



A. E. PHILLIPS
BULLPUPS

A. E. Phillips

Student Handbook

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FACULTY AND STAFF

Principal.....Jenny Blalock, Ed. D.
Curriculum Coordinator & Director of Research.....Stephanie Whitten
Counselor.....Norman Rivera
Assistant to the Director.....Rosemary Reeves
Manager of Budget & Administrative Assistant..... Anne Thompson
Administrative Coordinator 3.....Terri Sullivan

Instructional Personnel

Primary Team

Kindergarten.....Bess Decuir, Claudia Wagner
First Grade.....Kim Fobbs, Kelly Hodge
Second Grade.....Paige Harvey, Haley Hay

Intermediate Team

Third Grade.....Tracy Bennett, Jada Walsworth
Fourth Grade.....Lori Braddock, Gail VanDenLangenberg
Fifth Grade.....Sheree Cramer, Kathy Kirk

Middle School Team

Math..... Jaimie Simpson
ScienceMichelle Blount
Social Studies.....Adam Thomason
ELA 7th Grade.....Kellye Ketchum
ELA 6th & 8th Grade.....DeEtte Wick

Specialists

Art.....Martie Clary
Music.....Randall Boyd
Physical Education.....Casey Blalock, Suzanne Tyler
Librarian/Media Specialist.....Nicole Postel
Spanish.....Lindsay Heard
Gifted Education.....Ashley Ellis, Kristina Kassab
Paraprofessional.....Challys Williams
Resource.....Laundi Williams
Speech.....Nora Ramachandran

Foreword

This handbook contains the policies and other information concerning A. E. Phillips Laboratory School. It is designed to acquaint students and parents with the administrative and instructional practices that are in keeping with the policies of Louisiana Tech University and the State Board of Education. The policies included in this handbook are intended to serve as a guide for student behavior and this handbook is not to be considered as all-inclusive. These policies apply to all school-sponsored activities, whether on buses or off-campus.

We ask that you review the policies in the handbook with your child and keep it as a reference. If you are uncertain about any of the policies or procedures, please feel free to contact the director for clarification. We welcome the participation of parents in our school activities and invite you to become active in the Parent Faculty Council or one of the many committees that help our school to function more effectively. Policies and procedures are needed to create an environment conducive to learning. However, policies and procedures are effective only if they are followed.

Mission Statement

The mission of A. E. Phillips Laboratory School is to foster a learning community in which members become creative, self-directed, lifelong learners and effective citizens in a technological, global society. The mission statement will be reviewed each year during back to school faculty meetings to determine if revisions need to be made. The mission statement will also be shared at Back to School Night and parent input will be solicited.

Equal Opportunity Statement

In compliance with Title VI, Title IX, and Section 504 of the Rehabilitation Act of 1973, this Educational Agency upholds the following policy: THIS IS AN EQUAL OPPORTUNITY SCHOOL AND IS DEDICATED TO A POLICY OF NON-DISCRIMINATION IN EMPLOYMENT OR TRAINING. QUALIFIED APPLICANTS OR EMPLOYEES WILL NOT BE EXCLUDED FROM ANY COURSE OR ACTIVITY BECAUSE OF AGE, RACE, CREED, COLOR, SEX, RELIGION, NATIONAL ORIGIN, OR QUALIFIED HANDICAP. ALL STUDENTS HAVE EQUAL RIGHTS TO COUNSELING AND TRAINING.

Parents' Right to Know

As a parent of an A. E. Phillips student, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's teachers and requires us to give you this information in a timely manner if you ask for it.

