ALLEN ELLENDER SCHOOL

2025 - 2026 PARENT/STUDENT HANDBOOK



4501 E. Ames Blvd.
Marrero, LA 70072

p. 504-341-9469
f. 504-348-0054

https://www.jpschools.org/ellender

ACKNOWLEDGMENT

JEFFERSON PARISH SCHOOLS

ALLEN ELLENDER SCHOOL

PROCEDURES AND POLICIES

FOR PARENTS AND STUDENTS

We hereby acknowledge that we have access to and have read the Procedures and Policies for Parents and Students. This agreement is listed on the school website.

We agree that _____ should be held accountable for these rules
(Name of student)
and regulations. Policies and procedures are subject to change following the publishing of this document. The policies and procedures described in this handbook are those most relevant to Allen Ellender School, but not inclusive of all Jefferson Parish School policies and procedures. Please refer to the *Jefferson Parish Schools 2025-2026 Procedures and Policies for Students and Parents*, which can be found at www.jpschools.org, by clicking on *Families*, then *Student and Family Policies*.

_____ _____

Student signature Date

_____ _____

Parent/ Guardian signature Date

NOTE: STUDENT MUST RETURN THIS FORM TO SCHOOL PROPERLY SIGNED.

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INTRODUCTION

We are honored that you have entrusted us with your child's education. At Allen Ellender, we take this responsibility seriously and are committed to providing a safe, supportive, and enriching learning environment.

This handbook contains important information about the rules, policies, and procedures that help ensure the safety and smooth operation of our school. To help us create the best possible experience for your child, we ask that you and your student become familiar with and follow the expectations outlined here.

Please note that this handbook provides a summary of school and district policies, as well as general guidelines. For more detailed information, please refer to the *Jefferson Parish Schools 2025–2026 Procedures and Policies for Parents and Students* handbook.

SCHOOL INFORMATION

Principal:	Cherie Soileau-Varisco (Cherie.Soileau-Varisco@jpschools.org)
Assistant Principal:	Rachel Boudreaux (Rachel.Boudreaux1@jpschools.org)
Dean of Students:	Rhonda Reed (Rhonda.Reed@jpschools.org)
Secretary:	Pearl Danos (Pearl.Danos@jpschools.org)
Account Clerk:	Tina Guidry (Tina.Guidry@jpschools.org)
Records Clerk:	Cheryl Miller (Cheryl.Miller@jpschools.org)
General Clerk	Cloie Bodden (Cloie.Bodden@jpschools.org)
School Board Representative:	Kriss Fairbairn Fortunato, District 3
Address:	4501 E. Ames Blvd.
	Marrero, LA 70072
Phone:	504-341-9469
Fax:	504-348-0054
Website:	https://www.jpschools.org/ellender
Grades Serviced:	PK - 8
School Colors:	Burgundy and Khaki
School Hours:	7:20 a.m. – 2:10 p.m.

OUR BELIEFS

- Teachers utilize innovative ways to engage students in achieving their goals.
- School personnel are accountable for implementing a curriculum that results in exceptional student performance.
- Students are motivated, inquisitive, challenged, and actively involved in learning.
- Students learn and gain respect in a positive school environment.
- Our various school communities respect educators and students and celebrate their achievements.

It is the policy of the Jefferson Parish Public School System not to discriminate in its educational programs, activities, or employment policies on the basis of race, color, religion, or natural origin as required by Title VI of the 1972 Education Amendments, or on the basis of disabilities as required by Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990.

The school system also complies with the requirements of Title IV of the General Education Provisions Act, as amended, protecting the privacy of educational records. Inquiries may be made by contacting the Office of Compliance, 501 Manhattan Blvd., Harvey, LA 70058 or by calling (504) 365-5309 from 8 A.M. to 4 P.M.

VISION

We envision Allen Ellender to be a high performing school, by nurturing students in a vibrant learning environment that will foster academic achievement.

MISSION STATEMENT

Allen Ellender School community is strategically committed to providing students with opportunities to develop problem solving, communication, and technological skills to function effectively and intelligently in a competitive, global society. All students will demonstrate proficiency or above according to State and District standards.

POLICIES AND PROCEDURES

ACTIVITIES AND EVENTS

All activities such as athletic events, dances, group practices, etc., are extensions of the school day and all expectations in the handbook apply. Parish academic eligibility procedures are followed, when applicable, for students (and approved guests) participating in any activity must follow the Allen Ellender School Uniform Policy/Dress Code.

Only Allen Ellender School students are allowed to attend dances. Students are not allowed to leave a dance early without parental consent.

Students who are absent more than ½ day of the school day (includes check-in and check-out) may not attend any school activity on the day or days they are absent; this includes, but is not limited to, athletic events, dances, and group practices. Students who are suspended from school may not attend any school activity on the days they are suspended; this includes, but is not limited to athletic events, dances, and group practices.

If a parent is late picking-up a student from any extra-curricular activity by 10-minutes, the student will no longer be allowed to attend after school functions.

ARRIVAL

Students may begin exiting busses and cars when the 6:50 bell rings. Busses drop off students in the driveway in front of school. Parents and visitors should refrain from parking in this area, as it prevents busses from navigating this driveway safely. Car riders are dropped off in the rear of the building by using the driveway on the side of the school. Students should not be dropped off on the side of the school. Students must be dropped off in the rear, where there is staff supervision, and a walkway for students to use. Parents may not drop off students in front of the school to avoid using the car rider line. Our car rider line is very efficient and moves very quickly.

Upon arriving to school in the morning, students in grades PK-4 should report to the cafeteria. Students in grades 5-8 should report to the gym. Students arriving after 7:10 a.m. may report directly to their homeroom after they receive their breakfast.

ATTENDANCE

Absences are divided into two categories (1) excused and (2) unexcused. The Louisiana Department of Education has established a set of criteria.

Attendance Requirements to Receive Carnegie Credits – 8th Grade Only: The Louisiana Department of Education has established that eighth grade students receiving Carnegie credit that have more than the allowed number of unexcused absences during the first semester or the second semester, will NOT be eligible to receive Carnegie credit.

Per Jefferson Parish policy, excuses for all absences must be presented in writing to the school principal or designee **within five (5) days of the absence**. In order for an absence to be classified as excused, it must meet the state guidelines listed below.

