

# **STEPHENSVILLE ELEMENTARY SCHOOL**

## **Student Handbook**

**2018 - 2019**



**Stephensville Elementary  
3243 Hwy 70  
Morgan City, LA 70380**

**Principal  
Christopher Shirley**

**Secretary  
Melinda Hymel**

**School Telephones:  
Office (337) 909-3400, Office (985) 385-1366, Fax (985) 385-1369**

**Stephensville Elementary website:  
<http://ses.saintmartin.schooldesk.net/>**

***Mascot - Gators  
Colors - Green and Yellow***

# WELCOME

**Dear Students:**

Welcome to Stephenville Elementary School (SES). This student handbook is written to help answer questions about school at SES. You are encouraged to study this handbook carefully to be successful and keep it for reference throughout the year. At SES, the entire staff is dedicated to develop a balanced school program concerned with all phases of development; including physical, emotional, social and intellectual growth, to maintain a safe environment that is conducive to learning, to develop a willingness to assume **Responsibility**, show **Respect**, and recognize **Right** of others when interacting with others. (The 3 “R” Philosophy). It is our goal to provide you with opportunities to acquire knowledge and skills essential to effective learning in elementary, and middle school settings. It is our hope that you will be active learners, good citizens, while being proud of your school.

**Dear Parents:**

A successful school experience is a team work. As partners, we need to work together to help, support and motivate our students to be successful. Our goal is to cultivate and strengthen the students’ ability to think and utilize his knowledge in making decisions. It is also to arouse in our students a perpetual curiosity for learning, one that is continued throughout life. Strong, effective communication is the essential element to achieve this goal. Please feel free to contact us with your suggestions, concerns and support.

Sincerely,

*Christopher Shirley*  
Principal

**Attendance is eight times (8X) more predictive of course failure than prior test scores.**

Source: Chicago Consortium of School Research

# **SES Personnel**

## ***Christopher Shirley, Principal***

Contact for school-wide suggestions and concerns.

## ***Melinda Hymel, Secretary***

Contact for general school related questions, transportation issues, messages for teachers, records requests (when moving), school events, school fees and to volunteer.

## ***Rebecca Miller, Cafeteria Manager***

Contact for questions about free/reduced meals or lunch accounts and for special dietary requirements.

**Pre-K Teacher:** Ms. Allison Guagliardo

**K teacher:** Ms. Jewel Vinson

**1<sup>st</sup> grade teacher:** Ms. Georgia Landry

**2<sup>nd</sup> grade teacher:** Ms. Sarah Blanchard

**3<sup>rd</sup> grade teacher:** Ms. Brandie Peterson

**4<sup>th</sup> grade teacher:** Ms. Patty Orgeron

**5<sup>th</sup> grade teacher:** Ms. Pamela Verrett

**6<sup>th</sup>/7<sup>th</sup>/8<sup>th</sup> grade English Language Arts:** Ms. Melanie Belle

**6<sup>th</sup>/7<sup>th</sup>/8<sup>th</sup> grade mathematics:** Ms. Melinda Fields

**6<sup>th</sup>/7<sup>th</sup>/8<sup>th</sup> grade social studies:** Ms. Helena Salmon

**Physical education K-8<sup>th</sup>:** Ms. Helena Salmon

**Special education teacher:** Ms. Rachelon Delco

## **French Teacher Pre-K to 8<sup>th</sup>:**

Mr. Neal Mayon

## **Cafeteria Staff:**

Ms. Althea

Ms. Beth Fryou

## **Support Personnel:**

Mrs. Sam Paraprofessional Special Education

Mrs. Kellie Collier (Kiki), RTI interventionist

Ms. Savannah Gay, Speech Therapist

Ms. Kathy Labouve, Nurse

Ms. Raven, Pre-K Paraprofessional

## **Custodial Staff:**

Mr. Kelly

## **Bus drivers:**

Mr. Shelby Daigle

Ms. Carolyn Guidry

Ms. Charlotte Ratcliff

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*St. Martin Parish School Board  
School Calendar 2018-2019  
Opening Date: August 14, 2018*



**Professional Development**  
August 9, 10, & 13, 2018  
November 6, 2018  
May 22 & 23, 2019

**Parent Teacher Conference**  
October 19, 2018  
March 22, 2019

**Student's First Day**  
August 14, 2018

**Student's Last Day**  
May 21, 2019

**Record Day**  
May 24, 2019

**Report Card Day**  
May 28, 2019

| <u>Nine Week Reporting Period</u> |                   | <u>LEAP TESTING</u>                  |
|-----------------------------------|-------------------|--------------------------------------|
| August 14, 2018                   | October 12, 2018  | <b>Grades 3-4</b>                    |
| October 15, 2018                  | December 21, 2018 | Paper Based – April 29-May 3, 2019   |
| January 7, 2019                   | March 12, 2019    | <b>Grade 5-8</b>                     |
| March 13, 2019                    | May 21, 2019      | Computer Based – April 1-May 3, 2019 |
|                                   |                   | <b>Grades 9-12</b>                   |
|                                   |                   | EOC – April 15- May 17, 2019         |

**HOLIDAYS**

|                    |                                   |
|--------------------|-----------------------------------|
| Labor Day          | September 3, 2018                 |
| Thanksgiving       | November 19-23, 2018              |
| Christmas          | December 24, 2018-January 4, 2019 |
| Martin Luther King | January 21, 2019                  |
| Mardi Gras         | March 4-6, 2019                   |
| Easter             | April 15-22, 2019                 |
| Memorial Day       | May 27, 2019                      |



**Graduation Day**  
May 24, 2019



"Wisdom comes not from age, but from education and learning."

