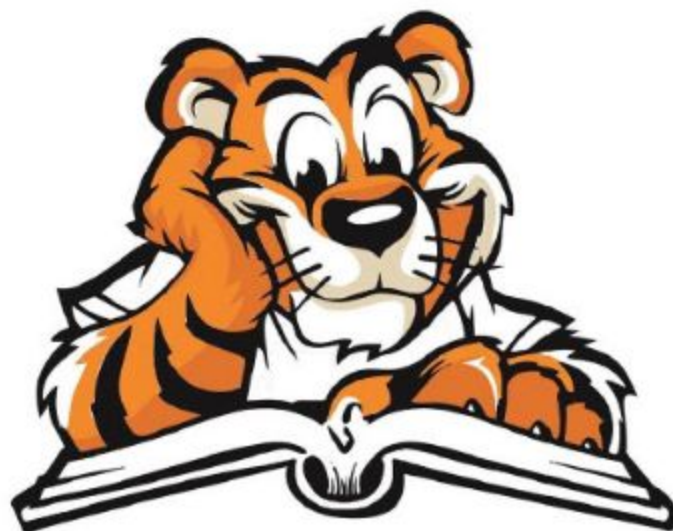


# **Many Elementary School 2020-2021 Student Handbook**



**Believe - Achieve - Succeed**

## **Our Mission**

**We believe that our students can learn with the help of faculty, staff, parents and community stakeholders.**

**Home  
of the  
TIGERS**

**Many Elementary School  
1501 Natchitoches Hwy.  
Many, LA 71449**

**Phone: (318) 256-3450**

**Fax: (318) 256-0190**

**Principal: Hollie Jenkins**

# WELCOME TO MES

I would like to take this opportunity to welcome you and your children to Many Elementary School, a 2011 National Blue Ribbon School.

The faculty and staff at MES are committed to high expectations for all students and to providing the best possible learning environment. We will continue to work as a team of students, teachers, parents, and community to encourage and educate our students. At Many Elementary School, we BELIEVE our students will ACHIEVE and SUCCEED.

To provide an atmosphere that is conducive to successful learning, it is essential that the school run as smoothly as possible. There are procedures and rules that everyone must observe to insure the safety and possibility of success for all students. These rules and procedures are explained in this handbook and in the Sabine Parish School District handbook.

When this handbook does not contain the information you need, please contact the school office for assistance. We solicit your cooperation in helping us provide an atmosphere in which all may learn.

I hope that this school year is a wonderful experience for both you and your children. It is an honor to be a part of such a terrific group of students, faculty, parents, and community. Thank you for allowing us the opportunity to educate your children

## Believe.....Achieve.....Succeed

**MANY ELEMENTARY  
Hollie Jenkins, Principal  
1501 Natchitoches Highway  
Many, LA 71449  
Phone: (318) 256-3450  
Fax: (318) 256-0190**

**\*\*\*DISCLAIMER\*\*\***

**The information in this document is subject to change without notice.**

**2020 – 2021 Sabine Parish School Calendar for Faculty, Staff and Students**  
**Semester I 83 Student Days/87 Teacher Days Semester II 84/87**

August 2020 18/21					September 2020 19/20					October 2020 17/17									
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F					
•	•	•	▶	7		1	2	3	4				1	2					
10	11	12	13	14	—	8	9	10	11	5	6	7	▶	8	9				
17	18	19	20	21	14	15	16	17	18	—	—	—	—	—					
24	25	26	27	28	21	22	23	24	—	19	20	21	22	23					
31					28	29	30			26	27	28	29	30					
November 2020 15/15					December 2020 14/14					January 2021 18/19									
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F					
2	—	4	5	6		1	2	3	4					—					
9	10	11	12	13	7	8	9	10	11	•	▶	5	6	7	8				
16	17	18	19	20	14	15	16	17	18	11	12	13	14	15					
—	—	—	—	—	—	—	—	—	—	—	19	20	21	22					
30					—	—	—	—		25	26	27	28	29					
February 2021 19/19					March 2021 17/18					April 2021 20/20									
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F					
1	2	3	4	5	1	2	3	4	5				1	—					
8	9	10	11	12	8	▶	9	10	11	PT	—	6	7	8	9				
—	16	17	18	19	—	—	—	—	—	12	13	14	15	16					
22	23	24	25	26	22	23	24	25	26	19	20	21	22	23					
					29	30	31			26	27	28	29	30					
May 2021 10/11					Legend														
M	T	W	T	F	<ul style="list-style-type: none"> <li>• Professional Development</li> <li>FD First Day Students</li> <li>▶ Grading Session Begins</li> <li>— School Holiday</li> <li>9/24 P/T Conference 8-11/12-30-6</li> <li>12/18 ½ Day Holiday</li> <li>3/11 P/T Conference 3-6</li> <li>3/12 P/T Conference 8-12</li> <li>LD Last Day Students</li> </ul>										See attached 2020 – 2021 Assessment Calendar for testing dates and details.				
3	4	5	6	7															
10	11	12	13	LD															
•	18	19	20	21															
24	25	26	27	28															
31																			
Semester I					Semester II														
August 3-5	Prof. Development/Work Day				January 4	Prof. Development/Work Day Teachers Only													
August 6	First Day for Students				January 5	Students Return/First Day of 3 <sup>rd</sup> Grading Session													
September 7	Labor Day				January 18	Martin Luther King, Jr. Birthday													
September 24	P/T Conference 8:00-11:00 /12:30- 6:00 (no school for students)				February 15	President's Day													
September 25	Fair Day				March 8	First Day 4 <sup>th</sup> Grading Session													
October 8	First Day of 2 <sup>nd</sup> Grading Session				March 11	P/T Conference 3 p.m. – 6 p.m.													
October 12-16	Fall Break				March 12	P/T Conference 8:00 a.m. – Noon (no school for students)													
November 23-27	Thanksgiving Break				March 15-19	Spring Break													
December 18	Students Released at Noon				April 2 & 5	Easter Break													
Dec. 21-Jan. 3	Christmas Break				May 14	Last Student Day													
					May 17	Prof. Development/Work Day													
State requires 63,720 minutes of instruction per year. SPSB minutes are based on a daily minimum of 45 minutes per period x 8 periods + 1 RTI period at 30 minutes = 390 total minutes per day • Sabine 2020-2021 School Calendar is based on 167 days at 390 minutes per day = a minimum of 65,130 total instructional minutes. • 65,130 instructional minutes included in calendar – 63, 720 state required = 1,410 minutes over the state minimum. • The superintendent reserves the right to make adjustments to the calendar as the need arises.																			

Revised and Approved July 13, 2020

## Guidance and Expectations due to COVID-19

TERRELL  
PRESIDENT

LEAH BYLES, DDS  
VICE-PRESIDENT

533 PETERSONS STREET, SUITE 107  
MANY, LOUISIANA 71449  
PHONE (318) 256-9228 \* FAX (318)256-0105

Genevieve Gordon  
Kowonno Greene  
Donald H. Remedies  
Dale Skinner

### SUPPLEMENT to Sabine Parish Schools' Parent & Student Handbook 2020-2021

#### School Operations during a Pandemic or Other Health Emergency

A pandemic is a global outbreak of disease. Pandemics happen when a new virus emerges to infect individuals and, because there is little to no pre-existing immunity against the new virus, it spreads sustainably. Your child's school and district play an essential role, along with the local health department and emergency management agencies, in protecting the public's health and safety during a pandemic or other health emergency.

During a pandemic or other health emergency, you will be notified in a timely manner of all changes to the school environment and schedule that affect your child. Please be assured that even if school is not physically in session, it is the goal of the school and district to provide your child with the best educational opportunities possible.

