuses for the nine weeks period will receive an “I”. The work must be made up the next reporting period, or the grade becomes an “F”.
- C. Final averages are determined by averaging the grades for the four grading periods. To receive a passing average, the student must have a 1.0 average which is a “D”. Less than a 1.0 constitutes an “F” average.
- D. Any student who earns an “F” for the last grading period will receive a final grade of “F”.
- E. Progress reports are sent home 4.5 weeks prior to report cards.
- F. Report cards are sent home at the end of the 9 week grading period. One copy of the report card is sent to parents, and the other is kept on file by the homeroom teacher.
- G. Do establish a JCampus account to monitor your child’s grades.
- H. Students will be promoted based on an average of 67% in each graded course. Quality points will no longer will be used to determine retention or promotion.

XIII. ST. LANDRY PARISH PUBLIC SCHOOL PROMOTIONAL POLICY

- A. All students enrolled in grades K through 8 in the public schools of St. Landry Parish are directly involved with the Promotional Policy adopted by the St. Landry Parish School Board.
- B. Parents will be issued a Promotional Policy so that each family will have a copy.
- C. The Promotional Policy sets standards regarding:
1. Number of absences
 2. Class average per subject.
 3. Scores on standardized tests such as LEAP 2025.
 4. Mastery on reading level tests.

XIV. PARENTS – VISITORS VISITING SCHOOL

- A. Parents and all other visitors are to report to the office upon entering campus. Those who need to visit a classroom will be issued a **VISITOR'S PASS. A PASS IS REQUIRED AT ALL TIMES!** (or visitors will have to return to office to obtain one.)
- B. Parents requesting conferences should call school to set up an appointment with the child's teacher. Teachers will return calls during their preparation periods, or conferences can be set up by talking to the secretary.

XV. PARENT/TEACHER COMMUNICATION

- A. Parent-teacher conferences are encouraged. Please call the school secretary (566-3585) to make arrangements to schedule a conference with the teacher. **Teachers cannot interrupt teaching time to hold conferences.** The school maintains an open-door policy to the teachers, students and parents alike. However, previous arrangements made for conferences will ensure effective use of everyone's time. Conferences are held during the planning time of the classroom teacher.
- B. Teachers utilize various apps to communicate with parents. Unproductive conversations will warrant exemption from the online group (i.e. Remind 101)

XVI. WITHDRAWAL FROM SCHOOL

- A. If it becomes necessary for a student to withdraw from school during the school term, the following procedure must be followed:
 - 1. There should be a letter of request from the parents or guardian.
 - 2. The reason for withdrawing must be provided
 - 3. The place where records should be sent must be given.
 - 4. All books must be returned.
 - 5. All debts must be paid.

Please be aware that this process takes time and cannot be done immediately!

XVII. DESIGNATED AUTHORITY

- A. In the absence of the school principal, a designee will be appointed by the Principal to manage the school and make necessary decisions.

XVIII. SCHOOL CAMERAS

- A. There are, throughout the campus, 16 cameras that record footage 24 hours per day.