Anton Chekov

## **WELCOME TO STEPHENSVILLE ELEMENTARY SCHOOL!**

This handbook is provided as a guide through the school days to facilitate a smooth running school. As a guide, this should answer most questions about school policies, rules, regulations and activities. Many of the policies are governed by state law and by directives from Saint Martin parish school board.

### **STEPHENSVILLE ELEMENTARY VISION**

The vision of SES is to provide educational excellence in every classroom, for every student, every day.

### **STEPHENSVILLE ELEMENTARY MISSION**

The mission of SES is to develop and to teach, in a positive school learning climate, empowered students who are motivated to become productive members of society, equipped for success in the 21<sup>st</sup> Century.

### **STEPHENSVILLE ELEMENTARY GOALS**

The goals of SES are the academic achievement, personal and social development for all students.

### **STEPHENSVILLE ELEMENTARY OBJECTIVES**

## **SCHEDULE**

7:30 Initial Entry

7:50 First Bell (Move to classrooms).

7:55 Class begins

3:15 Dismissal

Instruction begins promptly at 7:55 a.m.

## Arrival and Dismissal Procedures

Students should arrive on time and be prepared to learn.

### **Arrival:**

- Bus Riders: Fifth to eighth grade students will immediately report to the gym and will sit in the bleachers per grade. Pre-K will report to the cafeteria. K to 4<sup>th</sup> grade students will immediately report to the elementary building in the hallway in front of their class.
- Breakfast will be served beginning at 7:30 a.m.
- Car Riders: **Students should not arrive before 7:30 a.m.** All students should be dropped off in the front of the school. Students who eat breakfast are to go **directly** to the cafeteria. All other students are to report to their designated areas.

**All** students should be at school by 7:45 a.m. Students arriving after 7:50 a.m. must be signed in by a parent. Any student who is not in class by the tardy bell will receive an a.m. tardy. Arriving after 7:50 a.m. will affect the attendance record of the student.

### **Dismissal:**

The first dismissal bell will ring at 3:10 p.m. for first load bus riders. The second dismissal bell will ring at 3:13 p.m. for car riders, walkers, and second load bus riders. Students are to be picked up in the designated pick-up area only. Bus riders must go directly to the bus area.

Students will not be allowed to go home with friends without written permission dated and signed by parent or guardian.

If the student's mode of transportation changes during the school day, parents must notify the office **no later than 2:00 p.m.** (Emergencies only).

Failure to follow these rules may lead to loss of privileges and disciplinary action.

### **Parent procedure for Car Line in the afternoon:**

- **Parents may not begin lining up before 2:50 p.m. each day, and students will not be allowed to enter cars until the busses depart.**
- Remain in line until you are motioned to move forward.
- School personnel will be on duty to assist with exiting the school campus.

## Check-In and Checkout Procedures

**Check In:** All tardiness without proper documentation (original doctor excuse, etc.) is unexcused, but it is important for students to be checked into school by an adult in order for make-up work to be assigned. Any student signed in by a parent/guardian will be allowed to make up assignments according to BPSB policy.

**Check Out:** Students are not allowed to leave the school premises without proper authorization from the office. Parents/Guardians needing to check students out during the school day must report to the office and sign the student out. Only parents, guardians, and persons authorized on the student's registration form will be allowed to check a student out of school if a parent is unavailable. **PICTURE IDENTIFICATION IS REQUIRED TO CHECK A CHILD OUT OF SCHOOL.**

Students who need to check out for illness must report to the office to contact a parent/guardian ONLY. Every attempt should be made to avoid check outs during lunch shifts and after 2:45 p.m..

## Attendance and Absences

Attendance is eight times (8X) more predictive of course failure than prior test scores.

Source: Chicago Consortium of School Research

### **ATTENDANCE, ABSENCES, TRUANCY & WITHDRAWAL**

Students shall be expected to attend every student activity day scheduled by the St. Martin Parish School Board. In order to be eligible to receive grades, junior high school students shall be in attendance **180** days have no more than **13** excused or unexcused absences in a school year. *(Bulletin 741)*

The standards of attendance apply to tardies; junior high school students shall have no more than **13** excused or unexcused tardies in a school year.

Any student elementary students missing **fourteen (14)** days, excused or unexcused, shall be denied credit. In order to ensure that parents and students are properly notified of a student's attendance problem, the following procedures have been instituted.

### **A. GRADES PRE-KINDERGARTEN THROUGH GRADE 8 ATTENDANCE**

1. Any student having **three (3)** excused or unexcused absences, tardies, or early checkouts from school:
  - a. A computer generated letter should be sent to the home
  - b. The parent/guardian shall be contacted by a school official to discuss the student's absences. This may be by telephone.
2. Any student having **five (5)** excused or unexcused absences, tardies, or early checkouts from school:
  - a. A computer generated **5-Day Letter** should be sent home.
  - b. An appointment letter with a specific date and time shall be sent to the parents/guardian who, along with the student, shall meet with the principal or designated person to discuss the absences. The parent/guardian is expected to meet with the school official.
  - c. Contract should be presented to the parent/guardian by a school official and signed by student and parent agreeing that the student will comply with the attendance polices.
  - d. If the parent/guardian fails to attend or respond to the appointment letter, an immediate referral should be made to the Child Welfare and Attendance Supervisor or Attendance Coordinator and copies forwarded for referral to FINS.
3. On any student having **ten (10)** excused or unexcused absences, tardies, or early checkouts from school:
  - a. The student and parents will be referred to the District Attorney's Office (Truancy FINS)
4. When forwarding information the following student information shall be included: truancy documentation, grades, discipline, and basic family information.
5. Any students missing **fourteen (14)** days, excused or unexcused, shall be denied credit shall be referred to FINS by the school, the Truancy Coordinator or TASC/Early Intervention. *(According to La R.S. 17:221, the only exceptions to the attendance regulation shall be the delineated extenuating circumstances that are verified by the Supervisor of Child Welfare and Attendance.)*

### **Tardiness**

Students are considered tardy (late) to class when he/she enters the classroom after the tardy bell stops ringing. The teacher will have any/all tardy students report to the front office for a tardy slip. Once given a tardy slip, the student must report directly to class. Tardy count and consequences are cumulative. Students arriving to school after 8:00 a.m. are considered late/tardy to school.