#### Additionally, please note the following:

1. All decisions regarding changes to the school environment and schedule, including a possible interruption of in-person learning, will be made by the superintendent in consultation with and, if necessary, at the direction of the Governor, Louisiana Department of Public Health, local health department, emergency management agencies, and/or the Louisiana Board of Elementary and Secondary Education.
2. Available learning opportunities may include remote and/or blended learning. Blended learning may require your child/children to attend school on a modified schedule.
3. Students will be expected to participate in blended and remote instruction as required by the school and district.
4. Parents are responsible for assuring the participation of their child/children.
5. Students who do not participate in blended or remote learning will be considered truant.
6. All school disciplinary rules remain in effect even during the interruption of in-person learning.
7. Students are subject to discipline for disrupting the remote learning environment to the same extent that discipline would be imposed for disruption of the traditional classroom.

8. Students are also expected to follow all student safety protocols. Violations of school disciplinary rules are subject to disciplinary action as provided by the District Code of Conduct and all related disciplinary policies.
9. Due to safety measures implemented in response to COVID-19, some elements of our discipline plan will be temporarily suspended (one example, Project Decision at SPARK) depending upon the state's reopening phase as set by Gov. John Bel Edwards as well as mitigation steps recommended by the LDOE and LDH.
10. Students and parents will be required to observe all public health and safety measures implemented by the school and district in conjunction with state and local requirements.
11. During a pandemic or other health emergency, the school and district will ensure that educational opportunities are available to all students.
12. School personnel will work closely with students with disabilities and other vulnerable student populations to minimize the impact of any educational disruption.
13. Students who have a compromised immune system, live with an individual with a compromised immune system, or have a medical condition that may impact their ability to attend school during a pandemic or other public health emergency should contact school officials.
14. Alternative means for best educating students outside of a traditional setting will be made on a case-by-case basis.
15. During a pandemic or other health emergency, teachers and school staff will receive additional training on health and safety measures.
16. During a pandemic or other health emergency, teachers and school staff take extra cleaning and disinfecting measures.
17. In accordance with school district or state mandates, the school may need to conduct a daily health assessment of your child. Parents and students will be notified of the exact assessment procedures if this becomes necessary.
18. Parents should not send their child to school if their child exhibits any symptoms consistent with the pandemic or other health emergency.
19. Please do not hesitate to contact school or district officials if you have any concerns regarding your child's education, health or safety.
20. For the most up-to-date resources regarding the COVID-19 pandemic, please visit the Sabine Schools' Sabine Strong Website @ <http://bit.ly/sabinestrong>

### **FACE COVERINGS**

Ensuring student safety is one of the highest responsibilities of every school system. During the COVID-19 pandemic, that responsibility has been further magnified. For this reason, effective for the 2020-21 school year and until further notice, Sabine Parish Schools will require face coverings for all bus riders. Additionally, adults and students (3<sup>rd</sup> grade and up) will be required to wear face coverings, as able, to the maximum extent possible. Any child over the age of two may wear a face covering. Face coverings should be worn in all areas of the school. This includes classrooms. Most importantly, face coverings must be worn during arrival, dismissal, and any other transition within the school building. Students will be allowed face-covering breaks throughout the day when it is safe to do so and will have the freedom to remove the mask in the event of emergencies.

Exceptions will be made for individuals with severe breathing difficulties, disabilities, or other health/safety concerns. A physician's statement shall be required as evidence that an individual is unable to wear a face covering while on the bus or while on school facilities. In such cases, other forms of face covering will be utilized such as face shields.

We recognize that the topic of face coverings is met with both support and opposition. In addition, we respect the decision of each guardian to choose what is best for his/her children and will therefore provide an alternative educational option for parents who do not want their children to wear a mask while on the school bus and while at school. Parents will have the discretion to enroll their children into the Sabine Online Academic Program, if they do not wish for their children to return to face-to-face classes in the 2020-21 school year.

Face coverings are being added to the student and employee dress codes and must be provided by parents and employees. We understand that from time to time a student may forget his/her face covering at home and will be happy to provide one. Should it become evident that a student's lack of having an adequate face covering becomes habitual, the student and his/her guardians will be required to have a conference with the school principal, prior to being allowed to return to school. If a student exercises willful disobedience toward any district/school employee when asked to wear a face covering and blatantly refuses, he/she will be asked to sit in a special quarantine room until his/her parents are available for pick-up and will be disciplined in accordance with the school's discipline policy for willful disobedience. If a student refuses to wear a mask to school and is supported by his/her parents, the student and his/her guardians will be required to have a conference with the Director of Student Services prior to being allowed to return to school.

As with all student dress, in alignment with the SPSB Student Dress Code Policy, students are required to be responsible in their dress and grooming by avoiding extremes and manifesting self-discipline. Cooperation of parents is essential. Student dress and grooming are not to be a source of disruption in classes, school programs, or other school-related activities or detract from the learning environment of the school. No student shall wear, possess, use, distribute, display, or sell any face covering with evidence of affiliation with tobacco, drugs, alcohol, or violence or gang related activities or that exhibits profane or obscene language/gestures. Administrators are authorized to use their discretion in determining extremes in style of dress and grooming and what is appropriate and suitable for school wear. The school administrator shall be the final interpreter of the dress code.

**GOVERNMENTAL GUIDELINES: REQUIREMENTS FOR REOPENING SCHOOLS PER LDOE**

	PHASE 1	PHASE 2	PHASE 3
<b>Maximum group size</b>	10, including adults	25, including adults	50, including adults
<b>Younger students</b>	Maintain static groups, understanding individuals may come into close contact and may not be wearing face coverings		
<b>Older students</b>	If students are able to maintain physical distance, the group's composition may change. Students maintain physical distance of six feet in classroom/indoor settings to the maximum extent possible.		
<b>Physical standards</b>	<ul style="list-style-type: none"> <li>• Groups convene indoors in rooms enclosed by walls or partitions</li> <li>• In large spaces, such as a gymnasium or cafeteria, more than one group can convene if a wall or partition is erected</li> <li>• High-touch surfaces (e.g., desks, doorknobs) must be cleaned before and after each group's use</li> <li>• Groups are separated outdoors but do not require a physical barrier</li> <li>• Limit crowding at entry and exit points: maintain maximum group sizes and physical distance recommendations to the maximum extent possible</li> </ul>		
<b>Athletics</b>	Refrain from contact and high-risk sports		Contact/high-risk sports allowable within defined groups
<b>Symptom monitoring</b>	<ul style="list-style-type: none"> <li>• Assess students on arrival and throughout the day, including conducting an initial temperature check</li> <li>• Establish an area that can be used to isolate sick students</li> <li>• Clean and disinfect surfaces in the isolation area after the sick student has gone home</li> </ul>		
<b>Environmental Cleaning and Personal Hygiene</b>	<ul style="list-style-type: none"> <li>• High-touch surfaces are cleaned multiple times throughout the day, including bathrooms</li> <li>• Handwashing at arrival, at least every two hours, before and after eating, before and after using outdoor play equipment and at exit</li> <li>• Adults and students (3rd grade and up) will wear face coverings, as able, to the maximum extent possible. Any child over age two may wear a face covering. Face coverings will be worn in all areas of the school. This includes classrooms. Most importantly, face coverings will be worn during arrival, dismissal, and any other transition within the school building. Individuals with severe breathing difficulties should not wear face coverings.</li> <li>• See Appendix concerning face coverings</li> </ul>		
<b>Transportation</b>	Maximum school bus capacity, including adults		
	25 percent	50 percent	75 percent
	<ul style="list-style-type: none"> <li>• School bus passengers ride one per seat with every other seat empty</li> <li>• Members of the same household may sit in the same seat or adjacent seats, with an empty seat between household groups</li> </ul>	<ul style="list-style-type: none"> <li>• Take the number of seats and multiply by the % of the manufacturer's capacity. This is the maximum number of people allowed on the bus at any given time.</li> <li>• Space and disperse passengers to the maximum extent possible</li> </ul>	

For information regarding Coronavirus Disease 2019/COVID-19, please visit the LDH website and CDC website: <https://www.louisiana.gov/coronavirus> and <https://www.cdc.gov/coronavirus/2019-ncov/index.html>, and follow the below general guidelines.