XIX. DRESS CODE

- A. All students in St. Landry Parish schools will be required to wear school uniforms. (Please refer to St. Landry Parish Policy pg. 16 of appendix)
1. **Uniform tops** shall consist of **plain collared white or navy polo shirts**, with No logo, either short or long sleeved. All shirts **must be tucked** in at the student's waist. All shirts **must be long enough** to remain tucked when seated. An undershirt may be worn under the uniform top. The undershirt must be **WHITE or BLACK**, and the sleeve cannot be longer than the sleeve length of the uniform top. Cold Weather exception: When temperatures are below 50 degrees, white or black crewnecks are allowed under the uniform shirt.
 2. **Uniform bottoms** shall consist of traditional, straight leg, dark khaki or navy cotton twill pants or walking shorts with a finished hem (side slits on hems are not allowed). Uniform bottoms must fit at the waist and crotch and be within one (1) size of student's actual waist/inseam measurement. No cargo pockets or flaps on back pockets are allowed on uniform bottoms. **Bell-bottoms, boot cut, carpenter/cargo style pants, hip-huggers or jeans of any color and/or type are NOT ALLOWED.** Brand name emblems on uniform bottoms may not exceed 1" to 2" in size. All uniform bottoms must have a waistband with belt loops. Walking shorts shall not be more than four (4) inches above the back crease or the knee. **SAGGING OF THE UNIFORM BOTTOM WILL NOT BE ALLOWED.**
 - a. **Girls' bottoms**- In addition to the above uniform bottoms, traditional style uniform jumpers and skirts will be allowed and must have a finished hem and shall not be more than four (4) inches above the back crease of the knee. All items of clothing must be worn as intended by design. Allowable colors are dark khaki and navy. Overalls are NOT permitted. Stone, white or dark brown uniform bottoms are NOT ALLOWED. Dark khaki/navy blue skorts are allowed for Pre-k-2nd grade. Skirts worn at the 5th-8th grade level must be box pleated style.
 3. **Socks & Shoes** – **Socks must be worn at all times** and must be **Solid white, navy, black or brown with no emblem or logo.** Crew length socks must **COVER THE ANKLE AND BE VISIBLE ABOVE THE SHOE.** Students must wear a closed shoe (front and back). Sandals, clogs, flip-flops, slippers, or other similar types of shoes are not allowed. (This includes CROCS) Shoes must be laced and tied; Velcro straps must be secured.
 4. **Outerwear** –
 - a. **Sweatshirts/Lightweight Jacket/Windbreaker (with or without hood)/Coat** – All outerwear, except for sweatshirts, must zip, button, or snap. Outerwear must be waist length with a tight, ribbed elastic bottom, must be plain, solid colored **black, white, heather gray or dark navy blue with NO EMBLEM, LOGO, OR MARKING** (except acceptable monogram). Students can wear a sweatshirt in the optional school color with school logo.

Monograms explained:

 - *No larger than 3 inches*
 - *3 letter initials*
 - *Thread colors white, black, khaki*
 5. **Belts**—A **BLACK, BROWN, KHAKI, OR NAVY BLUE** belt must be worn or a plain belt with a buckle not larger than 2" x 3". No studs on the belt will be

allowed. The entire length of the belt must be worn inside the loops. Pre-K through 2nd grade students may wear uniform bottoms with an elastic waistband without having to wear a belt. **BELT LOOPS SHOULD NOT BE REMOVED; IF PRESENT A BELT MUST BE WORN FOR PRE-K-2ND GRADE.**

- a. No high-heels or other types of dress shoes (tennis shoes are preferred and required for physical education).
- b. **Boots are not permitted** (exception: rubber boots on rainy days).
- c. No cleats or mud grip shoes.
- d. **Make-up is not allowed.**
- e. **Caps/hoods are not to be worn or brought onto campus (exception: official spirit cap & ear warmers).**
- f. Boys are not allowed to wear earrings or rings.
- g. Girls can wear no more than two earrings in each ear.
- h. Conventional hairstyles are the only acceptable hairstyles. No colored dyes to be used in the hair. Male haircuts should not exceed the eyebrow, earlobe, and uniform collar.
- i. No heavy chains will be allowed. All other chains worn must be tucked inside shirts. Remember that jewelry is not a toy and should not be played with.
- j. **NO tongue studs, other visible body piercing or VISIBLE TATTOOS WILL BE PERMITTED. THIS INCLUDES TEMPORARY TATTOOS.**
- k. No purses are allowed in grades K-3.
 - l. No bracelets or wristband with studs will be allowed.
- m. No liquid substances in glass bottles are permitted (colognes/perfumes)
- n. No aerosol sprays (hairspray, deodorant).
- o. Only blue denim with no holes allowed on jean days.
- p. Males in 7th/8th Grade may have a neatly trimmed mustache.

On free dress days the students will adhere to the above guidelines. Also no baggy clothes, cargo pants, midriff tops, or muscle shirts will be allowed on free dress day. Outerwear should also follow guidelines listed in the dress code policy.

Dress code violation may result in one or more of the following depending upon the infraction as well as prior infractions: **SEE DISCIPLINE PROGRESSION PLAN**

*****SHOULD YOU HAVE ANY QUESTIONS CONCERNING THE DRESS CODE PLEASE ADDRESS THE PRINCIPAL AND NOT THE UNIFORM VENDOR.**

*****FREQUENT/RANDOM CLASSROOM/SCHOOL-WIDE UNIFORM CHECK WILL BE DONE AND MINOR REFERRALS WILL BE WRITTEN FOR VIOLATIONS.**

*The principal or designee shall be the final interpreter of the dress code.
Our primary responsibility is to create and maintain a positive learning environment.*

XX. CLASS RULES

- A. Listen attentively, follow directions, and do assigned work.
- B. Bring materials to class (books, pencils, paper, homework, etc.). **All work must be done in blue or black ink or pencil with the exception of checking papers.**
- C. Stay in seat; keep hands, feet and objects to yourself.
- D. Fighting, physical or verbal is prohibited.
- E. Raise hand before speaking.
- F. Show respect for teachers and classmates.