### **Tardy Consequences –**

- ❖ 1<sup>st</sup> Referral – 2 tardies – conference with student/contact parent
- ❖ 2<sup>nd</sup> Referral – 3 tardies – conference with student, contact parent, assign one hour afterschool detention
- ❖ 3<sup>rd</sup> Referral – 4 tardies – conference with student, contact parent, assign four hours detention
- ❖ 4<sup>th</sup> Referral – 5 tardies – conference with student, contact parent, assign one day detention
- ❖ 5<sup>th</sup> Referral – 6 tardies – conference with student, contact parent, assign one day Out of School Suspension, FINS referral

### **Assignment Requests and Make-Up Work**

After an absence, students should return to school with a note from a parent that includes the date(s) absent and excuse.

### **TYPES OF ABSENCES**

The days absent for students shall include excused absences, unexcused absences, and suspensions.

1. **Excused Absences:** Students shall be considered excused from school for personal illness, serious illness in the family, death in the family (not to exceed one week), or for recognized religious holidays of the student's own faith. All original excuses must be submitted within three (3) school days, if not, absences shall be considered unexcused. Proper documentation includes original doctor excuses, subpoenas, obituaries, and health center excuses. Parental notes and phone calls are not acceptable documentation for absences. **Students who turn in proper documentation within the allotted time will be allowed to make-up work for full credit.**

2. Unexcused absences: Students shall not be excused for any absences other than those listed above. Students shall not be excused from school to work on any job including babysitting, agriculture, and domestic service, even in their own homes. **Students will be allowed to make-up work and earn eighty percent (80%) of the actual score earned. The absence(s) will still be considered unexcused.**

3. Suspensions: Student absences as a result of any out of school suspension shall be counted as unexcused and shall be given failing grades for those days suspended. Upon students return to school, students suspended shall be allowed to make-up work for days suspended only. **Students will earn seventy percent (70%) of the actual score earned for all make-up work.**

Any absences shall be considered unexcused until the proper documentation is presented to school officials. All original excuses must be presented within three (3) days of return to school.

In the event a student will be absent for more than three consecutive days, parents may contact the school office to obtain assignments.

### **Bus Information and Procedures**

School bus guidelines have been adopted by the St. Martin Parish School Board in order to provide safe transportation to and from school.

**A violation of a bus rule may result in loss of bus privilege, disciplinary action, suspension, or expulsion. All buses are equipped with video cameras that continuously monitor student passengers. Bus drivers**

**are permitted to make reasonable rules for the safe and proper transportation of students. Horseplay is not allowed on buses and may result in removal from the bus, as riding the bus is a privilege.**

**A note is also required from a parent or guardian giving permission for a student to ride with them. Written permission must be on file from both parents/guardians.**

Please be aware that due to some overcrowding, there may be some buses that cannot accommodate any extra students and will not be allowed to take students who are not assigned to those buses for safety reasons. **Students may be refused permission to ride other buses as deemed necessary by school administrators.**

### **Conferences**

Parents may schedule conferences with the teachers or principal by calling the office during school hours. If a parent needs to speak with an individual teacher about a classroom issue, your message will be forwarded to that teacher.

### **Homework**

Homework is a necessary part of a student's educational experience. It is essential that everyone consider their part in this important aspect of student success. Homework completion is essential for a student's academic success. Homework includes written assignments, studying, practice, and projects.

### **Uniform Policy and Dress Code**

#### **A. STUDENT DRESS & APPEARANCE CODE**

The St. Martin Parish School Board has a responsibility to establish a dress and appearance policy that balances the rights of its students for freedom of expression and individuality against its duty and responsibility to maintain a positive learning environment on campus and to foster the values of the communities served by the public schools.

Students will wear clothing and optional accessories that do not detract from the learning process. To ensure an atmosphere of order, discipline, and safety, which are prerequisites to providing education, students will be required to follow the guidelines below at school, on a school bus, or at a school sponsored activity or field trip:

1. All students enrolled in St. Martin Parish shall wear school IDs.
2. If earrings (including "body piercing" jewelry) are allowed by individual school policy, they can only be worn on the ear.
3. Heavy chains hanging from belt loops or pockets and other type items are prohibited.
4. Hair curlers and rakes of any kind are prohibited.
5. Sunglasses (unless prescribed by a physician) are prohibited. A principal or designee may request a statement from the physician.
6. Book bags, Knapp sacks, or other bags used to carry student books and accessories must be mesh or see-through.
7. Gang-related jewelry, insignias, colors, paraphernalia, and materials are prohibited. Such may vary school to school and may change year to year.
8. Make-up, hair designs, and hair colors which cause undue attention, distracting from the educational environment as determined by the principal, are not allowed.

9. Excessive jewelry or clothing that is considered a distraction or a danger by the administrator is prohibited. (ex. Black trench coats, large dangling or hoop earrings, oversized purses etc.).
10. Body art/tattoos which cause undue attention, distracting from the educational environment as determined by the principal must be covered.