Mandatory Reporters

All teachers and individuals who work in public schools are mandatory reporters of child abuse and neglect. If there is reasonable suspicion that a child at AEP is being neglected or abused, a report must be made. When the reporter, in his or her official capacity, *suspects* or *has reasons to believe* that a child has been abused or neglected the required procedures will be followed. Another standard frequently used is in situations in which the reporter has knowledge of, or observes a child being subjected to, conditions that would reasonably result in harm to the child. Parents should refer to the website below for additional information. http://www.childwelfare.gov/systemwide/laws_policies/state/index.cfm

Family Involvement Policy

It is the policy of A. E. Phillips Laboratory School to actively seek family involvement. Families are considered partners in the educational process and are encouraged to participate.

Description of the School

The school facility is a one-story, air-conditioned brick structure built in 1969 on the campus of Louisiana Tech University, consisting of the following functional areas:

Primary

Kindergarten

First Grade

Second Grade

Intermediate

Third Grade

Fourth Grade

Fifth Grade

Middle

Sixth Grade

Seventh Grade

Eighth Grade

Office Area

Space in this area, adjacent to the multipurpose room, serves the needs of the director, secretary, counselor, and teachers by providing offices, a meeting room, storage, preparation rooms, and a resource room.

Media Center

The library, in the center of the east wing of the school, provides books, reference materials, and multimedia equipment for the educational program. Space is provided for both individual and group research.

Multipurpose Room/Cafeteria

The multipurpose room, located in the northeast corner of the school, is used for lunch, school assemblies, parent-teacher meetings, large group learning experiences, and university-related professional activities.

Gymnasium

Space for activities appropriate to the development of physical fitness skills for children of all age levels is provided in the gymnasium in the southeast section of the school. The gymnasium is used for large group learning activities and assemblies.

Fine Arts

The fine arts area provides children the opportunity to develop their appreciation of the cultural aspects of their world and creative self-expression in music and art. Visual arts are housed in the center of the east wing, and the music classes are held in the annex.

Special Education

Speech therapy and resource education are available in the small conference room located in the office area. The gifted classroom is located adjacent to the art room.

Computers

Sixth grade students receive instruction in computer literacy. Each K-8th grade classroom has at least one computer with Internet access and access to iPad and laptop carts. Parents must sign an Acceptable Use Policy (AUP) before students can use the Internet.

GENERAL POLICIES

Admission

Parents interested in enrolling their children in A. E. Phillips are asked to complete an application form that may be obtained from the school office or the school's website. A child must be four years old before an application may be submitted. Applications are filed by grade level. Consideration is given to siblings of students already enrolled, the balance of male/female students in a classroom, and the need for a diverse population that represents the ethnic and cultural diversity of the Ruston community. If the number of incoming siblings exceeds the number of vacancies, admission for siblings is not guaranteed.

Fees

Tuition for A. E. Phillips is \$2,200.00 per year. All post-dated deposit and tuition checks for the year are due in April. Tuition refunds will be approved only when parents relocate to another area for employment. Deposits and building use fees (\$17.50 per quarter per child) are not refundable. In order to receive a refund, employment verification from the new employer on official letterhead is required before the refund is processed. The refund will be pro-rated according to the time remaining in the school year.

A school fee of \$70 is due at the beginning of the school year. This fee covers items such as consumable materials used in the classroom. Students may be required to pay additional fees for other activities or events, such as 8th grade play, field trips, graduation, basketball, etc. Every effort will be made to inform parents of the anticipated expenses prior to the scheduled event.

Tuition deposits and tuition checks are collected in April of each year. While we only accept payments in the form of post-dated checks or cash, families are strongly encouraged to make payments in the form of post-dated checks. However, if a family opts to pay cash monthly in lieu of a monthly check, the payment must be received in the A. E. Phillips office no later than the 5th of each month. If post-dated checks are submitted but the decision is made to pay with cash for a certain month, the cash payment must be received by the 5th or the post-dated check will be deposited. **There will be a \$15 fee assessed for all checks returned to AEP for insufficient funds.** If more than one check is returned to AEP for insufficient funds, payment will have to be made in the form of cash, money order or cashier's check. **A. E. Phillips reserves the right to terminate the enrollment of any student(s) whose family does not make tuition deposits or payments in a timely manner.**

Financial Assistance

Financial assistance is available to cover the costs of tuition and lunch for families that qualify. The appropriate documentation must be submitted to the AEP office no later than one week prior to the deadline for turning in deposit and tuition checks for any family that wants to be considered to receive assistance for the next school year. Financial assistance can be granted for the full amount or half of the tuition and lunch costs.