## SCHEDULING

The 2020-2021 school year will begin with students platooning based on the guidance provided by the Louisiana Department of Education. All students are assigned to either the Group A/Group B schedule to attend on Tuesday/Thursday or Wednesday/Friday. All students will remain home on Monday.



SABINE PARISH SCHOOL BOARD

### PK Instructional Minutes

#### Pre-School Instructional Minutes FACE-TO-FACE

- Morning Welcome/Greeting Circle: 20 minutes
- Literacy Circle: 20 Minutes
- Math Circle: 20 Minutes
- Read Aloud: 20 Minutes
- Story Time: 15 Minutes
- Free Choice Centers: 100 Minutes
  - Includes Small Group Instruction
- Gross Motor (Outdoor Play): 45 Minutes
- Music & Movement: 15 Minutes
- Rest Time: 75 minutes
- Daily Review Circle: 15 Minutes
- Transitional Time: 55 Minutes
  - Breakfast
  - Snack
  - Brushing Teeth
  - Other Transitions

#### Pre-School Instructional Minutes PLATOONING

- Morning Welcome/Greeting Circle: 10 minutes
- Literacy Circle #1: 10 Minutes
- Literacy Circle #2: 10 Minutes
- Math Circle #1: 10 Minutes
- Math Circle #2: 10 Minutes
- Read Aloud #1: 5 Minutes
- Read Aloud #2: 5 Minutes
- Free Choice Centers: 160 Minutes
  - Includes Small Group Instruction
- Gross Motor (Outdoor Play): 45 Minutes
- Rest Time: 75 minutes
- Daily Review Circle: 5 Minutes
- Transitional Time: 45 Minutes
  - Breakfast
  - Snack
  - Brushing Teeth
  - Other Transitions
- Recorded Only Segments
  - Story Time
  - Music & Movement



SABINE PARISH SCHOOL BOARD

## K-2 Instructional Minutes for Platooning

TEACHERS WILL TEACH TWO (2) ELA MODULE LESSONS, ELA SKILLS & EUREKA LESSONS PER DAY

### ELAR (MORNING): 120 minutes

- ELA Modules: 60 minutes
- ELA Skills
  - Whole Group: 20 minutes
  - Small Group: 40 minutes
    - Teacher Table: Teacher will pull students from independent work
    - Independent Work: AIR, Word Work and Computer

### MATH EUREKA (MORNING): 100 minutes

- Eureka Whole Group Day 1: 60 minutes
- Eureka Small Group: 40 minutes
  - Teacher Table: Teacher will pull students from independent work
  - Independent Work: Home Work, Math Tubs and Computer

### ELAR (AFTERNOON): 90 minutes

- ELA Modules: 60 minutes
- ELA Skills
  - Whole Group: 20 minutes
  - Small Group: 10 minutes
    - Teacher Table: Teacher will most at risk students
    - Independent Work: AIR, Word Work and Computer

### MATH EUREKA (AFTERNOON): 50 minutes

- Eureka Whole Group Day 1: 50 minutes

### P.E.: 30 minutes

SABINE PARISH SCHOOL BOARD

## 3-8 & 9-12 Instructional Minutes

TEACHERS WILL TEACH DAYS OF CONTENT PER FACE-TO-FACE INSTRUCTIONAL DAY

### 3-8 INSTRUCTIONAL MINUTES

- ELAR: 120 Minutes
  - (90 CORE + 30 Intervention/Extension)
- Mathematics: 120 Minutes
  - (90 CORE + 30 Intervention/Extension)
- Science: 50 Minutes
- Social Studies: 50 Minutes

### 9-12 INSTRUCTIONAL MINUTES

- Master schedule will be based on a 90 minute block

### 2019-20 SKINNY BLOCK TIMES per schedules

- CHS: 30 minutes
- EHS: 30 minutes
- FHS: 40 minutes
- MHS: 30 minutes
- MJHS: 30 minutes & 45 minutes
- NHS: 24 minutes
- ZES: 60 minutes
- ZHS: 30 minutes

### ADJUSTMENTS

- You will need to remove your skinny block and (Health, IBCA, and Keyboarding for 7<sup>th</sup> and 8<sup>th</sup> grades) from your schedule. That time will then be added back to the instructional minutes for math, science, social studies, and ELA. For example, if you have 90 minutes to add back to the core subject areas, you would add 30 minutes to math, 30 minutes to ELA, 15 minutes to science, and 15 minutes to social studies.
- Health, IBCA, and keyboarding will have an online option that we will offer the students so they are still able to earn their Carnegie units in middle school. There will be a teacher of record in JCampus for these courses, who will be responsible for checking progress and inputting grades into JCampus. It is recommended that a SCI or SS teacher also be used to check progress daily and conference with those students during their face-to-face class.

## **WATER BOTTLES**

Students will need to bring a personal water bottle to have during the school day. School water fountains will not be in use to prevent the spread of germs. Water bottles should be labeled with your child's name. Water jug dispensers will also be available.

## **SCHOOL ENTRY/EXIT**

Single point entry and exits doors are clearly marked and labeled. School visitors will be screened and be required to wear a face covering upon entry. School visitors are not allowed in the school building except under extenuating circumstances; adults entering the building should sanitize hands prior to entering.

## **STUDENT ARRIVAL/DEPARTURE & PARENT DROP OFF**

### **Car Line**

Parents/Guardians may begin dropping off at 7:10. The staff on duty will take the child's temperature before being allowed out of the car. Consistent with the CDC's recommendations, all individuals who have a fever of 100.4°F or above or exhibit other signs of illness WILL NOT BE admitted out of the vehicle. If a student registers a temperature of 100.4°F or higher, his/her temperature will be taken a second time 5 to 10 minutes later before requiring a student to return home. All students should be fever free for a minimum of 24 hours without the use of fever-reducing medication to be admitted to school. Students must exit the vehicle with a face covering and report directly to their classroom.

### **Bus**

Phase 2 maximum of 50% capacity allowed with spacing between passengers according to capacity. Phase 3 maximum of 75% capacity allowed. Families from the same household will sit together. All bus riders will be required to wear a face covering. Buses may begin dropping off at 7:10. The staff on duty will take each child's temperature before allowing them to enter the school building. Consistent with the CDC's recommendation, all individuals who have a fever of 100.4F or above or exhibit other signs of illness WILL NOT BE allowed in the facility. If a student registers a temperature of 100.4°F or higher, he/she will be escorted to the isolation room and their parent will be contacted. His/her temperature will be taken a second time 5 to 10 minutes later.

## HALLWAY TRANSITIONS

The usage of shared communal space will be limited. When outside of classroom, students will follow social distancing procedures and wear their face covering. Students will have scheduled handwashing times. (e.g. every two hours, arrival, before and after eating, before or after using outdoor play equipment, and at exit)

## CLASS TRANSITIONS

All students will remain in their classroom to ensure static groups are maintained. Students in 3rd and 4th grade will remain in their homeroom class and the teacher will transition to each classroom to provide instruction.