After warnings and other methods to solve discipline problems in the classroom minor referrals will be written and the students will be sent to the principal. The principal will try to resolve the problem by counseling the student and also calling the parent if necessary. Students who continually disobey the rules will be subject to detention and/or suspension.

XXI. GENERAL RULES

- A. Students are expected to listen with respect to the person on duty or any other school official.
- B. Students are to refrain from any action that could possibly cause physical or emotional harm to a child.
- C. Students are to refrain from using vulgar, obscene or profane language.
- D. Students are not to throw sticks, rocks, bottle caps, or any object that may injure a child.
- E. Students are not to play tug-of-war or any other game with a jump rope that calls for pulling children with a rope.
- F. Students are not to run in halls, through the gym, or on the sidewalk.
- G. Students are to be courteous and kind to others at all times.
- H. Students are not to litter the campus.
- I. No tackle football, knocking each other down, tripping, jumping on someone's back or any other kind of rough play is allowed.
- J. **CHEWING GUM IS PROHIBITED.** Rules will be assigned for each offense and detention for habitual offenses. (Parents will be required to sign the rules.)
- K. Hard balls are prohibited. Only plastic bats and balls for grade K-3.
- L. Students are expected to take the same care of the school rest room that they do of their bathrooms at home.
- M. Anyone caught writing on desks tops and/or walls will be expected to pay for damages and/or clean the destroyed area.

Students who continually disobey rules will be subject to suspension.

XXII. EXTRA-CURRICULAR ACTIVITIES

All students who have successfully completed grade requirements the previous year begin the new school year eligible to participate in extra-curricular activities. However, students must maintain certain standards in both academic performance and conduct to continue to be eligible.

- A. **4-H** - The purpose of 4-H is the development of the student in all aspects of everyday living. Membership is open to all students in grades 4 through 8. The club meets once a month for one hour in the school cafeteria.

- B. **JUNIOR ROTC** is offered to students in grades 7th and 8th. Students should be of good character and maintain satisfactory academic progress.
- C. **BASKETBALL & TRACK** is offered to students in 6th, 7th and 8th grade provided that they will not turn 15 years old by September 1st. All students choosing to participate must have either school insurance or some type of family hospitalization insurance. To remain eligible, a student must meet L.H.S.A.A. and school board guidelines. Students that do not complete the season will be ineligible to receive an award at the end of the school year.
- D. **FIELD TRIPS**—**students must have all fees paid before they are able to attend a field trip.** If the child has been habitually misbehaving, he/she may not be allowed to attend the field trip. If a student is permitted to attend and the behavior has been unacceptable throughout the year, a parent may have to chaperone on the trip. This will be at the discretion of the teacher and principal. Individual teachers may require specific criteria for students to attend field trips.
- F. **JUNIOR BETA** is offered to students of excellent character, achievement, responsibility, and leadership. Students must be in grades 5, 6, 7, or 8 and have paid all applicable school fees. No more than 2 C's are allowed in a nine week grading period. A student must participate in 75% of the service projects.
- G. **CHEERLEADING** is offered to students in 6-8th grade and is a great “leadership” experience. Students must comply with the following: A 2.0 GPA, good behavior, no major referrals, minimum of 2 minor referrals for the entire school year, and recommendations from two current teachers.

XXIII. REGARDING EXTRA-CURRICULAR ACTIVITIES

- A. All students must attend activities/events with adult/parent supervision. Students who become discipline problems at ball games or any other type of extra-curricular activities will not be allowed to attend future activities.

XXIV. RULES FOR BALL GAMES

- A. No basketballs can be brought in by spectators.
- B. No radios allowed.
- C. No bottles, cans, or outside food allowed.
- D. No loitering (hanging around) outside the gym.
- E. Students are to stay off the courts during half time and between games.
- F. Students should remain in the stands during games (except for restrooms and concessions).
- G. Students are to stay off the stage and out of the dressing rooms.
- H. Students are to leave the gym immediately after the game.
- I. Students are to exhibit good sportsmanship at all times.
- J. Students are encouraged to welcome the opposing team and exhibit genuine hospitality.