LA. R.S. 17:226 Extenuating Circumstances:

- Extended personal physical or emotional illness as verified by a physician (in writing).
- Extended hospital stays as verified by a physician (in writing).
- Extended recuperation from an accident as verified by a physician (in writing).
- Extended contagious disease within a family as verified by a physician (in writing).
- Prior school system approved travel for education (see principal).
- Death in the family not to exceed one week (bring copy of obituary).
- Natural catastrophe and/or disaster.
- For any other extenuating circumstances parents must make a formal appeal in accordance with the due process procedures established by the LEA.

Students arriving after 7:25 a.m. must obtain a tardy slip in the office. Excessive tardiness to school will result in disciplinary action (see Tardy Expectations below).

- Any student who has not entered the building at 7:25 a.m. is considered tardy unexcused (unless there is a documented excuse) and must check in with the front office in order to be admitted to class.
- Any student who signs-in after 10:40 a.m. is considered absent ½ day unexcused (unless there is a documented excuse).

Tardy Consequences:

- 1st Offense – Verbal Warning
- 2nd Offense –Verbal Warning
- 3rd Offense – Verbal Warning
- 4th Offense – Phone Call to Parent
- 5th Offense – Refer to Social Worker
- 6th Offense – Afterschool Detention
- 7th Offense – Social Worker Refer to Families in Need of Services (FINS)

NOTE: Tardy consequences start over at the beginning of each marking period. All tardy offences are documented in the office.

TARDINESS TO CLASS-Middle School Students Only:

Students arriving after the tardy bell will be subject to disciplinary action (see Tardy Consequences above). If a student comes to class late and does not have a pass, the teacher will accept the student as tardy and follow tardy consequences. Only a teacher or administrator may legitimately detain a student. <u>STUDENTS WHO DO NOT HAVE PASSES SHOULD NOT BE SENT OUT OF CLASS TO OBTAIN A PASS</u>. The office will issue a pass only to those students who have been detained by an administrator or are tardy to school.

TARDINESS AND/OR ABSENCES TO SCHOOL-Sports and Extra-curricular:

- Students that are absent and/or ½ day tardy to school on the day of a game or extra-curricular event will not be allowed to participate in the game and/or activity.
- If a student athlete is absent from a game, he/she will not participate in the following game.
- If a student is suspended from school he/she will not be able to participate in any extra-curricular activities (such as skate night), including practices and meetings and games.

Jefferson Parish Schools Attendance Recovery Policy: Based on a standard 375-minute instructional day and the 2021 - 2022 academic calendar, a student can miss no more than 14 days of school to be eligible for promotion. (Exempted and Excused Absences do NOT count against attendance requirements). A student in grades K-8 accumulating more than 14 unexcused absences in a year-long course will NOT receive credit for the course. The student will be issued an F* on their report card. A parent has 15 school days from the issuance of the report card to dispute and clear all attendance and grade issues. Students may recover days absent by participating in the school's Make Up Seat Time (MUST) Program. MUST is recovered using a district approved online learning program. Grades K-2- Lexia, Grades 3-5- IReady, Grades 6-8 –PLATO. Students who complete the MUST Program through an approved online learning program may recover minutes based on the following guidelines: Elementary/Middle - 60 minutes of online learning recovers 1 day absent. Students who qualify to participate in the MUST Program will be sent a letter, which parents must sign and return in order for the student to participate.

BACKPACKS/ PURSES

Pre-K to 3rd Grade may have clear or mesh school bags. 4th to 8th Grade can only have clear, see-through tote bags, backpacks, or any similar articles are permitted. <u>Mesh bags are no longer permitted.</u>

- **Small, non-clear cosmetic bags will be allowed inside clear backpacks for personal hygiene items such as feminine products.**
- **Athletic bags and equipment bags will be allowed but must be checked in with the student's coach or sponsor upon arrival on campus.**

Purses are allowed for girls, but **they MUST NOT be large enough for a notebook to fit inside**. Purses may not be used as schoolbags. Purses may be searched, like schoolbags.

CAFETERIA

Allen Ellender Students participate in the "Breakfast in the Classroom" initiative. ALL students eat breakfast and lunch free of charge. If your child wants extra items, they must pay for them. Observance of all of the following rules will make eating in the cafeteria a pleasant experience for all:

- Walk slowly.
- Use inside voices.
- Keep food on the plate. Food throwing will result in disciplinary action**.**
- Students are not allowed to drink soft drinks in the cafeteria, nor eat fast food brought in from McDonald's, Burger King, etc. Energy drinks such as Monster, Red Bull, etc. are strictly prohibited.
- Make sure the table is clean when leaving.
- All trash should be placed in garbage cans.
- Students should not be in the classrooms during lunch without permission from the teacher. The teacher must be in the classroom to supervise.
- Students are required to have their ID out and ready for cafeteria personnel to swipe so that the lunch lines move quickly.
- Only on pre-determined days are parents allowed to join their child/children for lunch. Outside food is not allowed, but parents may purchase a lunch from the cafeteria for a fee of $4.00.
- Do not send candy for lunch.

CHILD CARE

Allen Ellender School does not offer morning child care. Child care will be offered in the afternoon until 6:00. In order for a student to attend child care, he/ she must be registered for Child Care and the registration fee must be paid in the form of cash or money order. Registration fees are as follows:

- August – May: $20

Child Care fees are $9.00 per day or $45.00 per week.

Parents of students who are walkers or car riders are strongly encouraged to register their child for Child Care in the event that you are late to pick them up. Any student who dismisses as a walker or car rider and is late being picked up three times will be required to register for Child Care. If a student rides a bus and participates in after-school clubs or athletics, parents are also strongly encouraged to register their child for Child Care since a bus will not be available to take your child home.

CLASS PARTIES

In order to maximize instructional time, classroom parties will be limited to seasonal parties that may be held on the last school day prior to the start of the holiday period. The parties will be held in the classrooms. Birthday celebrations are allowed for parents wishing to send a treat to celebrate a child's birthday. Parents must first contact the child's teacher to make arrangements. Cupcakes only may then be brought to the front office to be shared by the child's class at the end of the day. Parents and other family members **will not** be allowed in the classroom for these celebrations.

CLUBS AND ORGANIZATIONS

Students are encouraged to participate in clubs and organizations. All academic eligibility requirements are strictly enforced.

COMPUTER USAGE

Computers are available in classes, the library, and the computer lab for student use. Students are only allowed to use computers for internet research with parental permission. Students are never to employ social media websites such as Facebook, Twitter, Instagram, Snapchat, Tik Tok, or other social media websites from the school computers. School computers are for educational use. Students are not to download music, pictures, or videos, unless this is part of a class assignment. Failure to comply with this rule will result in disciplinary action.