## PARENT COMMUNICATION FOR ILLNESS

Students who are sick are asked to remain at home until symptom free for 24 hours without fever reducing medication to prevent the spread of COVID-19.

Students who have a fever of 100.4°F or above, or show other signs of illness, WILL NOT be admitted into the school building.

Watch for symptoms

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear **2-14 days after exposure to the virus**. People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list does not include all possible symptoms and children and youth with SARS-CoV-2 infection may experience any, all, or none of these symptoms.

## **Louisiana Critical Goals**

1. Students enter Kindergarten ready to learn.
2. Students are literate by the third grade.
3. Students will enter fourth grade on time.
4. Students perform at or above grade level in English Language Arts by eighth grade.
5. Students perform at or above grade level in math by eighth grade.
6. Students will graduate on time.
7. Students will enroll in post-secondary education or graduate workforce-ready.
8. Students will successfully complete at least one year of post-secondary education.
9. Students will achieve all eight Critical Goals, regardless of race or class.

### **Purpose Statement**

**Our purpose is to educate all students in a nurturing learning environment where students, parents, teachers, staff, board members and community members work together to develop academic excellence, ethical behavior, personal responsibility and lifelong learners.**

## MES SCHOOL DAY

### SCHOOL DAY

The school day for students begins at 7:40 A.M. and ends at 3:05 P.M. Students must be in their classroom by 7:40 A.M. or they are considered tardy. Breakfast will be served in the classroom. Classroom doors will not be opened until 7:15 A.M. For safety reasons students will not be permitted to loiter on the playground, near buses or other vehicles after arriving on campus. Students who are picked up by automobile will be dismissed at 3:05 P.M.

### TRANSPORTATION

In order to keep our students safe and to ensure that we get them home to the appropriate place, we ask that you complete the MES Transportation Form that was sent home with your child. This becomes their daily method of transportation. If your child needs a different transportation, you must send a note to the teacher to state the change for that day's transportation. If you need to make a permanent change in transportation, please notify the school, and another transportation form will be sent home. **We will no longer take transportation changes by phone after 12:00. NO EXCEPTIONS.**

ATTENDANCE: Refer to District handbook for the complete attendance policy

Elementary (Grades K-8)

1. Letter sent home upon 3rd unexcused absence or tardy; conference with parent (leaving school early is the same as arriving late; both considered as tardy)
2. Letter sent home upon 5th unexcused day or tardy; conference with parent; possible FINS referral
3. Upon 10th unexcused absence, a MANDATORY ATTENDANCE MEETING is held at the school with the parent. A home visit will be made if parent is unable to attend meeting. Parent and Student shall enter attendance contract with school. A possible FINS recommendation will be made.
4. On the 11th unexcused day or tardy, the school assigns Attendance Recovery in writing. ALL REPORT CARD GRADES ARE "F" (GRADES 3-8) OR "1" (GRADES K-2) UNTIL THE NUMBER OF UNEXCUSED DAYS OR TARDIES IS 10 OR BELOW.
5. The Child Welfare and Attendance Officer conducts attendance monitoring at the end of each grading period. The parents of students out of compliance will be referred to FINS (Families in Need of Services and/or local police department for truancy fines).

### HEAD LICE

The Board authorizes periodic lice screening of students for the purpose of identifying and excluding from school any student found to be infested with head lice. The principal shall supervise screening procedures within each school. The responsibility of the parent is to adhere to stated lice control measures, and to return the child to school lice-free and nit-free, within a specified length of time. The principal may authorize an extension of the excused absence period when conditions warrant.

The following guidelines shall be adhered to in the control of head lice in Sabine Parish schools:

1. Any student found to have positive evidence of head lice or nits (eggs) shall be excluded from school.
2. The student will be excluded from school until he/she has been treated and there is no longer any evidence of head lice or nits.
3. Adequate treatment and removal of all nits can be achieved in one (1) to three (3) days. Continued absences because of lice infestation may be referred to the Supervisor of Child Welfare and Attendance.
4. Students identified for lice treatment will be excused for one to three (1-3) days in order to adequately treat. Any days beyond three will not be excused and will count against students attendance requirements.
5. Designated personnel at the school shall be responsible for checking students to be certain that hair is free of all lice and nits before re-admittance to school. A student must be accompanied to school by his/her parent, guardian, or responsible party prior to readmission.

### TARDINESS

Many Elementary begins classes at 7:40 A.M. daily. Students arriving after 7:40 A.M. are considered tardy. Tardy students must report to the office immediately upon arrival at school. When students are tardy they have lost a portion of the instructional day. Their tardiness also adversely affects the learning of their classmates. For these reasons tardiness is discouraged.

### EARLY DISMISSAL

Parents are urged to leave their children in school all day. Doctor or other appointments should be scheduled outside school hours and on school holidays whenever possible. If a child needs to be dismissed early, he/she should bring a note to his/her teacher stating time and reason. ***Parents/guardians must sign the child out in the school office prior to 2:30 P.M. No student will be released between 2:30 P.M. and 3:05 P.M. except in cases of extreme emergency.***

### DEPARTURE

Students shall not be permitted to leave the school grounds unless given permission by the principal. When it is necessary for parents to take students out of school, teachers should be notified in advance. *Students must be signed out in the office prior to 2:30 P.M.* if parents plan to pick them up before the regular dismissal times. Students are expected to remain in school each day until 3:05 P.M., except in the event of an emergency or illness.

To insure the safety of our students during bus loading time and peak traffic flow, *students may not be checked out between times of 2:30 P.M. and 3:05 P.M. If you anticipate the need to check your student out during that time period, please arrive at the school prior to 2:30 P.M.*

The school has a record of how each student should get home each day. If for some reason a child should ride another bus or go with another person by car, parents are required to send us a signed note stating such information. *Without this signed note, the student will be sent home according to the usual manner of transportation.*

### MAKE-UP WORK

In order to be successful in school, you are expected to turn in your work on time. If you have an excused absence we will help by following these guidelines.

1. When you return to school, *it is your responsibility* to ask your teachers what assignments you missed. Your teacher will let you know when the missed assignments are due.
2. We give make-up work when you return, but if you are absent for several days, ask your parents to call the office before 10:00 a.m. to request your make-up work. Your parents may pick up this work at the office between 2:00 and 2:30 p.m.

### SCHOOL CAMPUS AFTER HOURS

Students are to leave the school campus immediately after school is dismissed. They shall stay off the campus until school resumes the following school day.

## **TEXTBOOKS**

Textbooks are furnished to our students. Students are responsible for returning their books to their respective teachers when their use is no longer required. Lost books and books that have been damaged must be paid for by the parents prior to the distribution of report cards and/or participation in special activities.

## **SNACK POLICY AND LUNCH**

Our school provides a recess period each day at which time children are rewarded for good behavior with the opportunity to purchase snacks. Chips are available at a cost of \$1.00 and drinks at a cost of \$1.00. **No late snacks will be delivered.** Snacks are ordered between 7:20 – 7:40 from the classroom teachers.

### LUNCH

All students are eligible to receive a free lunch. All students will eat lunch either in their classroom or outside with their class during their scheduled lunch time. The eating area to which the class is assigned will be disinfected before and after students use. It will be assumed that a child can drink milk unless the school is given a note, signed by a doctor, stating the medical reasons why the child cannot drink milk.

Reminders:

1. For sanitary considerations, students are prohibited from giving or accepting food in the cafeteria.

2. Soft drink cans are not allowed in the cafeteria. Students will not be allowed to bring carbonated beverages into the school cafeteria.
3. The cafeteria office phone number is 256-9706.