XXV. PHYSICAL EDUCATION PROGRAM

- A. The basic objective of physical education is to:
 1. Develop and maintain maximum physical efficiency.
 2. To develop useful physical skills.
 3. To act in socially useful ways.
 4. To enjoy wholesome physical recreation.

Only those students with a doctor's excuse will not be required to participate in the physical education program.

XXVI. SPECIAL SERVICES

- A. In addition to the regular academic program, St. Landry School Board provides special services designated to meet the total needs of the students. These services include those provided by Pupil Appraisal Center, speech therapy, Title I and II, and vision, hearing and scoliosis screening.

XXVII. DISCIPLINE POLICY

School discipline has only two broad objectives. Fair and impartial discipline helps insure a proper climate for learning and it also helps students develop the self-discipline that is required for all learning.

Although the ultimate responsibility for student conduct rests with the student and the parent, it is a daily responsibility of school personnel to see that no single person interferes with the total learning environment of other students.

Individual human conduct is a composite of many factors which teachers cannot always overcome during the school year; thus, when the students fail to discipline themselves to follow the established rules of the school, it becomes the school's responsibility to discipline the student.

As prescribed by law, every teacher is authorized to hold every pupil to a strict accountability for any disorderly conduct in school or on the playground of the school or on any street, road, or school bus going to or returning from school, during intermission or recess (R.S. 17:416). It is the final responsibility of the principal to maintain discipline at each school or any school functions.

Schools do assume a responsibility to help a student learn self-discipline. However, when a student exhibits marked deviation from acceptable behavior, it is the responsibility of the teacher, principal, guidance, attendance and/or psychological personnel to undertake every effort to identify the problem, to secure parental understanding and cooperation, and to help the student in accordance with their best judgment and resources available.

In those cases where corrective action becomes necessary, the disciplinary measures taken should be positive, constructive, and directed toward serving educational ends.

It should be clearly understood by the student and his parents that the purpose of all disciplinary action is to mold future behavior and to teach the student that education is a right qualified by compliance with reasonable rules and regulations.

While the school is concerned with the individual and his/her welfare, it must also be concerned with the group and their welfare by preserving the proper atmosphere for teaching and learning.

XXVIII. DISCIPLINARY OPTIONS USED

- A. After-school detention (Wednesday & Thursday) 3:00 PM to 4:00 PM
Students will use detention time to complete assigned work. Parents will be informed and will be responsible for picking-up their child. Habitually not turning in required homework *can* result in after-school detention.
- B. In-School Suspension – 8:00 a.m. to 3:00 p.m.
Student wears uniform and brings books and supplies. Failure to attend ISS may result in out of school (1 day out of school or 1 day in school) suspension. Students will be assigned time away from same age peers for a designated time. During such time, class assignments will be sent and students may receive credit for work equal to those outlined in C. In-School Suspension Clinics will be held off site at Port Barre High School.
- C. Out-of-school suspension
Students will remain home for the amount of time specified. Students will receive credit for either 25% or 50% of the work missed.
- D. Mandated Parent Conference
At any time during the school day if a student becomes very disruptive and exhibits unacceptable behavior, the student can be asked to return the next day with a parent. This is a mandatory requirement in order for the student to return to school.
- E. Corporal Punishment
The school principal may use corporal punishment in a reasonable manner for good cause to maintain discipline and preserve the learning environment of the school. Corporal punishment is limited to three strikes on the buttocks, and an adult witness must be present. **If you do not wish the Principal or Administrative Assistant to use corporal punishment, indicate on information card.**
- F. Privileges Taken Away
Any athlete sent to the principal's office with a disciplinary referral on the day of a game will not be allowed to participate in the game. Any student sent to the principal's office with a disciplinary referral on or before the day of a planned extra-curricular activity will not be allowed to attend or participate in that activity. (This includes field trips, assemblies, ballgames, etc.)
- G. Expulsion/Long Term Suspension
The student is expelled for the remainder of the school year or removed from school for an extended period of time.

H. Time Out

Students who are removed from class for constant disruption will be sent to the office. Upon the 2nd visit, parent will be called and a major will be issued. This major will follow the same progression.

I. Reward Field Trips

Students with unacceptable behavior during the school year or a designated time will not be permitted to attend field trips.