CRISIS MANAGEMENT PLAN

By definition a "crisis" is an extraordinary event that has the potential for completely disrupting the educational process on campus or that may result in serious injury to staff or students. Responses to each crisis event will vary depending upon proper protocol for that event. It is important that every student remains with the classroom teacher and follows the instruction of the administration and the teacher. In the event that students are asked to leave the building, it is imperative that the students report to the designated areas and remain under the supervision of the teacher or administrator. There will be practice fire, tornado, and lockdown drills throughout the school year, and there is no need to be alarmed regarding the practice events. Additionally, random searches will be conducted twice a month. Specific instructions will be given for various drills. Students should observe evacuation maps that are posted in teacher's classroom so that the student is aware of the evacuation route. The purpose of evacuation drills is to safeguard the students in the event of an actual emergency. Students who do not follow the guidelines for evacuation are subject to disciplinary action.

- An Emergency Evacuation Map is posted in each classroom with the exit route outlined by the teacher.
- Evacuation Drills will be practiced throughout the year for fire, tornado, lockdown, etc.

- When the Evacuation Signal is given:
    - Students will leave the classroom in an orderly manner behind the teacher who will lead them to the designated area. Books should be left in the classroom, but purses should be brought outside.
    - Students will move quietly and quickly through the halls and out of the building.
    - Students will follow the teacher to the assigned position, stand quietly, and wait for the “all clear” signal.
    - Students will return into the building following their teacher.

DISMISSAL

All walker and car-rider students must be picked up at 2:10 p.m. unless a student is participating in an extra-curricular activity. No student may wait for others involved in activities after school. Walker and car-rider students who remain on campus after 2:10 p.m. without permission are subject to disciplinary action. Please make sure your child knows how he/she is getting home before they leave home in the morning**.** If your child's approved method of dismissal changes, please send a note to the homeroom teacher and/or office the morning of the change. For safety reasons, we cannot accept changes in dismissal over the phone. Parents and students must adhere to the following dismissal procedures:

Walkers:

- Per Jefferson Parish Transportation policy, students can only be designated as a walker for dismissal if they live less than a mile from school.
- Students may only dismiss as a walker if they walking to their house. They may not dismiss as a walker to get into a car. Parents may not park on the street and have their child walk to meet them at their car. These students must be picked up through the car-rider line.
- Students who are designated as bus riders may not dismiss as walkers at any time, even if their bus is not running. If a student's bus is not running, the student must be picked up in the car rider line.

Car Riders:

- The car rider line forms on E. Ames Blvd, both southbound and northbound. The car rider gate will open at 2:00 p.m. in preparation for dismissal. Vehicles entering the car rider gate from the northbound and southbound directions will alternate.
- Students designated as car rider must be issued a car rider number from the office. Parents are asked to display their car rider number so that it is visible to staff the entire time you are in the car rider line.
- Parents are asked to be courteous and respectful to our neighbors. Please do not block the driveways of our neighbors and please do not block side streets.
- Please be courteous to other parents in the car rider line. Do not cut the line by entering a gap in the line from a side street. These gaps are present to allow local traffic to pass. Parents should enter the car rider line by driving to the back of the line, either on the northbound or southbound side.
- **Please refrain from playing loud and profane music.**
- **Do not bring a dog to hang out the window.**
- **Louisiana Revised Statutes 17:240 and 40:1300.264 prohibits smoking and vaping anywhere on a school campus or within 200 feet of entrances and exits of a school campus, including inside a personal vehicle. Parents are not allowed to smoke or vape once they enter the car rider line.**
- **Louisiana Revised Statute 32:300.8 prohibits a person from operating any wireless telecommunications device while operating a motor vehicle upon any public road or highway during the posted hours within a school zone on such public road or highway. Parents may not use cell phones while in the car rider line**.

DRESS DOWN DAYS

Students must adhere to the following guidelines regarding Dress-Down Days:

- Pants/Belts - Must fit properly and should not be too tight or too loose.
    - This includes but not limited to bike pants, leggings, stretch-knit or spandex pants, dresses, skirts, pants, slacks, shorts, shirts or blouses that are tight fitting.
    - **All clothing must be hemmed and free of holes.**
- No skirts may be worn. No pajamas may be worn unless prior notification.
- Shirts must have sleeves and not be low-cut; no strapless, tank tops, muscle shirts, midriffs, crop tops, no one shoulder or off the shoulder shirts, no exposed midsections or undergarments.
- T-shirts - May be worn but, may not display inappropriate images or text.
- Only tennis shoes may be worn.

ELECTRONIC DEVICES

The Jefferson Parish Public School System recognizes that electronic telecommunication devices have assumed a greater role in the lives of our students. Our district also acknowledges that advances in technology can enhance learning and heighten safety in times of emergency. The policy on electronic telecommunication devices is designed to ensure that the use of such devices neither interferes with teaching and learning during the school day nor endangers the safety and well-being of students.

- For the purposes of this policy, “electronic devices” include but are not limited to a mobile telephone service, intercom, electro-mechanical paging system, cell phones, digital cameras, camcorders, IPODS, PDA’s, MP3 players, headphones, jump drives, and memory sticks.
- Students are allowed to possess electronic devices on campus. However, all electronic devices must be completely off and must not be visible or audible while students are on the school grounds or on the school bus except in those instances described in bullets three and four below or in the event of an emergency. “Emergency” means an actual or imminent threat to public health or safety, which may result in the loss of life, injury, or property damage.
- Electronic devices may be used as part of the instructional process only with prior permission of the principal or his/her designee.
- Individual school principals will establish and communicate guidelines involving electronic device use after school hours for students who participate in field trips, extracurricular activities, athletic events, or any other school sponsored activity.
- Electronic devices must be stored in a secure location. Students shall be personally and solely responsible for the security of their telecommunications devices. The Jefferson Parish Public School System shall not assume any responsibility for theft, loss, or damage of an electronic device or unauthorized calls made on a cell phone.
- Phone communication during the instructional day must occur on school telephones with permission from appropriate school personnel with the exception of emergencies as deemed by the principal or his/her designee. Parents should continue to call the school for any emergencies. Students should not text their parents during the school day and parents should not text their children during the school day.
- The possession of electronic devices is strictly prohibited during testing situations or other forms of student assessment. School personnel may collect such devices before students are administered an assessment. (The electronic device will be returned to the student after the assessment has concluded.) If a student is found in possession of an electronic device during an assessment, the assessment will cease, the device will be confiscated, and the student’s assessment will be voided. Additional disciplinary action may be taken by the school administration.
- Each school will establish and communicate consequences for violating its electronic device policy. Violations could result in one or more of the following: temporary confiscation of the device, detention(s) not lasting more than one hour, punish work, in-school suspension, and/ or out of school suspension.
- Failure to give the device to a school system employee when requested is considered a serious offense and will add to the severity of the consequence.
- Possession of a cell phone by a student is a privilege and may be forfeited by any student not abiding by the terms of this policy.
- All cellphones are picked up the by homeroom teacher and returned at the end of the day. Students who fail to follow this procedure will face disciplinary actions.