## **B. ELEMENTARY AND JUNIOR HIGH UNIFORM CODE**

### **Appropriate Parish approved Uniform Allowed (Grades Pre-K through 8):**

**Shirt:** Solid color: Red or white

Polo (golf)

Short or long sleeves

Two or three buttons at the top front and collar

No emblems, insignias, or monograms

Designated school PBIS uniform shirt

**Jumpers:** Allowed grades Pre-K - Grade 6

Uniform Navy Blue

Uniform shirts must be worn under jumpers

Styles must be cotton twill or cotton blend (no jean material)

Set in-side pockets, no patch pockets

Hems no more than 2" above knees when student kneeling

Navy blue shorts must be worn under jumper

**Skirts:**

Solid color: Navy blue

Style must be cotton twill or cotton blend (no jean material)

Hems no more than 2 inches above the knee when student is kneeling

Must be worn at waistline

**Skorts:** Allowed in Grades Pre-K - Grade 6

Solid color: Navy blue

Style must be cotton twill or cotton blend (no jean material)

Hems no more than 2 inches above the knee when student is kneeling

Must be worn at waistline

**Shorts:** Allowed in Grades Pre-K – Grade 6

Solid color: Navy blue

Style must be cotton twill or cotton blend (no jean material)

Set in-side pockets, no patch pockets

Hems no more than 2 inches above the knee when student is kneeling

No pockets on pant legs

Can be pleated or flat front

Must have front waistband and belt loops

Elastic allowed on back and sides

Must be worn at the waistline

**Slacks:**

Solid color: navy blue

Style must be cotton twill or cotton blend (no jean material)

Set in-side pockets, no patch pockets

No elastic or gathered at the ankles  
Must be hemmed and length not to exceed top of shoe  
No pockets on lower legs  
Can be pleated or flat front  
Must have front waistband and belt loops  
Elastic allowed on back and sides  
Must be worn at waistline  
Cropped, stirrup, parachute, wind, stretch/warm-up, and jean-style pants not allowed

**Belts:**

Mandatory when wearing slacks, shorts, or skirts (with belt loops)  
Belt buckles must be plain/large or oversized belt buckles are not allowed  
Emblems, insignias, or initials prohibited  
Appropriate length for waist size

**Socks/Tights:** Mandatory wear

**Shoes:**

No sandals, boots, moccasins, crocs, slippers, or heels above one inch  
Close toe and close heel shoes  
If tie shoes, shoes should be properly tied  
No roller blade, lighted or any extraordinary features

**T-Shirts/Undershirts, Turtlenecks/Mock Turtlenecks:**

Solid color: School color, black, gray, white  
No designs, emblems, insignias, or monograms  
Can only be worn under polo shirt

**Hats/Caps:**

No caps, "do rags", sweatbands, sportbands, bandanas, hairnets, wrap caps, or scarfs are allowed on buses, playgrounds, or inside buildings.  
Winter knit pullover hats shall be allowed on buses and outdoors during cold weather.

**Spirit Shirts:**

A school approved spirit shirt may be worn on the pre-designated days, not to exceed one day a week. No jeans allowed.

**Coats & Jackets: PRE-K - 6**

Coats and jackets of any color (zip or pull-over) are acceptable. Hoods may not be worn in the building. No long, below the knee dusters or trench coats allowed.

**Coats & Jackets: 7 - 8** Solid color: school color, black, gray, white or navy

School issued jackets are permissible (letter jacket, A-team, band, etc.). Coats, jackets, and sweaters (open front, zip, and button) are not to be worn in the building. No long, below the knee dusters or trench coats allowed.

**Sweatshirts:** school color, black, gray, white

**General Information:**

The uniforms will be classic-traditional style. No baggy or oversized clothes will be allowed. All clothing worn must be appropriate size, not oversized or too tight. Shorts and slacks must fit at the waist and the crotch (within one size of student's actual waist and in-seam measurement). All clothing must be hemmed (not frayed or slit at the seams or stapled or taped at the hem) and may not have any holes or tears. Pants or skirts which are too tight, revealing, or which allow underclothing to show are not allowed. Shirts must be worn tucked into slacks, shorts or skirts so that the waist is visible. Sweaters, sweatshirts, or jackets

worn in cold weather do not have to be tucked in. Belts must be kept in the belt loops. Girls may wear shorts under their skirts or jumpers as long as the shorts are not visible. Socks or tights must be worn.

### **Pre-Designated Days/Spirit Days:**

The principal may allow on the pre-designated days for student on an approved list to wear "A" Team t-shirts, 4-H shirts, spirit shirts. All other school uniform clothing must be worn on pre-designated days. This is also true for field trips.

### **Incentive Days:**

Principals may allow for special dress days, including jeans, for school incentives. (ex. Perfect attendance, Honor roll, positive behavior support)

### **Dress Code Violations**

#### **Uniform Violation:**

- First Offense: Conference with student, parental contact, redress
- Second Offense: Conference with student, parental contact, redress
- Third Offense: Conference with student, parental contact, redress, **one day of recess detention**
- Fourth Offense: Conference with student, parental contact, redress, **two days of recess detention**
- Fifth Offense: Conference with student, parental contact, redress, **three days of recess detention**

#### **ID Policy Violation:**

- First Offense: Conference with student, parental contact, temporary ID (50 cents fee)
- Second Offense: Conference with student, parental contact, temporary ID (50 cents fee), **no P.E.**
- Third Offense: Conference with student, parental contact, temporary ID (50 cents fee), **one day of recess detention**
- Fourth Offense: Conference with student, parental contact, temporary ID (50 cents fee), **two days of recess detention**
- Fifth Offense: Conference with student, parental contact, temporary ID (50 cents fee), **three days of recess detention**

### **Positive Behavior Interventions and Support**

In an effort to establish SES as a safe, welcoming and purposeful learning environment, we have implemented a program called Positive Behavioral Interventions & Supports (PBIS). PBIS actively encourages students to achieve their academic potential while also behaving with good character. At SES, the focus is on teaching and encouraging appropriate behavior in all areas of the school, concentrating on the instruction of being a **3 R** Gator; assume **Responsibility**, show **Respect**, and recognize **Right** of others when interacting with others. The staff will recognize and reward students for good behavior. The staff will issue checks called Gator Bucks to students when they observe behavior aligned to 3R philosophy. The Gator Bucks can be used to purchase a variety of items, privileges from teachers and access to special PBIS activities.