## **HEALTH AND MEDICATION**

### **IMMUNIZATION CERTIFICATE**

Louisiana law requires all students enrolled in a Louisiana school to have an updated Health Record on file. This form may be secured from the Sabine Parish Health Unit or from the child's personal physician's office. A transfer student may be enrolled temporarily for 30 days. A certificate must be presented by the 30th day or the student will be withdrawn from school as required by law.

### **ILLNESS OR INJURY AT SCHOOL**

If a student is injured or becomes ill at school, the student is to report to the teacher and ask for a permit to come to the office. If necessary, the school will try to contact his/her parents. All students who are injured or become ill must check out through the office before leaving school.

### **STUDENT INSURANCE**

Parents have the opportunity to purchase school accident insurance for their children. School-time and twenty-four-hour coverage will be available. An information sheet explaining the program will be sent to each home.

### **Homebound Instruction**

A student who is enrolled in regular education and who—as a result of health care treatment, physical illness, accident, or the treatment thereof—is temporarily unable to attend school, shall be provided instructional services in the home or hospital environment through special education, when appropriate.

### **MEDICATIONS AT SCHOOL**

As a general principle, medications are not to be given at school. *Acutely ill* students will be sent home. Students recovering from an *acute illness* should remain at home until the need for medication no longer exists.

The medication policy provides for administration of medication at school for students who must use medication in the treatment of chronic disabilities and for health problems.

The necessary forms can be obtained from the school if medication is necessary during school hours or the parent may go to the school and give the medication.

See the following for parent/guardian responsibility to medication at school.

***Parent/Guardian Responsibility to have Medication Administered in School***



A. The parent/Guardian who wishes medication administered to his/her student shall provide the following:

1. A letter of request and authorization that contains the following information:
  - a. name of the student,
  - b. clear instructions,
  - c. RX number, if any,
  - d. current date,
  - e. name, dosage, frequency, and route of medication,
  - f. name of physician or dentist,
  - g. printed name and signature of parent or guardian,
  - h. emergency phone number of parent or guardian,
  - i. statement granting or withholding release of medical information.
2. Written orders for all medication to be administered at school, including medications that might ordinarily be available over the counter.
3. A prescription for all medications to be administered at school, including medications that might ordinarily be available over the counter.
4. A list of all medications that the student is currently receiving at home and school, if that listing is not a violation of confidentiality or contrary to the request of the parent/guardian or student.
5. A list of names and telephone numbers of persons to be notified in case of medication emergency in addition to the parent or guardian and licensed prescriber.
6. Arrangements for the safe delivery of the medication to and from school in the original labeled container as dispensed by the pharmacist; the medication shall be delivered by a responsible adult.
7. Unit dose packaging shall be used whenever possible.

B. All aerosol medications shall be delivered to the school in pre-measured dosage.

C. No more than a 35-school-day supply of medication shall be kept at school.

D. The initial dose of a medication shall be administered by the student's parent/guardian outside the school jurisdiction with sufficient time for observation for adverse reactions.

E. The parent/guardian shall also work with those personnel designated to administer medication as follows:

1. Cooperate in counting the medication with the designated school personnel who receives it and sign a drug receipt form.
2. Cooperate with school staff to provide for safe, appropriate administration of medications to students, such as positioning, and suggestions for liquids or foods to be given with the medications.
3. Assist in the development of the emergency plan for each student.
4. Comply with written and verbal communication regarding school policies.
5. Grant permission for School nurse/physician consultation.
6. Remove or give permission to destroy unused, contaminated, discontinued, or out-of-date medications according to school guidelines.

#### **Administration of Medication**

The administration of medication to students shall be in compliance with the requirements of R.S. 17:436.1, and the policy established by the Louisiana Board of Elementary and Secondary Education (BESE). It shall be the policy of the School Board that no school employee other than

a registered nurse or licensed medical physician shall be required to administer medication until all the following conditions have been met. As used in this policy, the term “medication” shall include all prescription and nonprescription drugs.

I. Written Orders, Appropriate Containers, Labels, and Information

A. Medication shall not be administered to any student without an order from a physician or dentist licensed to practice medicine in Louisiana or an adjacent state and it shall include the following information:

1. the student’s name;
2. the name and signature of the physician/dentist;
3. physician/dentist’s business address, office phone number, and emergency phone numbers;
4. the frequency and time of the medication;
5. the route and dosage of medication; and
6. a written statement of the desired effects and the child-specific potential adverse effects.

B. Medication shall be provided to the school by the parent or guardian in the container that meets acceptable pharmaceutical standards and shall include the following information:

1. name of pharmacy;
2. address and telephone number of pharmacy;
3. prescription number;
4. date dispensed;
5. name of student;
6. clear directions for use, including the route, frequency, and other as indicated;
7. drug name and strength;
8. last name and initial of pharmacist;
9. cautionary auxiliary labels, if applicable;
10. physician’s or dentist’s name.

Labels of prepackaged medications, when dispensed, shall contain the following information in addition to the regular pharmacy label:

1. drug name
2. dosage form
3. strength
4. quantity
5. name of manufacturer and/or distributor
6. manufacturer’s lot or batch number

II. Parent/Guardian

A. the parent/guardian who wishes medication administered to his/her student shall provide the following:

1. A letter of request and authorization that contains the following information:
  - a. name of the student,
  - b. clear instructions,
  - c. RX number, if any,

- d. current date,
  - e. name, dosage, frequency, and route of medication,
  - f. name of physician or dentist,
  - g. printed name and signature of parent or guardian,
  - h. emergency phone number of parent or guardian,
  - i. statement granting or withholding release of medical information.
2. Written orders for all medications to be given at school, including annual renewals at the beginning of the school year.
  3. A prescription for all medications to be administered at school, including medications that might ordinarily be available over the counter.
  4. A list of all medications that the student is currently receiving at home and school, if that listing is not a violation of confidentiality or contrary to the request of the parent/guardian or student.
  5. A list of names and telephone numbers of persons to be notified in case of medication emergency in addition to the parent or guardian and licensed prescriber.
  6. Arrangements for the safe delivery of the medication to and from school in the original labeled container as dispensed by the pharmacist. The medication shall be delivered by a responsible adult.
  7. Unit dosage packaging shall be used whenever possible.
- B. All aerosol medications shall be delivered to the school in pre-measured dosage.
  - C. No more than a 35-school-day supply of medication shall be kept at school.
  - D. The initial dose of a medication shall be administered by the student's parent/guardian outside the school jurisdiction with sufficient time for observation for adverse reactions.
  - E. The parent/guardian shall also work with those personnel designated to administer medication as follows:
    1. Cooperate in counting the medication with the designated school personnel who receives it and sign a drug receipt form.
    2. Cooperate with school staff to provide for safe, appropriate administration of medications to students, such as positioning, and suggestions for liquids or foods to be given with the medication.
    3. Assist in the development of the emergency plan for each student.
    4. Comply with written and verbal communication regarding school policies.
    5. Grant permission for school nurse/physician consultation.
    6. Remove or give permission to destroy unused, contaminated, discontinued, or out-of-date medications according to the school guidelines.

**TELEPHONE / VISITORS**

CHANGE OF ADDRESS/TELEPHONE NUMBER

If you move or change your telephone number or if you change your work telephone number(s), please let the office know. It is important that office records are up to date so we can call you if your child becomes ill or has an emergency.

TELEPHONE USE

Use of the telephone by students is limited to emergency calls and school business calls only. Calls for permission to attend parties and ride buses with friends, etc., will not be permitted. These matters should be taken care of at home. *A note from the student's teacher is required before the telephone may be used.*

Refer to District Handbook for student electronic telecommunications devices policy.