Consequences:

- First Offense - Parent Conference with administrator; phone confiscated and returned to parent the following day.
- Second Offense - Referral/ In-School Suspension; phone confiscated and returned to parent the following day.
- Three or more Offenses - Conference and Suspension or Principal chosen consequence as deemed appropriate; phone confiscated and returned to parent the following day.

Parents/guardians may pick-up such items the following day between the hours of 7:30 a.m. and 2:00 p.m. Parents observing classes may not use their phone while in the classroom.

EMERGENCY CARDS

An emergency card must be on file, in the office, for each student. It is the responsibility of the parent to have the emergency card updated as the need arises (change of address, phone number, etc.). Only adults 18 years of age or older, who are listed on the student's emergency card, and can provide a photo ID, will be allowed to check-out a student or pick-up a student from the office after dismissal.

FIELD TRIPS

Prior to participating in school-sponsored field trips, all students must return the completed field trip form signed by a parent/guardian and money that is due at the same time. All students must report to school before leaving for the field trip and return to school after the field trip is over.

Allen Ellender School teachers and staff will supervise field trips. Students participating in field trips must follow the uniform policy and all rules established by Ellender and the Jefferson Parish Public School System and pay all financial obligations. Circumstances that would warrant non-attendance on a field trip will be evaluated by the Principal on an individual basis.

Outside siblings are not allowed on field trips.

FINANCIAL OBLIGATIONS

Students are expected to pay all financial obligations owed to the school. Checks are not accepted; cash or money order or online only***.***

FUNDRAISERS

Throughout the school year, students and their families are asked to participate in various fundraising activities, such as selling candy or cookie dough. The funds generated from these fundraisers are used to purchase academic resources for students. Participation in fundraising is very much appreciated. Some fundraisers, such as cookie dough, require families to complete order forms and collect money before the orders are placed. In these instances, orders will not be placed unless the matching funds are also turned in. Some fundraisers, such as candy, provides the student and their family with the product up front, with the expectation of selling the entire box of product and submitting the money that is collected. In these instances, it is the responsibility of each student and their family to be accountable for the product that they have taken responsibility for and for the money collected to be turned in to the school by the due date. Failure to do so will be considered an outstanding debt owed to the school and may prevent the student from participating in field trips and extra-curricular events.

HALLWAYS

Students are expected to demonstrate good manners. There should be no running, whistling or loitering outside the classrooms. Students are not permitted in the halls during class time, breakfast, or lunch unless they have a pass from a teacher or administrator. Violation of these expectations will result in disciplinary action.

I.D. CARDS

In an effort to maintain a safe and secure environment for students, faculty, and staff, ALL students will be required to wear an ID.

IDs – All students will be required wear an ID at all times.

- The first lanyard and ID is free of charge.
- **Replacement ID's cost $5.00.**
- **No writing, stickers, etc. are allowed on the ID.**

- Full in-tact ID showing correct year, name and picture must be worn on a lanyard at all times. If the lanyard breaks, the student must bring another from home or may opt to purchase another from the school at a cost of $1.

Students will be responsible for maintaining the IDs original condition. Replacement IDs cost $5.00 and can be purchased in the front office before school or during lunch**.** IDs that are defaced in any way are not allowed and students will be responsible for purchasing new ones. Students will be required to wear the ID at school and during school related events. Students must present their ID during lunch (their lunch number bar code is embedded on the ID). Students not wearing an ID are subject to disciplinary action.

LOST AND FOUND

Students finding any item at school should turn it in to the main office where it can be claimed by the owner. Keeping an item that is found is considered stealing. The school will not assume responsibility for missing items including textbooks and personal property. The lost and found will be cleaned out quarterly and items will be donated to charity. Please, put your child's name in their jackets.

MEDICATION

The Jefferson Parish Public School System will continue the following procedures for parents requesting medication to be administered to their child during school hours. The Medication Assessment sites will remain open for the 2025 - 2026 school year except for all school holidays.

- Obtain the following forms from your child's school:
  - Medication order (S. S. 35)
  - Parent/Guardian written consent for medication administration
- Have your physician complete and sign the School medication order form (S. S. 35). The order *must* agree with the pharmacy label on your child's medication.
- Jefferson Parish Public School employees are not allowed to administer medication that exceeds the recommended dosage.
- Take the above completed forms, along *with* medication in *its* bottle/container and the student to either the East Bank or West Bank Medication Assessment Office for review/approval by one of our school nurses. (Addresses are provided at the bottom of this section.)
- After the forms and the medication have been reviewed and approved by the nurse, please take them to your child's school in a sealed envelope provided by the Medication Assessment office.
  - If your child's medication is to be given only when needed (e.g. Asthma inhaler), the physician's order must include the number of hours between doses.
  - All medication containers, including over-the-counter medication, are to be labeled by a licensed pharmacist or doctor. Sample medication received from your doctor must be properly labeled by the doctor.
  - Please ask you pharmacist to provide separate medicine containers for home and school use.
  - Medication must be delivered by an adult.

The procedure explained above will enable our school system personnel to better provide for your child's health needs. Students are not permitted on the school grounds or at any school related activity with medicines or similar substances described as medication without proper authorization. This includes pills, capsules, powders, liquids, cough drops, chap sticks, medicinal agents or dietary aids. Please read the parish Procedures and Policies for parents and students for complete details. In brief, it states that no medicine, not even aspirin or

Sunscreen, etc. may be brought by a child to school unless there are written instructions both from the doctor and the parent.