### **PBIS Incentives**

One of the best aspects of PBIS is the positive rewards for students displaying STAR behavior.

- Daily: **Gator Student** – eat first and sit at special table
- Weekly: **Gator Time** – 20 minutes on Friday of reward time
- Every two weeks: **Gator Store** – cash in Gator Bucks for prizes or privileges
- Mid-Nine weeks: **Gator Dress** – allowed to wear jeans with a spirit or club shirt
- Nine Weeks: **Shining Gator** – Dancing in the gym

### After School Detention

After School Detention is the primary disciplinary action for students who routinely break the tardy policy, repeatedly receive uniform violations, or for major rule violations as an alternative to Saturday Detention, or suspension. It is preferred to more severe consequences because students do not miss classroom instruction from their classroom teacher. If assigned, students are to report to After School Detention in the designated teacher's room at 3:10 p.m. on their assigned day (after school detention will be held on Tuesday and Thursday). **There is no school provided transportation for detention, thus parents will need to arrange transportation. Students are not allowed to walk home from detention. Parents will be notified in advance of student placement in detention.** Failure to report to detention will result in a suspension from school. If a student is assigned detention on the day of an extra-curricular activity or sports practice, they must complete the detention before participating in the extracurricular activity, practice, or game.

### Student Expectations and Rules

School Rules:

1. Follow all classroom rules and procedures. Classroom rules and procedures will be posted in each classroom and will be discussed by each teacher during the first few days of school.
2. Adhere to the student dress code.
3. Leave gum, candy, food, and drinks at home. Gum chewing is not allowed in any classroom or area of the school. **Students are not allowed to bring any food or drinks to school other than lunch.** Students must eat their lunch during designated lunch times only.
4. Respect the rights of others.
5. Keep your hands, feet, and hurtful words to yourself.
6. Obtain permission to leave class. Students may not leave the classroom without a hall pass
7. Public Display of Affection (PDA) is prohibited at school and at all school events.
8. Leave electronic devices at home. Use of electronic devices at SES is prohibited. (See Cell Phone and other Electronic Device section of the handbook.)
9. Use appropriate voice and language in all areas of the school.
10. Walk and talk during class changes. Students are not allowed to congregate in halls or common areas of the school during changes. Students are expected to be walking directly to their assigned destination, to the restroom, or to get water.
11. Walk on paved walkways only in the designated direction. Students are not allowed to walk, visit, run, or play in grass/dirt areas of the campus during class changes or lunch shifts.
12. **REFRAIN FROM FIGHTING: STUDENTS WHO FIGHT AT SCHOOL ARE SUBJECT TO ARREST, SUSPENSION, AND POSSIBLE EXPULSION/EXCLUSION FROM SCHOOL.**
13. Students may not possess any instrument capable of inflicting bodily harm.

14. Students may not possess alcohol, tobacco, or drugs on or near SES property.
15. Students may not possess lighters or matches on school property.
16. Students may not be involved in gambling, immorality, inappropriate behavior, or extortion on or near school property.
17. Students may not damage, deface, vandalize, or destroy school property or illegally enter school buildings.

**Violating any of these rules will result in a Disciplinary Referral, After-school detention, suspension, and/or recommendation for expulsion/exclusion depending on severity and frequency of rule violation. If a law is violated, the student is subject to arrest.**

### **Stephensville Elementary 6th - 8th Discipline Plan**

- Each 9 weeks, students will begin with 100 points in conduct. Teachers will deduct 1 point for behaviors that do not meet the PBIS 3 R philosophy: respect, rights, and responsibility.
- When a student drops a letter grade, a minor infraction will be written to document the various violations. No consequence will be given for such infractions.
- Disruptions including, but not limited to, disrespect towards others, profanity, complete disregard for instruction, or blatant disobedience will result in an **immediate minor infraction** and a consequence. This is subject to teacher/principal discretion. Automatic infractions will result in a deduction of 5 points in conduct.
- Severe misconduct including, but not limited to, violent words or behavior, bullying, stealing, cheating, or destroying school property will result in an **immediate major infraction**, an automatic F in conduct, and a consequence. This is subject to teacher/principal discretion.
- Consequences will be befitting of the behavior and as prescribed by the district discipline policy.

## **ADDITIONAL INFORMATION REGARDING BEHAVIOR EXPECTATIONS:**

### Minor Infractions (*Handled by Classroom Teacher*)

Disturbing the class (talking out of turn, standing, walking around the room, not sitting in assign seat)

Horseplay (non-violent, non-sexual)

Teasing

Food (eating, drinking, chewing gum, popping gum)

Student not on task (not completing class assignments)

Throwing objects (piece of paper in the classroom)

Minor disrespect (smacking lips, sucking teeth, rolling eyes)

Uniform (shirt not tucked in pants and ID not visible)

Sleeping (sleeping in class, head down on desk)

P.E. Uniform (not dressing out for P.E.)