### VISITORS

*All visitors on campus shall report to the office and obtain a visitor's pass.* Parents are encouraged to visit the school. *However, parents are asked not to enter the classroom during class time unless arrangements have been made in the office. A visitor's pass must be picked up in the office before visiting the classroom.*

If you need to conference with your child's teacher, contact the school office at 256-3450. A conference can be arranged at a time that does not interrupt or interfere with a teacher's classroom instruction.

### CHILDREN VISITING MES

All children, including employees' children, wishing to visit MES during school hours, must have prior approval from the principal. This includes requests to visit classrooms, playground, cafeteria and library. *Prior approval must also be requested to attend special events such as field day, holiday activities and field trips.*

## **STUDENT BOOK BAGS**

Appropriate student book bags will be permitted on the MES campus. Please help us ensure student safety by purchasing a student book bag. To further ensure student safety, no rolling book bags will be allowed.

## **SUPPLY LISTS**

The MES supply list is available on the school website. Please make sure that your child has the appropriate materials. These materials will benefit your child.

## **HOMEWORK**

Your child may have homework daily. Your child's teacher will provide you with information regarding his/her homework requirements. There are several reasons for this homework:

1. To provide extra practice on learned skills.
2. To provide further learning in areas covered in the classroom.
3. To provide an opportunity for students to learn good work habits.

4. To provide opportunity for growth in responsibility.
5. To provide you with an opportunity to see what your child is studying and how well he/she is doing.

We think learning is important and that learning should continue after school hours. The homework in no way is to be viewed as punishment, but rather as a way for encouraging and extending learning. Your child can experience more success with homework if you:

1. Cooperate with the school to make homework effective.
2. Provide your children with suitable study conditions (desk or table, lights, books, and supplies)
3. Reserve a time for homework and turn off the television.
4. Encourage your children, but avoid undue pressure.

## **LIBRARY**

Students are encouraged to enjoy reading. Reading is made fun in our MES Library. Students are encouraged to select and check out books and other materials. However, students are prohibited from having more than 2 books checked out at any time without a special request from the teacher. Books are due one school week following the checkout date. All classes visit the library weekly and attend periodic book fairs.

Prior to the distribution of report cards or student participation in special activities a student must:

1. Return all overdue books
2. Pay for all lost or damaged books
3. Pay all fees

## **GENERAL SUGGESTIONS TO PARENTS**

1. Read to your child daily.
2. Encourage your child to come home immediately after school is dismissed.
3. Your child is not to bring dangerous or distracting articles to school, such as guns, knives, toy weapons, water guns, toys, video games, cell phones, radios, jewelry, etc.
4. Place names on all articles of outer clothing—coats, gloves, hats, caps, sweaters, raincoats, etc.
5. The school maintains a lost and found department. Please feel free to check with the office if your child loses or misplaces something.

6. Instruct your child never to converse with a stranger, never to accept a gift from a stranger, and never to get into a car with a stranger.
7. Children must have plenty of sleep each night for them to do their best schoolwork.
8. Your child must have permission from the principal's office before leaving the school grounds during school hours.
9. If there is something that you want to know about school, if something has happened at school that worries you or your child; if there is a misunderstanding, or if you need more information for any reason, see your child's principal.
10. You will also want to know your child's teacher. If you wish to confer with a teacher, please call the school and make an appointment.

### **BAD WEATHER**

Many times during the school year, and especially during the wet and wintry season, weather becomes a factor in closing of school, or the early departures of students. It is suggested that parents have a plan for the well-being of their child in cases of sudden bad weather when students must be sent home before the regular time. When bad weather is forecast, *information concerning school will be given to KWLTV - 107 FM-AM radio station* in Many. In extended bad weather conditions information will also be given to TV stations in Shreveport and Alexandria. In addition, the SPSB has a parent notification system which will call your phone numbers listed on our records.

### **TOYS, VIDEO GAMES, CELL PHONES, LASER POINTERS**

Toys, toy weapons, video games, cell phones, and laser pointers have a negative effect on the school learning environment. Therefore, students must not bring toys, toy weapons, video games, cell phones or laser pointers to Many Elementary unless specifically requested in writing by the teacher.

## **STUDENT FEES, FINES AND CHARGES**

The Sabine Parish School Board may impose certain student fees or charges to help offset special costs incurred in the operation of specific classrooms or subjects. No student shall be deprived of proper instruction should the student not be able to pay any student fees, however.

### **DAMAGE TO TEXTBOOKS/INSTRUCTIONAL MATERIALS**

The School Board may require parents and/or legal guardians to compensate the school district for lost, destroyed, or unnecessarily damaged books and materials, and for any books which are not returned to the proper schools at the end of each school year or upon withdrawal of their dependent child. Under no circumstances may a student of school age be held financially responsible for fees associated with textbook replacement.

## GRADING POLICY

### Grades K – 2

Letter grades are not used in grades K – 2. Student portfolios containing student work and assessments shall be accumulated and shared with parents during parent conferences. The following is the grading scale used for students in grades K – 2:

- 3= Proficient: At grade level standard
- 2= Approaching grade level standard
- 1= Below grade level standard

### Grading Scale Grades 3 – 12

- A 100-93
- B 92-85
- C 84-75
- D 74-67
- F 66-0

Course value shall be determined as follows:

Regular Courses	Advanced-level Courses
A = 4	A = 5
B = 3	B = 4
C = 2	C = 3
D = 1	D = 2
F = 0	F = 0

### Report Cards

Report cards are issued at the end of each 9-week period. Interim reports will be issued midway of each nine-week period.

### MES GRADE REPORTS

Many Elementary operates on a nine-week reporting system. Report cards will be sent home one week after each nine-week period ends. Parents are encouraged to study the report card carefully and to schedule conferences with teachers to discuss the child’s progress or lack of progress. The grading system used on report cards follows:

- A - Outstanding      93-100
- B - Good Work        85-92

C - Average Work 75-84

D - Passable Work 67-74

F - Impassable Work Below 66

I - Incomplete Excessive absence or failure to turn in required work

## **Student Rights and Responsibilities**

In fulfilling his/her responsibilities each student shall:

1. Become informed of and adhere to the rules and regulations established by the Sabine Parish School Board and implemented by school administrators and teachers.
2. Recognize the authority of all teachers and other school personnel.
3. Respect the human dignity and worth of every other individual.
4. Refrain from libel, slanderous remarks, and unnecessary obscenity in verbal and written expression.
5. Study diligently and maintain the best possible level of academic achievement.
6. Be punctual and present in the regular school program to the best of his/her ability.
7. Dress and groom in a manner that meets reasonable standards of health, cleanliness, and safety.
8. Help maintain and improve the school environment; preserve school property and exercise the utmost care while using school facilities.
9. Refrain from gross disobedience or misconduct or behavior that disrupts the educational process.
10. Continue or become actively involved in one's education, understanding of people and preparation for adult life.

## **GENERAL DRESS CODE REGULATIONS**

Student dress and grooming are not to adversely affect the students' participation in classes, school programs, or other school-related activities or detract from the learning environment of the school. Extremes in style and fit in student dress and extremes in style of grooming shall not be permitted. Administrators are authorized to use their discretion in determining extremes in styles of dress and grooming and what is appropriate and suitable for school wear. No student shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, blade, symbols, sign or other things which are evidence of affiliation with tobacco, drugs, alcohol, or violence or gang related activities or exhibits profane or obscene language/gestures.



For students not required to wear uniforms, the student and parents may determine the student's personal dress and grooming standards, provided they comply with the guidelines outlined in each school handbook.

#### GENERAL DRESS CODE CONTINUED:

For students required to wear uniforms, the student must follow the dress code as outlined in their school's student handbook and comply with the guidelines in the uniform policy. Students enrolled in Many Elementary, Many Junior High School, and Many High wear school uniforms.