DISCIPLINE PROGRESSION PLAN

Bullying: See parish policy.

Biting: Detention, Paddling, or 1 day suspension

Fighting\Instigating:

1 st offense	3 day suspension / ISS Clinic	Lower Grades
2 nd offense	5 day suspension / ISS Clinic	Lower Grades
3 rd offense	recommend for long-term removal/30-day removal	Lower Grades
1 st offense	5 days suspension / ISS Clinic	4 th -8 th grade
2 nd offense	recommend for long-term removal/30-day removal	4 th -8 th grade

Cell Phones or Other Electronic Devices:

- **First Offense:** Warning, major referral, confiscate device, and 2-day detention or ISS. Parent must come in and sign contract. Device released to legal guardian only.
- **Second Offense:** Major referral, confiscate device, and 2-day detention or ISS. Device is held for no less than ten (10) school days. Device released to legal guardian only. Other possible consequences may include detention, issue of demerits, etc. (excluding suspension)
- **Third and Each Subsequent Offense Within the Same School Year (Pre-K – 8th grades):** Major referral confiscate device, and out-of-school suspension. Device is held for a nine week period. Device released to legal guardian only after a nine-week period.

****The principal may impose additional disciplinary measures he/she deems appropriate in the case of extenuating circumstances.**

Destruction of School Property:

1st offense and each subsequent offense

Financial restitution and repair (if possible) / detention or suspension / possible expulsion.

Illegal Drugs (prescription):

1 st offense	3 or more days suspension/parental conference	Pre K -3 rd
1 st offense	7 day suspension / ISS Clinic	4 th -8 th grade

****Students may be recommended for expulsion at this time.**

Illegal Drugs (scheduled): (See page 16 of Parish portion of handbook for more details)
Automatic recommendation for expulsion

Non-prescription may warrant immediate expulsion!!!! SKOAL and CIGARETTES are non-prescription drugs.

Extreme Physical Aggression: 2 days Out of School Suspension/ISS Clinic @ designated off-campus site

Distribution of Pornographic materials: (see consequences for fighting)

Technology Misuse (Pornography) – 2 days Out of School Suspension/ISS clinic

Verbal or Written Threat – Recommendation for Expulsion/Long-Term Removal

Discipline Progression Plan

(These may include, but are not limited to, biting, chewing gum, talking in the cafeteria, refusing to do in class assignments/homework, pushing in line, talking at inappropriate times, sleeping in class, misbehaving in class, bullying, vulgar language, racial slurs, skipping class [4 minutes after tardy bell rings], uniform violations, making unfounded charges against authorities, verbal threats, etc.)

1st offense	warning
2nd offense	conference with pupil
3rd offense	parent contact
4th offense	1 st referral/2 days detention (4 minors for the same infraction, turns into a major referral)
5th offense	2 nd referral/2 days detention
6th offense	3 rd referral/suspended for 2 days at ISS Clinic
7th offense	4 th referral/ISS Clinic (5 days)
8th offense	5 th referral/recommendation for expulsion/long term suspension at Alternative School

**Teachers will be creative in determining appropriate penalties for minor infractions. Minor infractions will be handled by the classroom teacher, unless they are removed from class due to constant disruption and sent to the office for a designated period of time. A major will be issued after the second visit and parents will be called to pick-up child.

For Your Information:

- A. The aforementioned regulations may not be used for students in grades K-2 due to maturity level. In most cases, these students will receive punish work, loss of recess time, after school detention, or corporal punishment if allowed by parent in lieu of suspension. The severity of the infraction will determine out of school suspension.
- B. Long-term suspension shall be 30-day maximum recommendation.
- C. Upon return to KSE from alternative setting, student shall enroll in a KSE behavior intervention clinic. If student earns a 6th major referral upon return from alternative setting, he/she shall return to alternative school for the remainder of the year.

D. Students who are suspended will be given an opportunity to make up work using the criteria set forth by the St. Landry Parish School Board.

1st suspension-50% of work can be made up

2nd suspension-25% of work can be made up

3rd suspension-25% of work can be made up

The principal may deviate from the following recommended consequences at her discretion.

NOTE: EXTREME BREACHES OF THE K.S.E. CODE OF CONDUCT CREATES SUFFICIENT GROUNDS FOR IMMEDIATE DISCIPLINARY ACTION. IN SUCH INSTANCES THE ADMINISTRATION RESERVES THE RIGHT TO FOREGO ANY AND ALL CUMULATIVE STEPS STATED IN THE HANDBOOK.