Not prepared for class (no textbook, pencil, pen or paper)

Minor profanity (slip of the tongue and not directed at anyone)

Seating (sitting on the top of the desk)

### **Teacher Interventions: 3 minor infraction leads to a major referral write up**

- **First Step:** Give warning, restate the expectation and/or rule
- **Second Step:**

Redirect student

Student conference

Re-teach expectation

Remedial work

Seating change

Verbal Cue

Phone parent

Extra time spent on task

- **Third Step:**

Reflective assignment (required parent signature)

Student contract

Loss of privileges

- **Fourth Step: Loss of PE-** One hour after school detention assigned
- **Fifth Step:** Referral to office for major discipline consequence

### **Major Infractions: (Handled by Administrator)**

Disruption of the learning process

Willful disobedience

Treats authority with disrespect

Makes unfounded charge against authority

Uses profane and/or obscene language

Obscene gestures

Conduct injurious to others

Uses/possesses controlled dangerous substance

Uses/possesses tobacco products or lighter

Uses/possesses alcoholic beverages

Disturbs class/violates school rules

Vandalism

Possesses weapon or firearm  
Possesses instrument which can be used to inflict harm or injury  
Instigates or participates in fights  
Leaves school premises or classroom without permission  
Is habitually tardy and/or absent  
Is guilty of stealing  
Commits any other serious offense

**Consequences:**

Detention  
In School Suspension  
Loss of Privileges  
Out of School Suspensions  
Recommended for Expulsions  
Parent/Teacher Conference

**Assemblies**

Students are to be courteous and respectful at all school activities. Each student is personally responsible for the impression made by the school as a whole. Unacceptable behavior in assemblies includes whistling, uncalled for clapping, boisterousness, and talking during a program. Students are to sit in their assigned areas with their teachers during all assemblies. **Students who do not display appropriate behavior during an assembly will not attend any more assemblies for the semester and will receive disciplinary action as determined by administration.**

**Halls and Class Changes**

While changing classes, students are to continue moving toward their next class. Students are not to use time between classes to stop and visit with friends. Students should make every effort to keep traffic flowing smoothly during class changes. Students are to **walk on the right side** of the hall. Loud talking, yelling, and causing disruption to traffic flow are not allowed. Violation of these rules will result in disciplinary action.

**Bullying**

We take bullying very seriously whether it is verbal, physical, or cyber bullying. We ask any person being bullied or any student aware of bullying to report this activity to school personnel immediately. Your name will be kept confidential. Our goal is to have a safe, secure, and bully-free campus and community. Students are prohibited from making threats toward students, administrators, school board members, other school board employees, and/or school property.  
**Students who bully other students are subject to disciplinary action.**

[Act 861](#), enacted during the 2012 Louisiana Legislative Session, requires that all school districts in the state to adopt an official policy prohibiting bullying of students while on school property, at a school sponsored or school-related activity or event, on a school bus or van, at any designated school bus stop, and in any other school or private vehicle used to transport students to and from schools, or any school-sponsored activity or event.

The Act defines bullying as any pattern of obscene gestures; written electronic or verbal communications that threaten harm; taunting; malicious teasing; physical acts, not limited to hitting, kicking, pushing, or damaging personal property; and repeatedly shunning or excluding students from activities. Under the new law, school officials who receive a complaint of bullying are required to verbally report the allegation to the principal the day of the incident and in writing within two days of the incident. The principal is required to notify the students' parents and launch an investigation within one school day and complete the investigation within ten days.

### **Cell Phones and Other Electronic Devices**

Cell phones and similar electronic devices (iPod, MP3 players, etc.) are prohibited for all students in grades pre-Kindergarten through 12.

When a principal or designee has reasonable cause to believe, and after verifying the same, discovers that a student is using or operating any electronic device while on school grounds or on a school bus in violation of school board policy, that student shall be subject to disciplinary action.

SES will also utilize parish policy for random search with a metal detector. “Random searches with a metal detector of students or their personal effects may be conducted at any time, provided they are conducted without deliberate touching of the student.” You can find the entire Search and Seizure Policy in the SMPSB Handbook.

The following consequences will be administered for an Electronic Device Violation:

- **First Offense:** Remove device, conference with student, contact parent.
- **Second Offense:** Remove device, conference with student, contact parent. **PHONE WILL BE HELD BY SCHOOL FOR 5 DAYS.**

**An Electronic Device Violation during state testing will result in a Recommendation for Expulsion.**

### **School Sponsored Trips, Special Activities, and Events**

Students who have maintained good attendance, good behavior, and have not been suspended from school during the semester OR assigned detention for the two weeks prior to the field trip or event will be allowed to participate on the field trip or event. Some trips, especially out-of-town trips, may have special rules and more rigorous guidelines designed by the trip sponsor and approved by the administration (please read all permission slips carefully and make a copy for your records). Regular attendance (as defined by the administration) is required for students to attend trips. All school rules are in effect while on field trips with the school.

### **Student Messages**

Messages **will not** be taken for students during school hours. In the case of an **emergency** please contact the school office.

## **Visitors and Conferences**

We encourage parents to visit our school, attend your child's programs and sports events, and become an active part of our school community. All classroom visits must have principal approval and should be prescheduled. These visits should be purposeful and planned. **All visitors must sign in at the office.** All teacher conferences should be scheduled through individual teachers. Conferences with teachers should be arranged before school, after school, or during the teacher's planning time.

## **Lost and Found**

Any items found on campus are to be turned in to the office immediately. Students may check with the office if an item is lost during their lunch time. Under no circumstances should any item that has been found be taken from school property. Keeping items that do not belong to you will result in disciplinary action. **IT IS IMPORTANT FOR NAMES TO BE WRITTEN IN PERMANENT MARKER ON THE INSIDE TAG OF CLOTHING ITEMS.** Items not claimed within one month will be discarded or donated to charity.

## **Fund Raisers and Selling Items on Campus**

The only items that can be sold at school are those that are part of a school sponsored activity. No other items may be sold or traded on the school campus.