Based on the premise that a safe and disciplined learning environment is a prerequisite to a quality learning environment, it shall be the policy of the Sabine Parish School Board, on a school-by-school basis, to make uniforms mandatory in schools where survey results indicate agreement by a minimum of seventy-five percent (75%) of the votes cast by school/campus parents. For the parent survey to be valid there must be a seventy-five percent (75%) survey return rate. Each family shall be permitted one vote for each affected child attending the school. The mandatory uniform practice can be revoked using the same process by which uniforms were mandated. Any school which has opted for mandatory uniforms shall survey the parents at least once every four (4) years regarding continuation or discontinuation of mandatory uniforms. (Revote occurred in Spring 2012)

### **MES STUDENT DRESS CODE**

#### Uniform Colors

1. Shirts/Tops - Solid red or white or black
2. Bottoms - Khaki

#### Shirts/Tops shall be worn as follows:

1. Solid color shirts and tops must be **oxford or polo style** with sleeves and a collar.
2. Red, white, or black turtlenecks may be worn under oxford or polo style shirts.
3. Over-sizing of tops or vests of any kind is not permitted.
4. Pullovers like sweaters or sweatshirts may be worn over an oxford or polo style shirt. Pullovers must be solid red or white or black.

**\*\*\*Spirit t-shirts may be worn to school on Friday of each week with uniform bottoms.\*\*\***

#### Bottoms shall be worn as follows:

1. Styles include: slacks, walking shorts, skirts, skorts, Capri's, and jumpers.
2. All slacks, skirts, jumpers, Capri's, and shorts must be hemmed.
3. All bottoms must be worn at waist level.
4. No sagging pants are allowed.
5. Belts are required with bottoms that have belt loops.
6. Belts may be black, brown, red, or white.
7. When wearing bottoms with belt loops, belt must be worn inside the loops.

8. Shorts, jumpers, skirts, skorts, and Capri's must not be more than 4 inches above/below the middle of the knee.
9. Biking shorts are not permitted.

**\*\*\*Jeans may only be worn to school for special occasions. Parents will be notified with a school note or in the student planner for the allowed days.\*\*\***

Shoes and socks shall be worn as follows:

1. All shoes must have closed backs or heel straps that fit the foot snugly. Shoes with open backs, no heel straps (commonly referred to as mules, slides or flip-flops) or loose heel straps will not be allowed.
2. Shoes must have heel heights of 1 inch or lower. Shoes with heels higher than 1 inch will not be allowed.
3. All shoes with shoe laces must be laced completely at all times and may not be worn untied.
4. If socks are worn, they must match the shirt, bottoms, or be white.

Face Coverings (multiple)

Effective for the 2020-2021 school year and until further notice, face coverings will be required for all bus riders. Adults and students (3rd grade and up) will be required to wear face coverings, as able, to the maximum extent possible. No student shall wear, possess, use, distribute, display, or sell any face covering with evidence of affiliation with tobacco, drugs, alcohol, or violence or gang related activities or that exhibits profane or obscene language/gestures.

General Dress Code Regulations

Students shall also abide by the following guidelines. Any non-compliant clothing and/or prohibitive item shall be taken by school officials and returned to the parent or guardian *only*.

1. Baggy, sagging, oversized or extremely tight fitting uniforms are not acceptable and thus prohibited.
2. Undergarments, other than white t-shirts, must not be visible.
3. Pants must be hemmed and side slits or ornamentation shall not be permitted.
4. Hip-hugger, low-riders or similar pants shall not be permitted.
5. The wearing of one pair of stud earrings shall be allowed. However, the wearing of hoop or dangling earrings or more than one pair of stud earrings shall not be permitted.
6. Body piercing that is visible shall be prohibited.
7. Students shall not be allowed to wear any type of chains, necklaces or bracelets.
8. Caps and hats shall not be worn in the school building.

9. No labels, emblems or writing other than the name of the school may be on any shirt, sweater, sweatshirt, cap, hat, socks, or jackets.
10. Special occasion days will be allowed as the principal announces them.
11. When students wear shoes with heel straps, the heel straps must fit the student's heels snugly and be worn on the heels at all times. Shoes with open backs and no heel straps (commonly referred to as mules, slides or flip-flops) will not be allowed. Shoes and boots with heels higher than 1 inch will not be allowed at any time.

Consequences for violating rules and regulations:

1. First offense
  - A. The student will not be allowed to play.
  - B. A note will be sent home to the parent.
2. Second offense
  - A. The student will not be allowed to play for two (2) days.
  - B. The student will phone home for the appropriate garment to be brought to school.
3. Third offense
  - A. The student will not be allowed to play for three (3) days.
  - B. The student will phone home for the appropriate garment to be brought to school.
4. Fourth offense
  - A. The student will lose all privileges for one (1) week.
  - B. The student will phone home for the appropriate garment to be brought to school.
5. Fifth offense
  - A. The student will be suspended from school for three (3) days.

<b>STUDENT CONDUCT</b> <b>Positive Behavioral Interventions and Supports (PBIS)</b>
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Positive Behavioral Interventions and Supports (**PBIS**) is a proven, research and evidence-based discipline program that emphasizes school-wide systems of support that include strategies for defining, teaching, modeling and supporting appropriate student behaviors to create positive school environments and is being implemented in every Sabine Parish school. PBIS emphasizes teaching students behave in ways that contribute to academic achievement and school success and that support a school environment where students and school staff are responsible and respectful. PBIS also emphasizes the need for school staff to promote appropriate behaviors by teaching, modeling, reinforcing and monitoring appropriate behaviors and by treating many minor mis-behaviors as a “teaching moment” rather than punishment opportunities. PBIS recognizes that effective school discipline is anchored to meaningful corrective instruction and guidance that offers students an opportunity to learn from their mistakes and contribute to the

school community. PBIS also involves ongoing monitoring of discipline data to ensure equitable school-based discipline practices are implemented in a fair and non-discriminatory manner.

Each school in Sabine Parish is unique. Therefore each school will develop school-wide expectations and rules according to the needs of the enrolled students. During the first week of school all Sabine Parish students will be **taught** the school-wide and classroom specific expectations and rules.

### P.B.I.S. Basics

1. A minor infraction is a misbehavior that is handled by the classroom teacher such as “continued disruptive talking.”
2. A major infraction is a severe misbehavior; student is immediately referred to the office. Fighting and/or cursing toward a teacher are examples of major infractions.
3. Each school is responsible for developing a way to track minor infractions which lead to an office referral.
4. Although a minor infraction does not result in an office referral, there may be in-classroom consequences for minor infractions and/or the accumulation of minor infractions.
5. An accumulation of minor infractions may result in an office referral as outlined in school’s PBIS plan.
6. After 2 out-of-school suspensions or 4 office referrals (whichever happens first) a student is considered to possibly need “Secondary Intervention.”
7. A “Behavior Educational Program” (BEP) is developed for students who are considered “Secondary.”
8. Students not responding to “Secondary” interventions move into the “Tertiary” Category. In “Tertiary” our schools coordinate with outside agencies to help students and parents with patterns of misbehavior.

### OFFICE REFERRAL CONSEQUENCES

The Sabine Parish 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 shall exercise their rights and responsibilities in accordance with rules established for orderly conduct of the school's mission. 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. Discipline policies shall be applicable at school, on the way to and from school, on a school bus, and at all school sponsored-events. Moreover, the School Board reserves the authority to discipline students for behavior that may constitute a material disruption of the educational process such as audio, video, or other materials/information that may appear on the Internet or be transferred over electronic devices.