Medication Assessment Offices (by appointment only):

Westbank	Eastbank
Administration Building Annex	Special Services Building
501 Manhattan Blvd.	822 S. Clearview Pkwy.
Harvey, LA 70058	Harahan, LA 70123
Phone: 504-349-7672	Phone: 504-736-1857
Hours: 8:00 a.m. – 2:15 p.m. (M-F)	Hours: 8:00 a.m. – 2:15 p.m. (M-F)

RESTROOMS

Designated restrooms are open and available for student use in the morning before school, during lunch, and during physical education classes. Students in grades K-2 use the restrooms across from the office, grades 3-5 use the restroom across from the gym, and grades 6-8 use the restrooms in the gym. Students must seek permission from their teacher to use the restroom during class time. Every effort should be made to minimize the use of restrooms during instructional time. Students must also seek permission from teachers on bus duty to use the restroom. Restrooms are closed at 2:00 p.m. Students in grades 5-8 will use SmartPass, which is a digital hall pass system. Students are expected to use SmartPass appropriately or be subject to disciplinary action.

SCHEDULE CHANGES

Schedule changes will only be granted when students are not properly scheduled. Students are not allowed to change schedules because they prefer different teachers, classrooms, or classmates. If any student has not been properly scheduled, please contact the school administration. The administration will notify the student when the schedule change has been completed.

SCHOOL CLOSINGS

In case of severe weather (storms, low temperatures, etc.), official announcements for school closures may be heard over radio station WWL AM 870, JPPSS district website, the Allen Ellender website, or Allen Ellender Facebook page.

SIGN-OUT

No student will be allowed to leave the school campus unless an adult of 18 years or older, listed on the emergency card, and able to provide a photo ID, signs him/her out in the office. In order to check-out, a student should:

- Obtain a pass to the office.
- Remain in the class until called to the office by office staff.

Note: It is mandatory that the emergency cards list everyone who may need to check-out the student. Those listed on the emergency card must be 18 years old or older.

Anyone who checks out a student must present a photo ID. In order to ensure the student's safety, no exceptions will be made. Sign-outs will not be allowed after 1:40 pm.

SOCIAL WORKER & COUNSELOR

A social worker and/ or counselor is available to all students to discuss any issues or concerns that arise. A consent form is sent home in the beginning of the year. We encourage all parents to sign this consent form so that your child can utilize our social and/ or counselor, if needed. Social workers and counselors can not see students without a signed consent.

TECHNOLOGY

Students in grades 3-8, whose parents have signed and returned *the Jefferson Parish Schools Electronic Device Agreement*, will be issued a Dell Chromebook, a carrying case, a mouse, and a charger. These items are checked out to the student, to take back and forth to school, and are the student's responsibility for the duration of the school year, until these items are collected the last week of school. Students will complete a *Technology Condition Report* on the day they receive these items to document the items' current condition and any preexisting damage to the items issued. Students will be held responsible for any damage to these items not documented on this form. It is the student's responsibility to bring the Chromebook, carrying case, mouse, and charger to school each day. Additionally, it is the students' responsibility to charge their Chromebook each night. If a Chromebook is damaged, it will be sent to the Repair Shop. That Chromebook will be checked in and another Chromebook will be checked out to the student. If any damage is caused by deliberate vandalism or neglect, the parent will be responsible for the replacement cost of the device, per Jefferson Parish policy. The mouse and charger are unable to be repaired. When students return their Chromebook, mouse, charger, and carrying case at the end of the school year, the items will be checked thoroughly, in the presence of the student, to ensure there is no damage. Bags that are returned without a shoulder strap, with tears, or with broken zippers or handles will be considered damaged. The cost to replace lost or damaged items are as follows:

- Chromebook: $420.00
- Carrying Case: $23.00
- Mouse: $14.00
- Charger: $40.00

Students in grades K-2 will have Chromebooks in their classroom, which will be distributed, as needed, and collected again before dismissal.

All Chromebooks have a silver sticker on the lid, listing the JP Tag #, the Serial #, and barcodes. Students may not remove this sticker. **If this sticker is damaged or removed, students will be charged $25.**

All students in grades 1- 8 are expected to operate and handle their Chromebook and accessories with care. Damage to the Chromebook, carrying case, mouse, or charger caused by malice or neglect will automatically result in the student being held responsible for the cost to replace the item. Students are expected to use their school-issued Chromebooks for educational purposes only. Students are not to visit any website other than those instructed by the teacher. Students may only use Google Docs and other learning platforms as instructed by the teacher. JP and Ellender have access to monitor all chromebooks.

TELEPHONE USE

Students are not allowed to use school phones or their cell phones without permission from an administrator/staff. Cell phones must be turned off while on the school campus.

TEXTBOOKS & LIBRARY BOOKS

Students are responsible for their textbooks and library books. Books should be returned in the same manner in which they were issued. If a student loses or damages a textbook or library book during the school year, he/she will not be issued another until the parent/guardian has made arrangements for payment. All payments should be paid in cash to the account clerk in the front office.

UNIFORM POLICY

The student dress code is established to teach students the importance of grooming and hygiene, to instill discipline, to prevent violence and disruption in the educational environment, to avoid safety hazards, and to teach students respect for themselves and others.

- General:
  - All students are required to wear the Allen Ellender School uniform.
  - **Do not use a ruffle shirt to create a uniform shirt. We use the polo style shirts.**
  - Each student will have good personal hygiene, including but not limited to having clean, combed hair, clean teeth, a clean body, and clean clothing.
  - A student will show, through his/her actions, personal hygiene, and physical appearance, a respect for himself/herself and others.
  - A student will dress appropriately for school, extracurricular, and co-curricular activities.
  - A student's clothing, jewelry, accessories, personal hygiene, and manner of grooming:
    - will not present a physical safety hazard or create a health hazard to either the student or others;
    - will not cause or have the potential to cause a disruption to, or interfere with, the orderly operation of the school, school activities, and/or educational objectives;
    - will not identify, symbolize or infer gang membership or affiliation through writing, marks, drawings, paintings, photographs, designs, emblems, tattoos or any other means;
    - will not depict violence, drugs, alcohol, tobacco, or obscene subject matter through writing, drawings, paintings, photographs, designs, emblems, tattoos or any means; and
    - will not be designed to encourage actions or activities that present a disruption or distraction.
- Head and Face:
  - **Students must not have beards, mustaches and goatees. Students may not wear fake eyelashes and their hair must be out of their eyes.**
  - **Hats, visors and bandannas may not be worn.**
  - Hair must be neat, clean, well-groomed and appropriate length and height. NO flowers. NO sunglasses. Hair must be out of the student's eyes.
- Shirts:
  - Purple Polo (Pre-K and Kindergarten only)
  - Burgundy polo type, short sleeved shirts with the Ellender's logo (1st -8th)
  - Light Blue Oxford with logo (6th-8th)
  - Shirts must be tucked inside the pants at all times.
  - Undershirts can be any solid color with no writing.
- Bottoms:
  - **Plain khaki only. NO POCKETS OR JOGGERS**
  - Pants must fit properly and not be rolled up. Pants may not be baggy, sagging, oversized or below the waist. **They should not be torn, ripped, or have holes**. **There should be no writing on pants.**
  - Skorts and skirts (with shorts under) can be worn by Pre-K-5th grade girls. skirts, and skorts, when allowed, **must extend to at least two (2) inches above the top of the knee when standing upright. Jumpers are not allowed. Tights may be worn under their skirt.**
  - **Cargo pants, khaki jeans, brown pants, skinny pants, joggers, and wind pants cannot be worn**.
  - **Leggings, spandex, bike pants, skinny pants or stretch-knit pants (including joggers) are NOT allowed.**
  - **Bottoms must be hemmed and free of holes.**
  - **All students in Pre-K to 8th grade may wear shorts and they must extend to at least two (2) inches above the top of the knee when standing upright.**