## **Textbooks**

Textbooks are assigned to students on a loan basis. Students are responsible for the storage and care of their textbooks. They are not to be written in or defaced in any manner. Parents will be expected to be responsible for any damage to textbooks and will be billed accordingly. Damages include:

1. Torn covers or pages
2. Soiled or written-on covers or pages
3. Broken bindings
4. Missing book covers or pages

### **Guidelines for Textbook Fines –**

- Minor damage (writing, torn pages) - \$1.00
- Major damage (still useable, damaged corners, major writing, or excessive wear - \$2.00
- Rebinding (edges or cover-spine damage) - \$8.50
- Cover(s) missing, pages missing, book unusable – Price of book

## **Cafeteria**

All students should purchase a lunch or bring a NUTRITIOUS lunch from home. Meals from restaurants bearing the restaurant's name are not allowed at school. Any food brought to school must be in a non-labeled container. Students should visit quietly and keep their area clean. Students are not allowed to take food or drink from the cafeteria. Students may only purchase concessions during their lunch break.

## **SPORTS**

SES participates in several competitive sports including girls volleyball, boys baseball, and girls softball. Try-outs are held during the school year and will be announced in advance during the morning announcements.

## **4-H**

Any student can join 4-H. If you are interested in shooting sports, showing animals, gardening, or volunteering, this is a great club to join. All students have to turn in fees for t-shirt & dues and then are given a 4-H application. If anyone is interested in being an officer, they will be required to fill out an officer application. Each application is scored by a rubric system based on their activities of their previous years in 4-H. Members are encouraged to attend our monthly meetings and officers are required. Monthly meetings will be held every first Wednesday, in the art room, from 7:15 to 7:40. The deadline for ALL applications will be September 30th.

## **MEDICATION**

1. Any student who is required to take medication during the regular school day must comply with parish regulations. These regulations include the following: Parents must provide the school nurse with written order from a physician detailing the name of the drug, dosage and time interval that the medication is to be taken. This form must be obtained from school. Parents must go to school to sign a permission release form allowing school personnel to comply with the physician's order. Medication must be brought to school in the original bottle, properly labeled by the pharmacist. (If possible bring in an extra label, this helps in the copying process.)
2. All medication will be locked up near or in the principal's office.
3. The principal will designate a person in the school to administer all medications.
4. Each medication given must be recorded on a medication log which includes date, time, dosage, and signature of person giving medication.
5. Parents administering medications to their children at school must fill out and sign a form.

## **PHYSICAL EDUCATION**

1. All students are required to participate in daily Physical Education activities. If a student is suffering from an illness or other condition that may hinder his/her ability to participate in physical activity a doctor's note will be necessary to excuse the student from physical activity. Illness, however, does not excuse a student from dressing out. Casts or other ambulatory hindrances which may restrict a student from his/her full range of motion may excuse him/her from dressing out. Each situation will be considered on a case by case basis.
2. Grades 6<sup>th</sup> 7<sup>th</sup> & 8<sup>th</sup> grades are required to dress out for P.E. Required dress is Stephenville Elementary PE shirt and PE green shorts (to be purchased at school), tennis shoes and white socks. **Tennis shoes and socks are required for grades 1<sup>st</sup> - 8<sup>th</sup>.**

### SCHOOL SUPPLIES AND MATERIAL FEE

1. Students are expected to purchase such supplies as required by the teacher's supply list. Supply lists are distributed at the end of the school year. Extra copies can be obtained from the office.
2. **1<sup>st</sup> grade through 8<sup>th</sup> grade students must buy and wear an ID and have an agenda.**

### STUDENT INFRACTION DEFINITIONS

**Minor Infractions:** *(If there is a conflict with the St. Martin Parish School Board Discipline Policy, we will follow the District's guidelines.)*

**Argument or Non-physical Confrontation:** does not involve physical contact; only two individual are involved; the conflict is verbal but students follow the direction of the staff member.

**Beeper / Telecommunication Devices:** possession of any electronic telecommunication device including any facsimile system, radio paging services, mobile telephone service, intercom or electro-mechanical paging system.

**Disruptions:** behavior which interferes with or brings disorder to normal school activity or to the general learning process.

**Dress and Appearance Code Violation:** wearing of the school uniform in a manner other than the school dress code outlined in the Parish Discipline Handbook, including "slabbing."

**Gambling Paraphernalia:** possession of cards, dice, mini slot machine devices, or any other device that could be used in gambling activity.

**Gum Chewing / other snack foods:** possession and use of gum, candy, chips, or any other prohibited items while on the school campus.

**Incomplete Assignments:** failure to finish class, home, punish work, or time out assignments.

**Indecent Behavior:** exhibiting behavior by word, act, immodesty of dress or obscenity that is socially unacceptable or morally offensive.

**Locker Policy Violation:** use of an assigned storage compartment in a manner not directed in policy.

**Scuffle:** pushing or shoving in a rough manner without punching, using a fist, or entanglement that is no self-defense.

**Tardy:** the act of getting to class or school after the designated time.

**"Yes Ma'am" "No Ma'am" / "Yes Sir" "No Sir":** failure to address or respond to school personnel by using certain respectful terms.

**Major Infractions:** *(If there is a conflict with the St. Martin Parish School Board Discipline Policy, we will follow the District's guidelines.)*

**Assault / Threatening of School Employees:** a violent or sudden verbal attack; an apparent attempt or threat to do harm to another which is; not in self-defense; assault of a school employee is a verbal assault committed when the victim is a school employee acting in the performance of employment duties.

**Assault / Threatening of a Student:** a violent or sudden verbal attack; an apparent attempt to do harm to another student which is not in self-defense.