Fundraising for Middle School Class Trips

Students will be provided opportunities to raise money for school trips. A parent representative is secured to oversee the fundraising process. All money raised through AEP fundraising events will be used for AEP trips. If a student does not attend a trip or moves, the funds will remain in the trip account and be used to fund chaperones, transportation, etc. Individual students/families will not be given funds raised through school-sponsored fundraising events for personal use.

Insurance

Louisiana Tech University does not offer liability insurance.

Parent Volunteers/Substitute Teachers

Parent volunteers play an important role in our school. We must take precautions and institute regulations and procedures to provide a safe and secure environment for our students in all situations where parent volunteers and substitutes may be utilized. All individuals who are interested in substitute teaching at AEP must complete the appropriate paperwork at the school and at the Lincoln Parish School Board office. One form of documentation that is required is a background check. All volunteers who may be in a position to exercise supervisory or disciplinary authority over students must also have completed a background check. Parent/Guardians traveling on overnight field trips must have a background check as well.

Parking

Parents/visitors may park in any parking area except red (fire lane) or green (handicapped) if they are not enrolled at Louisiana Tech University. Cars with current Tech parking permits must park in their assigned area. Cars are not to park at the Hergot Street circle since this is a fire lane. Convenient parking areas may be found at the Institute for Micro-Manufacturing or the parking lot behind South Hall. **DO NOT BLOCK OTHER PARKED CARS WHEN PICKING UP CHILDREN.**

School Hours

School begins at 7:50 a.m. Students not in their classrooms at that time are considered tardy. Parents are asked not to drop off students before 7:20 a.m. School will dismiss at 3:10 p.m. Bus students will load first. Parents are to pick up their children by 3:30 p.m. Students remaining after this time will need to be picked up in the office. Students are not to loiter in unsupervised areas awaiting pickup. **Any requests to change a child's method of afternoon pickup must be made prior to 2:30 pm.**

Attendance

In accordance with state law, it is the responsibility of every parent, tutor, or legal guardian of a child between the ages of seven (7) and eighteen (18) to enforce the attendance of his or her child at the school to which the student is assigned. Once a pupil arrives at school, he/she is expected to remain and attend each class throughout the day. A student is considered to be in attendance when he or she is physically present at a school site or is participating in an authorized school activity and is under the supervision of authorized personnel. This definition for attendance would extend to students who are homebound, assigned to and participating in drug rehabilitation programs that contain a state-approved education component, or participating in school-authorized field trips or other school-approved activities.

Attendance policies which govern attendance at A. E. Phillips are established by the State Board of Elementary and Secondary Education (BESE) and are as follows:

- AEP students must be present a minimum of 161 days per year to be eligible to receive credit for the course taken. This translates into a maximum of 10 absences per year.
- All absences, excused or unexcused, count toward the total of 10 absences per year. Excused absences permit students to make up work. They do not remove the day or days absent from the record.
- If a student has reached his/her 10 day limit of absences, he/she may ask for extenuating circumstances on all absences that have been excused by a doctor. If approved as extenuating circumstances, these days will be counted as absences but will not affect his/her 10 day status, and he/she will receive credit.
- Students participating in school approved activities away from the campus are not counted as absent, and makeup work will be allowed.
- Upon returning to school, the student should bring a doctor's excuse to the office if applicable. This excuse will allow them to make up work. **Students will have one day for each day absent to make up any missed work.** For example, if a child misses three days of school, he/she will have three days to complete any missed assignments.
- Work may be made up for the following extenuating circumstances:
 - Medical appointment for physical or emotional illness as verified by a physician (documentation necessary)
 - Hospital stay as verified by a physician (documentation necessary)
 - Recuperation from an accident as verified by a physician (documentation necessary)
 - Contagious disease within a family as verified by a physician (documentation necessary)
 - Prior school system approved travel or activities for educational purposes (documentation necessary)
 - Death in the family (not to exceed one week) verified by documentation
 - Natural catastrophe and /or disaster.
 - Recognized religious holidays verified by the school
 - All other excused absences must be approved by the school principal in advance