- Shoes/ Socks:
  - Students must wear tennis shoes with a rubber sole. **Tennis shoes may not exceed ankle height.**
  - Shoes must lace-up or fastens with a Velcro strap. Velcro is strongly recommended for students who do not know how to toe their shoes. **No boots, slip-on (Vans styles), slippers, sandals, clogs, or Heelys allowed.**
  - Must be worn at all times. Socks must be visible (no footies allowed). Knee high socks are not allowed.
- Accessories:
  - No large buckle belts with names, initials, glitter, sequins, ribbons, or any embellishment allowed.
- Jewelry:
  - **Ear piercings are the only piercings allowed. <u>Nothing may be worn in any other pierced part of the body.</u>**
  - Earrings are not allowed for boys.
  - Girls may wear stud earrings no larger than a quarter. Hoop earrings are not allowed. Only one necklace, bracelet, ring, and pair of earrings at a time. Pendants that hang from necklace can be no larger than the size of a quarter. No dog tags, large medallions, or any other jewelry that suggests drugs, violence, etc. allowed.
  - Expensive jewelry should not be worn.
- Outerwear*:*
  - Allen Ellender School jackets, cardigan sweater, and sweatshirts with logo are recommended.
  - Jackets must reach the waist and be button-down or zip-down, and must remain open to display uniform shirt.
  - Only Ellender sweatshirts allowed. **No hooded jackets or sweatshirts are allowed.**

NOTE: Allen Ellender School and the Jefferson Parish Public School System and its employees will not be held responsible for lost, stolen, or damaged items that were confiscated from students due to the violation of school/parish/state ruling. Parents/guardians should pick-up such items the following day.

Uniforms can be purchased from:
Skobel's School Uniforms
1742 Stumpf Blvd.
Terrytown, LA 70056
504-366-6887

Consequences for Uniform Violations:

- 1st Offense Verbal Warning
- 2nd Offense Parental Contact
- 3rd Offense Behavior Report
- 4th Offense Afternoon Detention
- 5th Offense Teacher Parent Conference
- 6th Offense Administrative Intervention/Referral (ISS, OS, etc.)

VISITORS

All visitors are to report to the office upon arrival at school.

Photo identification must be presented. If a visitor is on campus to conduct business concerning a student at school, the visitor must be 18 years old or older AND on the child's emergency card. Photo identification must be copied and a visitor's pass issued. Any person on campus without a visitor's pass will be asked to leave. Passes must be returned to the office when exiting the building. At that time the photocopy of your identification will be returned to you.

Students are not allowed to bring guests to school nor have visitors unless approved in advance by administration. All volunteers must plan in advance to work with their child's teacher and not bring other children when volunteering.

Outside agencies are not allowed to service students at school without prior permission from the Principal.

WATER BOTTLES

Stanley water bottles and metal water bottles are not allowed at school. We will only allow rubber or plastic water bottles.

WITHDRAWAL FROM SCHOOL

A parent must come to school to officially withdraw a student. A withdrawal form must be completed, all financial obligations to the school cleared, and all books returned before a student may be officially withdrawn.

ACADEMICS

ACADEMIC INTEGRITY POLICY

Academic integrity is an important part of Allen Ellender School's mission to provide a safe environment for a diverse learning community, which values academic excellence, individual responsibility, and life-long learning. Students are responsible for learning and upholding ethical and honest standards of research, writing, and assessment in all academic areas. Written or other works which students submit must be the product of their own efforts. Academic dishonesty, which includes cheating, plagiarism, and other forms of dishonest or unethical behavior, is prohibited.

Academic dishonesty includes: Cheating on classwork, assessments, or examinations. Cheating is using or attempting to use materials, information, notes, study aids, or other assistance in any type of assessment, examination, or evaluation which have not been authorized by the teacher.

Plagiarism is intentionally or carelessly presenting the work of another as one's own. It includes submitting an assignment purporting to be the student's original work which has wholly, or in part, been created by another person. It also includes the presentation of the work, ideas, representations, or words of another person without customary and proper acknowledgement of sources. Students must consult with their teachers for clarification in any situation in which the need for documentation is an issue, and will have plagiarized in any situation in which their work is not properly documented.

Dishonest Academic Involvement is assisting or attempting to assist another person in any act of academic dishonesty. Students may not allow other students to copy from their papers including, homework, classwork, projects, quizzes, or tests.

Misuse of computers is considered to be any disruptive or unethical usage of technology that does not directly support the education of students.

Students should not alter the system in any way, use obscene or inappropriate language, view any site that can be considered lewd, visit any site that promotes discrimination, racial, or religious hatred, illegal acts, or provides information that a reasonable person may consider offensive.

Students should not use the internet for non-educational purposes. This may include instant messaging, taking pictures, or accessing any social networking site not related to the teacher's instructions.

Students may not download, copy, or use licensed or copyrighted material (including music) unless authorized by

a school official.

The examples above are not intended to be all-inclusive. The teacher's professional judgment will determine whether or not a student has cheated or plagiarized. It is the responsibility of the student to avoid any action or situation that may cause teachers to believe this policy has been violated.

Students found to have engaged in academic dishonesty shall be subject to disciplinary as well as academic penalties.