### Possible Consequences Upon Office Referral

- Loss of recess
- In-school detention
- Project Decision
- Corporal punishment
- After-school detention
- Saturday detention
- Loss of privileges as outlined by principal
- Parent conference
- Referral to counselor
- School-community service
- Monetary retribution
- Academic assignment
- Out of school suspension
- Arrest by police officer
- Expulsion
- Referral to juvenile court services

### MANDATORY SUSPENSIONS AND EXPULSIONS

The principal shall be required to suspend a pupil who:

1. is found carrying or possessing a firearm or a knife with a blade two (2) inches or longer, or another dangerous instrumentality, except as provided below under the section entitled *Suspension Not Applicable*; or
2. possesses, distributes, sells, gives, or loans any controlled dangerous substance governed by state law, in any form.

Additionally, the principal shall immediately recommend the pupil's expulsion to the Superintendent, for the above offenses, except in the case of a student less than eleven (11) years of age in pre-kindergarten through grade 5 who is found carrying or possessing a knife with a blade two (2) inches or longer, the principal may, but shall not be required to recommend the student's expulsion. A student found carrying or possessing a knife with a blade less than two (2) inches in length may be suspended by the school principal, but, in appropriate cases, at a minimum, shall be placed in *in-school suspension*.

### Assault or Battery of School Employees

Whenever a pupil is formally accused of violating state law or school disciplinary regulations, or both, by committing assault or battery on any school employee, the principal shall suspend the pupil from school immediately and the pupil shall be removed immediately from the school premises without the benefit of required procedures, provided, however, that such procedures shall follow as soon as practicable. The student shall not be readmitted to the school to which the employee is assigned until all hearings and appeals associated with the alleged violation have been exhausted.

### SUSPENSION NOT APPLICABLE

Suspension of a student shall not apply to the following:

1. A student carrying or possessing a firearm or knife for purposes of involvement in a school class, course, or school approved co-curricular or extracurricular activity or any other activity approved by appropriate school officials.
2. A student possessing any controlled dangerous substance that has been obtained directly or due to a valid prescription or order from a licensed physician. However, such student shall carry evidence of that prescription or physician's order on his/her person at all times when in possession of any controlled dangerous substance which shall be subject to verification.

## SUSPENSION OF STUDENTS WITH DISABILITIES

Suspension of students with disabilities shall be in accordance with applicable state or federal law and regulations.

### INFRACTIONS FOR WHICH SUSPENSION MAY RESULT

Violations of school rules and regulations for which suspension may result shall include but not be limited to the following:

#### A. Mandatory suspensions:

1. Striking a teacher or other school personnel.
2. Possession or use of narcotics or alcohol.
3. Carrying or using instruments to do bodily harm.
4. Unauthorized presence on any school campus of a student during suspensions.
5. Involvement with fireworks or other explosives on the school campus or at school sponsored events.
6. Committing immoral or vicious practices or of conduct or habits injurious to his/her associates.

#### B. Discretionary suspensions:

1. Inappropriate clothing or appearance.
2. Stealing.
3. Forging or using forged notes or excuses.
4. Committing acts of defiance, either in language or actions, in or out of the classroom.
5. Refusing to comply with any reasonable request of a teacher in or out of the classroom.
6. Willful defacing or destroying of school property. Pupil or parents are to be required to pay cost of repairs or replacement.
7. Threatening a teacher or other school personnel.
8. Initiating false fire alarms or any other false alarms.
9. Willful disobedience.
10. Treatment with intentional disrespect to a teacher, principal, superintendent, member or employee of the School Board.

11. Making against any one of the above an unfounded charge.
12. Using unchaste or profane language.
13. Violation of any other school rule unique to the individual school.
14. Use of tobacco on school grounds during the school day and on the bus to and from school.
15. Participating in or instigating a fight. However, students reasonably concluded to be acting in self-defense may not be disciplined.

### CONDUCT AND COURTESY

Courtesy and good manners shall be the key to a student's conduct at school. A good attitude toward teachers and fellow students will make school enjoyable for all.

In fulfilling his/her obligations concerning conduct, each student shall:

1. Comply with all regulations of Sabine Parish School Board.
2. Recognize the authority of all teachers and other school personnel.
3. Abstain from gambling, immorality, profanity, hazing, fighting, extortion, use of or possession of tobacco, narcotics, or intoxicating liquors, or the possession of any instrument capable of inflicting bodily harm.
4. Refrain from willfully damaging, defacing, or destroying school property or illegally entering school building.
5. Be regular in school attendance and on time; strive to do his best in all areas of school life.
6. Abide by regulations set by the school concerning travel to and from school.
7. Comply with regular rules and regulations of the school board while attending any activities sponsored by the school.

## **PARENT TEACHER CONFERENCES**

The Sabine Parish School Board realizes that close communication between home and school is an important factor in establishing a highly effective school program.

The teacher will schedule a conference with parents. You will discuss your child's progress in school.

You and the teacher may also talk with each other by telephone or in person at other times during the school year. You may schedule a conference by contacting the school office.

Parents should not expect to conference with a teacher during the first 2 hours of the school day. Every teacher is very busy beginning the instructional day. We will be happy to attempt to schedule conferences at other times of the day. We will appreciate you understanding how important it is for every teacher to be in her classroom to begin the day.

Parents may call the school office to leave a message for a teacher at any time. The teacher will return the call as soon as possible.

## Sabine Parish School Board

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1. A club sponsor or school administrator shall notify a parent in writing before any adverse action or denial of opportunity to a student due to an unpaid fee.
2. The notification shall state the description of the fee, the dollar amount, how the fee is to be used and the payment method of collection of the delinquent fee.
3. The notification shall also state the original deadline of the fee and give at least 5 school days from the date of the notice for the delinquent fee to be paid prior to any adverse action or denial of opportunity to a student due to an unpaid fee.
4. The notification shall make mention of the economic hardship waiver and a blank economic hardship waiver shall be attached to the letter of notification.

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1. The economic hardship waiver shall be posted on each school website and printed copies of the waiver shall also be made available at each school office.
2. A parent or student may fill out the economic hardship waiver and return it to the school office in a sealed envelope marked to the attention of the school's principal.
3. If an economic hardship waiver is denied at the school level, the denial may be appealed to the Director of Student Services at the Sabine Parish School Board Central Office.



4. Appeals should be made within 10 school days of the denial.

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# Sabine Parish School Board

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A fee is a fixed charged for certain services or privileges, for admission or participation in co-curricular or extracurricular activities.

Examples of things that are 35A fees are class rings, letter jackets, yearbooks, or similar items.

Restitution for damaged or lost textbooks or damage to other school property is not a fee.

The Sabine Parish School Board’s policy regarding Student Fees, Fines, and Charges is located under file JS in its policy manual.

File JS also contains information relating to Sabine Parish School Board’s Policy as it relates to Damage to Textbooks / Instructional Materials

SPSB’s policy manual is located online at:

<http://www2.sabine.k12.la.us/policy/caps/SabineCAPS.htm>

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THIS FEE SCHEDULE IS ACCURATE AS OF THE TIME OF PUBLICATION, HOWEVER FEES MAY CHANGE ABOUT THE YEAR. AN UP TO DATE FEE SCHEDULE CAN BE FOUND ON THE SCHOOL'S WEBSITE.								
<b>SABINE PARISH SCHOOL BOARD</b>								
<b>FEE SCHEDULE</b>								
<b>NAME OF SCHOOL:</b>								
<b>DESCRIPTION</b>	<b>DOLLAR AMOUNT</b>	<b>HOW THIS FEE IS COLLECTED</b>	<b>HOW THIS FEE IS USED</b>	<b>DEADLINE FOR THIS FEE</b>	<b>ACCEPTABLE METHODS OF PAYMENT</b>			
Fees								

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