*** 2 MINORS – Same Day / 2 offenses/Parent called for conference or pickup – Major referral issued

***4 Minors for the same offense infraction will warrant a major referral. Minor referrals are retained for the duration of the school year.

XXIX. AWARDS

The following awards will be given during the awards day ceremony:

- A. **Conduct Award**—given to students who do not earn any minors throughout the school year.
 - B. **Attendance**—
 - Perfect Attendance**
 - Merit Attendance**
 - C. **Honor Awards**
 - 1. **Honor Award** – given to students who maintain a GPA of 3.0 to 3.9 with no D’s or F’s. (A, B, C)
 - 2. **High Honor Award** –given to students who maintain a GPA of 3.0 to 3.9 with no C’s, D’s or F’s. (A and B only)
 - 3. **4.0 Award** –Given to students who maintain a perfect 4.0 throughout the school year. (All A’s) ---- Principal’s List
- } Refer to page 10 of handbook for details

** Students owing debts to the school are not eligible to receive awards. Students must be dressed in school uniform on the day of the awards ceremony. Students should attend the ceremony in order to receive awards.

During the week of the Awards Ceremony, students may be honored by individual teachers or club sponsors.

All 8th grade students will not necessarily participate in the 8th grade Awards Ceremony. Participation is based on good behavior, academic standings etc...

Accelerated Reader Policy: Grade 1st – 4th Grades (2017-2018)

1. **AR** will count for **1 reading grade per nine-weeks**. This grade will be based on the points students earn in that one nine-week period, for the 1st through 4th grading period.
2. Students' AR test scores must be **witnessed by a teacher** or the library aide before clearing the screen or the test will be invalid. The adult may need to sign the student log sheet.
3. Students must obtain the number of **points listed below** for each nine week periods to score a grade of 100/A. Other grades are prorated according to the number of points actually earned.

Grade level Point Earning Expectations: (1st – 3rd Grading Period)

1st grade - 1.5 points
2nd grade - 3 points
3rd grade - 4.5 points
4th grade - 6 points

4. Students **may** earn 2 possible grades in AR. One for points earned and one for comprehension.
5. During the **4th 9 week period**, students must earn points equivalent to their grade level.

1st grade – 1 point
2nd grade – 2 points
3rd grade – 3 points
4th grade - 4 points
6. The top 3 readers in each class will receive a medal at the end of the year Awards Ceremony. An end of the year special event may be held for all top readers.
7. Participation in **AR is mandatory**. Books from home can be used for testing. Only one book at a time may be checked out from the library.
8. Any student or students caught **cheating** on AR tests will receive a **grade of 0** on the AR test.
9. The student must have the book currently checked out and in their possession to take the test. Students must get prior approval from the teacher to test on a book they bring in from another source.
10. **Accelerated Reader Testing Schedule:**

Period 1 Aug. 16, 2017 - Oct. 6, 2018

Period 2 Oct. 9, 2017 - Dec. 18, 2017

Period 3 Dec. 19, 2017 - March 7, 2018

Period 4 March 8, 2018 - May 4, 2018

4th – 8th Grade students will be encouraged to participate in independent literary activities each 9-week grading period.

11. **Parents will have online access to AR scores.**
(<https://hosted227.renlearn.com/210579/homeconnect>)

Positive Behavior Intervention & Support Program (PBIS)

Positive Behavior Intervention & Support is a program that seeks to impact the learning environment in order to support high student performance and reduce behavioral problems. Students will be taught rules and expectations that should govern behavior throughout the campus. Posters will be displayed in all environments in order to remind students of expectations.

The school staff will adopt a common approach to discipline that is proactive, instructional, and outcome based. Students will receive rewards and incentives for maintaining the established expectations. Students who meet behavioral expectations will participate in a themed party each nine weeks.

Party / Prize Dates

Oct. 20, 2017

Jan. 19, 2018

Mar. 29, 2018

May 18, 2018

Students who are honored will be allowed to deviate from the Parish dress code or will receive a special treat. A letter will be sent home to inform parents if their child can attend or if they must perform remedial work in a designated area.

Students who are not invited will be sent to designated areas for completion of behavioral/academic remedial work.

SLPSB POLICIES

All St. Landry Parish School Board Policies can be located on the Website.