Range of Possible Consequences:

Cheating on Classwork, Assessments, or Examinations or Dishonest Academic Involvement	• Reduction in Grade • Parent Notification • Counselor Notification • Zero on Assignment
Plagiarism or Computer Misuse	• Zero on Assignment • Parent Notification • Counselor Notification • Referral to Administration • Parent/ Student/ Teacher/ Counselor Conference • Dismissal of Extracurricular Activities, Elected or Appointed Student Offices, or Athletics • Ineligible for Student of the Year • Failure of Course

GRADING POLICY

All Jefferson Parish schools operate on a computerized grading system. The interim, 9-weeks grades, final, and participation grades are entered into JCampus.

Letter grades are assigned according to the following scale:

Grade	Equivalent	Quality Points
A	90 - 100	3.5 – 4.0
B	80 - 89	2.5 – 3.4
C	70 - 79	1.5 – 2.4
D	60 - 69	1.0 – 1.4
F	50* - 59	0 - .9

Per JPS policy, a score of less than 50% may not be entered into a gradebook.

For Kindergarten only:

Grade	Description
M (Mastery)	Student consistently demonstrates mastery of skills and concepts.
P (Progressing)	Student is making progress toward mastery of skills and concepts.
N (Needs Improvement)	Student has not mastered skills or concepts. Improvement is needed.

The following courses will earn a grade of O, S, N, or U:

- Grades 1-5 Physical Education
- Grades 1-2 Science and Social Studies
- Grades 1-5 ELL Emerging

Grade	Percentage
O (Outstanding)	90 – 100
S (Satisfactory)	75 – 89
N (Needs Improvement)	60 - 74
U (Unsatisfactory)	50 - 59

Attendance Requirements to Receive Carnegie Credits for 8th Grade Only: To receive Carnegie credit for a course, students must be present 30,060 minutes per semester or 60,120 minutes per school year for those not operating on a semester basis. The Parish Supervisor of Child Welfare and Attendance and the Principal may allow a student to make-up seat time to meet minutes for awarding Carnegie credit.

Please refer to the Jefferson Parish Public School System *Procedures and Policies for Parents and Students* for further information.

HOMEWORK

Homework will be assigned a minimum of three (3) times per week in each promotional subject. An attempt should be made by the subject area teacher to ensure that no overnight assignment will require more than 30 minutes to complete. Assignments completed in class are not considered homework.

HONOR ROLL

Allen Ellender School offers two Honor Roll Awards, a Perfect Attendance Award, and a BUG Award.

- A Honor Roll – Students earn all As and Os.
- B Honor Roll – Students earn all As, Bs, Os, and Ss.
- Perfect Attendance - Students who attend school every day, without tardies or early check-outs.
- BUG – Students who bring up their grade from the previous marking period and do not decline by more than one letter grade in any subject. Only issued in the 2nd, 3rd, and 4th marking periods.

INTERIM REPORTS

Reports are issued to all students each marking period approximately the 5th week of the marking period. **Parents are urged to contact teachers if their child is in danger of failing**

MAKE-UP WORK

Students are allowed to complete make-up work for absences within 10 school days of their last absence. It is the student's responsibility to ask the teacher for make-up work**.** A student will receive a failing grade on all make-up work not completed.

Students are not allowed to make-up work because of an absence for an out-of-school suspension.

If a student is unable to attend school for five days or more, please call the main office for assignments. These may be picked up after 1:30 P.M. on the day following the request.

PHYSICAL EDUCATION

All students are required to participate in P.E. classes. P.E. classes are considered a promotional subject in grades 6-8. Students are not required to dress out for P.E. P.E. shirts and burgundy shorts are optional for students in grades 6-8. Students who are unable to participate in PE classes must have a medical excuse on file in the office.

STANDARDIZED TESTS

Students in grades K-3 will participate in taking the DIBELS Literacy Screener, which determines if students are reading on grade level. Students in 4th grade who score below Mastery in ELA on the LEAP test will also participate in the DIBELS Literacy Screener. As part of Bulletin 1566, the Louisiana Department of Education is requiring that all 3rd grade students who score below Benchmark on the End-of-Year DIBELS Literacy Screener to attend a summer program to be considered for promotion.

Students in grades 3-8 will participate in taking the LEAP test in the spring. Students in grades 3-8 will take the LEAP over the course of five weeks, as a computer-based assessment. Dates of the assessments will be shared with parents. Parents are asked to make every effort to ensure that on LEAP testing days, their child gets a good night sleep, eats a good breakfast, arrives to school on time, and is present at school the entire day. Please do not make appointments for your child on LEAP days.

Eighth grade students taking Algebra I and English I, Carnegie unit bearing courses, must take part in Louisiana's End-of-Course (EOC) Assessment Program. The test is designed to measure whether students have mastered the necessary knowledge, skills, and abilities at the conclusion of the course. The results will count toward the students' report card grade in place of the 4th nine weeks' exam. A tutorial can be accessed via the EOC tests home page at www.louisianaeoc.org.

DISCIPLINE

BEHAVIOR INFRACTIONS

The following types of behavior will result in disciplinary action, which may include detention, suspension, expulsion and/or arrest.

- Possession, usage, or distribution of vapes.
- Fighting, instigating a fight, disruption, or interference with curricular or extracurricular activities.
- Damage or destruction of school property or private property.
- Possession of a weapon or any items which may be used as a weapon.
- Possession or use of narcotics, alcoholic beverages and other dangerous drugs while on school premises or while in the custody and control of the school, or school related activity.
- Entering campus while under the influence of any controlled substance or alcohol.
- Violation of rules of conduct for school buses.
- Use or possession of cigarettes, lighters, matches, or fireworks.
- Stealing or possession of stolen or lost private property.
- Violation of attendance rules and/or truancy policy.
- Violation of student uniform/dress code.
- Insubordination or disrespect toward a school board employee.
- Inappropriate display of affection while on school premises.
- Use of profanity or obscenity (written or verbal) including obscene gestures, signs, pictures, or publications.
- Leaving campus/class or cutting class without proper permission.
- Turning the lights out in the classroom without permission.

- Inappropriate use of communication/electronic devices.
- Chewing gum anywhere on campus.

Any acts that are not listed above but are deemed a violation of the student behavior code may be added by administration and warrant disciplinary action.

BUS BEHAVIOR

Students must be safety-conscious at all times and must conduct themselves in a manner that will minimize hazards on the bus and at the bus stop. Students may only ride the bus they are assigned to ride. The JPPSS transportation department is the only entity that can change a bus assignment for a student.