Note: All doctors' excuses or any material used to excuse an absence must be submitted to the school office in a timely manner. It is the responsibility of the student or parent to file this material.

- Recreational activities are not considered extenuating circumstances and will not be excused. This includes, but is not limited to vacations, hunting or fishing trips, sporting events, and shopping sprees.
- Group trips or vacations during the school year that are sponsored by non-school groups will not be counted as excused absences.

Students shall be in attendance a minimum of 60,120 minutes (equivalent to 161 days of the 171.5 days) a school year in order to be eligible to receive credit for courses taken. If a student misses more than ten (10) days of schools, he or she will not be promoted to the next grade. After the 5th unexcused absence a referral will be submitted to the Truancy Assessment Service Center (TASC). Parent notes do not excuse a student's absence but do allow students to make up any missed work.

Attendance is taken every morning. Attendance records are kept by classroom teachers and are also recorded in WebPAMs on a daily basis. **Students may miss up to ten (10) school days a year without risking retention based on excessive absences.**

Absence Reporting

Letters reporting student absences are sent to the home address after a student has missed 3 days (excused or unexcused). It is the responsibility of the parent and the student to keep up with absences. Absences are also reported on each report card and parents should consider this report official.

The following attendance codes will be recorded in Webpams:

- **"E" means Excused- it is counted in the 10 day rule.**
- **"U" means Unexcused- it is counted in the 10 day rule.**
- **"S" means Suspended- it is counted in the 10 day rule.**
- **"D" means Doctor- it is not counted in the 10 day rule.**
- **"N" means Extenuating- it is not counted in the 10 day rule.**
- **"P" means Provisional (Present under School control) - it is not counted in the 10 day rule.**

Tardiness

Being on time for class is a positive work habit we wish to promote in students. When a student is tardy, he/she often misses instruction and creates a disturbance in the classroom. Students who are not in their classroom when the bell rings at 7:50 a.m. are considered tardy. They must report to the office before they are admitted to class. Early checkouts will also be counted as tardies.

Excused tardies include student's illness, student's doctor's appointment, death in immediate family, or late bus. The director/designee will make the final decision regarding excused or unexcused tardies. **After the 3rd tardy a referral will be made to the Truancy Assessment Service Center (TASC).**

Students with 5 or more tardies will be required to meet with the director or her designee and may be reported to the Third Judicial District Truancy Assessment and Service Center.

Time on Task

Time on task is crucial to the success of A. E. Phillips Laboratory School and its students. Please do not take students from school unless it is absolutely necessary. All students should be present and ready to begin work by 7:50 a.m.

Family Trips and Other Personal Absences

1. Please schedule your trips and personal absences during the holidays that are outlined in the A.E. Phillips School calendar. Excessive absences negatively affect students' achievement and success in the classroom.
2. Discuss any planned absences with all of your child's teachers at least one week in advance.
3. The student will be responsible for any skills/class work/tests missed during the absence. Students are allowed the number of days missed to complete assignments. Tests must be taken within five school days of the child's return in addition to regularly scheduled tests or according to the individual teacher's policy.