**Battery on a School Employee:** the infliction of force or violence on a person when the actual contact is made with the intent is to so harm; battery on a school employee is the use of violence or force against a school employee when the employee is acting in the performance of employment duties

**Battery on a Student:** the act of committing an action that will cause injury toward another student.

**Bomb / Explosive Device – Threat:** any student made statement by writing, speaking, phone, mail, e-mail, or any other method that is threatening the school, office, or any other school property with destruction using an explosive device or weapon.

**Bomb / Explosive Device – Facsimile:** possession of an object similar to or a look-alike of an explosive device or incendiary device fused to detonate under specific conditions.

**Burglary:** the unauthorized entry of property.

**Computer Hacking:** unauthorized accessing or causing to be accessed of any computer, computer system, computer network, or any part thereof to view, alter, delete, or insert programs or data.

**Cutting Class:** missing all or part of a class period without permission from the teacher or other school personal.

**Damage to Personal Property of Teachers or Others:** the cutting, defacing, or damage to student's, teacher's, or other's personal property.

**Defacing School Property:** to mar, destroy, or injure school property in any way

**Deliberate Disobedience:** considered, planned, or premeditated refusal or failure to follow an order or rule

**Disrespect to School Board Employee or School Board Member:** to treat a school employee with a lack of courtesy or respect; offensive behavior; to pay no attention or heed to a school employee or others

**Drug / Alcohol / Prescription Drug Possession / Distribution – Facsimile:** possession or distribution of a drug, alcohol, or controlled substance "look-alike"

**Extortion:** the process of obtaining property or favors from a person by threat, intimidation, or force

**Fighting:** a physical conflict between two or more individuals with the intent of harming one another

**Fighting Instigation:** the act of provoking a physical conflict between two or more individuals

**Firearm – Facsimile:** possession of a "look-alike" of an instrument used in the propulsion of a shot, shell, or bullet

**Fireworks and/or Facsimile:** possession or shooting a device that produces a striking display (light, noise, and/or smoke) by the combustion of explosives or flammable composition

**Forged Official Documents:** the unauthorized changing of any document

**Gambling:** playing a game of chance for stakes

**Gang Fight:** a physical confrontation between several students which poses a threat to the safety of students and staff

**Harassment:** any unwelcome advance that persistently torment or irritate another individual

**Inciting or Participating in a Riot / Incipient Unrest:** taking part in activities that aggravate a situation of general unrest among groups of students

**Laser Lights:** possession of a device that utilizes the natural oscillations of atoms for amplifying or generating electro-magnetic waves in the visible region of spectrum with the intent to do bodily harm

**Leaving Campus:** exiting from the school campus without the knowledge and permission of school authorities

**Lighter, Matches, or Paraphernalia:** possession of materials that can ignite

**Major School Disturbance:** a serious act of misconduct that interrupts the orderly process of educational activities

**Missile Throwing:** throwing objects in a manner that could cause damage or injury to person or property

**Over-the-Counter Medication:** possession and/or distribution of non-prescription medication

**Pornography Possession and/or Distribution:** possession and/or distribution of materials that show erotic behavior and is intended to cause sexual excitement

**Profanity / Obscenity:** the act of writing, gesturing, or using socially unacceptable language or drawn pictures in/or on school materials or property

**Sneaking (sucker punching):** the act of joining in a fight between two parties by punching, or kicking one of the students

**Stealing / Theft:** taking another property without permission

**Threatening Other Students:** the use of threats or “bully” behaviors to intimidate another student

**Threatening School Personnel with Bodily Harm:** the act of writing or speaking a statement that indicated the intent to do bodily harm to school personnel

**Tobacco and Tobacco Products – Possession or Use:** possession or use of any tobacco products including smokeless tobacco

**Traffic or Safety Regulation Violation:** failure to follow any traffic or safety law on route to and from school

**Trespassing:** unauthorized entry on a school campus by a student who is suspended or expelled

**Truant:** one who is absent from school without permission

**Unfounded Charges against School Personnel or School Board Members:** the act of making an untrue charge or lacks a sound basis against school personnel or school board members

**Vandalism / Destruction of School Property:** willful damaging, cutting, or defacing of any school property

**Willful Disobedience:** the refusal to follow a reasonable request of a teacher, administrator, or other authority figure on a school campus

***Severe Infractions:*** *(If there is a conflict with the St. Martin Parish School Board Discipline Policy, we will follow the District’s guidelines.)*

**Arson:** the intentional or non-intentional damage to property by the use of an explosive substance or the setting of fire to any school, school property, or personal property

**Bomb or Explosive Device:** possession of an explosive device or incendiary device fused to detonate under specific conditions

**Bullets or Facsimile:** possession of a missile designed to be fired from a firearm or a “look-alike”

**Dangerous Weapon – Possession:** possession of any gas, liquid, or any other substance or instrument, which in the manner used, is calculated or likely to produce death or great bodily harm

**Drug – Alcohol – Prescription Drug, Possession – Distribution – Use:** possession, distribution, or use of drugs, alcohol, or any controlled substance on school property, on a school bus, or at a school sponsored event

**Drug Paraphernalia:** possession of equipment, materials, or products which are used with drugs

**Firearm – Possession:** possession of an instrument used in the propulsion of a shot, shell, or bullet

**Knife – Possession:** possession of a cutting instrument consisting of a blade and a handle

**Molesting another Student:** to make indecent advances in which physical contact is made

**Stun Gun:** the use of any item emitting an electrical charge

**Trespassing with Intent to Fight:** unauthorized entry on a school campus by a suspended or expelled student with the intent to fight with another student

**Weapon or Instrument to do Bodily Harm:** the use of any object to inflict bodily injury