CLASSROOM BEHAVIOR

Discipline is a school-wide effort. In order for the school to maximize student learning, two aspects of our discipline policy must be considered:

Each classroom will have class rules as part of our Positive Behavioral Interventions and Support Plan and others that have been carefully developed by the teacher and/or other students, appropriate for that learning environment. It is the responsibility of the student to comply with and conform to the class rules. Failure to comply may result in disciplinary procedures described in the discipline section of this handbook. Students who remain within the guidelines will receive all of the benefits of the Positive Behavioral Interventions and Support components as described in the PBIS section of the handbook. It is through positive classroom behavior, including student engagement, which students can expect to learn and succeed in their classes.

DETENTIONS

Detentions are assigned in writing with a minimum of 24 hours advance notice- with the exception of Lunch Detentions. Teachers may hold their own detentions in their classrooms before and after school and during lunch. Students must have a written pass in order to enter the building before school and during lunch. If the detention is after school, the parent/legal guardian is notified by means of a detention notice at least one (1) day before the detention is to be served. Two (2) copies of the detention notice will be sent home with the student. One (1) copy is to be retained by the parent/legal guardian. One (1) copy should be signed by the parent/legal guardian and returned to school before the detention is to be served. The parent/legal guardian can legally refuse to allow the student to serve the detention, however the student will be subject to suspension from school. If a student fails to serve a detention or does not serve the entire detention because he/ she arrived late or left early, as a courtesy, administrators will reschedule the detention one time. Any subsequent failures to serve the entire scheduled detention will result in the student having to serve an in-school suspension.

DISCIPLINE FORMS

Students who are issued behavior reports, detentions, parental conferences, and suspensions are required to bring the paperwork home to a parent and or guardian. The parent is to sign the paperwork and return it with the child the next day. Students who receive detentions are not allowed to attend the detention without returning the detention notice containing a parent signature. Students who are issued parental conferences and suspensions are required to attend a meeting at the school to discuss the child's behavior. Students are not allowed to return to school without a parent/guardian**.** Students who do not return paperwork or do not attend scheduled conferences are subject to further disciplinary action.

DUE PROCESS

Students are responsible for their behavior. Students will be afforded an opportunity for due process. It is in the student's best interest to use this opportunity to provide truthful explanations of all events in question. In the event that there are witnesses, witnesses will be called for further explanation if needed. If a student refuses to write an explanation of the events in question, he/she forfeits his/her due process rights. Violations of class and school

rules may result in any one or combination of the consequences that follow: (1) verbal warning (2) phone call home (3) loss of PBIS benefits (4) ineligibility to participate in school activities such as sports, cheerleading, dances, and field trips (5) suspension (in-school or out of school) or (6) expulsion.

POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORT (PBIS)

Positive Behavioral Interventions and Support is a strategic plan to encourage appropriate student behavior through the support of good behaviors and a reward program for these behaviors. These rewards may be a field trip, school dance, out of uniform, movie/popcorn day or other activities. Students will also earn entries into drawings for rewards at the end of each reward period. Teachers and staff members will place names of students on forms, and they will be placed in the drawing box located in the cafeteria. The rewards for the drawings will be announced in advance and awarded at pre-determined intervals.

Expectations:

- Be Safe
- Be Respectful
- Be Responsible

Progressive Discipline Policy: Consequences for Inappropriate Behaviors:

- 1st Offense Verbal Warning
- 2nd Offense Parental Contact
- 3rd Offense Behavior Report
- 4th Offense Afternoon Detention
- 5th Offense Teacher Parent Conference
- 6th Offense Administrative Intervention/Referral (ISS, OS, etc.)

Depending on the severity of the behavior, consequences may not follow this order.

STUDENT SIGNATURE

The student's signature on a behavior report, interim report, detention notice, suspension notice, etc. simply means that the student received a copy of the document. It does necessarily indicate that the student is guilty or agrees with the contents of the document. Refusal to sign a notice may result in further disciplinary action.

THREATS OF VIOLENCE

Any threat of violence shall be reported to the social worker and/or police and appropriate action will be taken. It is the responsibility of the student to report any hostile attempt directed at him/her to an administrator, teacher, etc.

UNAUTHORIZED ITEMS

- Communication Devices turned on: cell phones, "Smart" Watches that can be used as a phone/camera
- IPads, tablets, and computers brought from home, etc.
- Electronic Devices: CD/DVD players, CDs/DVDs, tape recorders, MP3 players, games, toys, iPods, radios, game-boys, cameras, etc.
- Video games, gaming systems, gaming controllers and accessories
- Laser Pointers
- Playing Cards
- Motorized Vehicles, motor bikes, scooters, etc.
- Felt tip pens, permanent markers, white out

- Water/ toy guns and/ or other toy/ look-a-like weapons
- Skateboards
- Glass containers
- Fireworks of any kind, lighters, matches
- Non-educational items: Pokémon, Yu-Gi-Oh, or baseball cards, etc.
- Obscene materials
- Sums of money $50 or more will be reported to parent/guardian
- Slime
- Fidget Spinners
- Projectile sprays
- Alcohol, tobacco products, e-cigarettes, vapes
- Any item not on this list and deemed inappropriate, distracting, or disturbing to others by administration

Confiscated items will be brought to the office. Items must be claimed by a parent or guardian during the hours of 8:00 a.m. and 2:00 p.m. the following day.

VIOLENCE AND BULLYING PREVENTION PROGRAMS

All students involved in a fight at school, on the bus, at the bus stop or at a school event will be subject to suspension, expulsion, and/or arrest as stated in the *Procedures and Policies for Parents and Students.* Pushing and shoving lead to fighting and are violations of school policy.

Bullying/Harassment: Bullying and harassment may take many forms, including, but not limited to the following:

- Hurtful name-calling, teasing, gossiping, threats, intimidation, humiliation, making rude noises or gestures, or spreading hurtful rumors.
- Written, electronic, or verbal communication such as name-calling, threatening harm, taunting, malicious teasing, or spreading rumors.
- Physical acts such as hitting, kicking, pushing, tripping, choking, damaging personal property, or unauthorized use of personal property.
- Purposefully shunning or excluding from activities.

Students who are suspended for fighting or bullying, as determined by administrators, will be required to undergo conflict resolution training with a parent/guardian before being readmitted to school. The conflict resolution session will be held on a Saturday. The cost is $75.00, which can be paid at the time of enrollment.

The student will also be required to complete four hours of community service, which will be scheduled and supervised by personnel at the school site.

Failure to complete all components of the Violence or Bullying Prevention Program will result in a referral to Juvenile Court.