Check-out Policy

All students leaving school during the day are to be accompanied by an authorized person and must be signed out in the school office by that person. To check a student out, the authorized person should come to the office and record the check out on the appropriate form. **Students will not be called to the office before the parent/guardian arrives at AEP.** The student will be called to the office by an A. E. Phillips staff member for check out. Students are to remain in the classroom until called from the office. Students being checked out to participate in sports at Ruston Junior High are to follow the same guidelines.

On special occasions, teachers may have check-out forms in the classroom. Parents will be permitted to check out students through their homeroom on these days. Parents will be notified when this procedure will be followed. Check outs from school count as

unexcused absences. For special events, such as Thanksgiving lunch and grade specific plays, students will be permitted to check out early without penalty. Parents will be informed of these approved checkout days prior to the event.

Students participating in non-AEP events that occur during the school day may request to have the absence excused (i.e. ballet performances, swim meets, etc.). Parents should direct all requests in writing to the school director prior to the absence. The director makes all final decisions pertaining to excusing non-AEP activities.

Students returning to school after being checked out need to report to the office to sign in. All students checking out are responsible for work missed. Checking out for reasons other than school-approved absences is strongly discouraged. Please check students out after 2:40 **ONLY** in the event of an emergency.

Jurisdiction

All students shall be under the jurisdiction of the school during normal school hours, from the time the student arrives at school each day until he or she leaves the school campus in the afternoon. In case a student rides a bus, he or she shall be under the jurisdiction of the school from the time he or she boards the bus until the student exits the bus in the afternoon. Students shall be under the jurisdiction of the school while attending any school sponsored activity either at school or away from school. This shall apply to all students, including athletic teams, pep clubs, band and other student organizations. In disciplinary matters, the school's authority may extend beyond the limits set forth above, in accordance with state law.

Promotion/Retention

If a student receives a D or F for the final grade average in ELA or math, the student will be retained until he/she successfully completes a school approved remediation program. In addition, if a student does not meet promotion criteria based on the Louisiana Department of Education's high stakes testing guidelines, that student will be retained until successful completion of a school approved remediation program and LDOE requirements are fulfilled. Due to the class sizes and admission policies of AEP, students who are required to repeat a grade will be required to enroll in a different school. It is not feasible for students to repeat a grade at A. E. Phillips.

Homework

Students are expected to complete assigned homework. Always check with the teacher if you have questions or concerns in this area. **If your child is absent for only one day, please do not request their homework assignments for that day.** However, if your child is absent more than one day, you must call the office before 9:00 a.m. to request their assignments. Assignments may be picked up in the office between 2:30 and 3:10 p.m.

GRADING SCALE for Grades 1-8

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

Enrichment Grades for K-5th Grade Students

Students enrolled in music, art and/or P.E. will be given the opportunity to earn four points each class period. Three points, or 75% of the grade, will be based on class participation and one point, or 25% of the grade, will be based on skill. Using this rubric, students earning below 70% for the grading period will earn a grade of unsatisfactory. Students will receive a grade of satisfactory for above 70%.

Piano Lessons

Private piano lessons are offered on campus by non-AEP staff. These lessons will be scheduled during non-academic times (i.e. before school, after school, PE) so that students do not miss instructional time in core and/or academic subjects. The school director will approve all schedules. There are a limited number of spots per week for each grade level.

Cell Phones and Electronic Devices

Students are not to bring any electronic devices such as iPods, digital cameras, and watches that have text/calling features to school. Middle school students (grades 6-8) may bring cellular phones to school if they are needed to assist with transportation concerning after school activities. Cellular phones must be left in the locker or student's backpack and are **NOT** to be turned on during the day. Cell phones are not to be used on the bus. **If a student is seen with a cell phone, or if the phone rings, the phone will be taken and sent to the office. The parent will have to retrieve the phone from the office and pay the fine: \$5.00 for first offense, \$10.00 for second offense, \$25.00 for third offense. Cell phones will not be returned to students. The penalty can be increased exponentially if deemed necessary. If it is determined that a student uses a cell phone or other electronic device to take pictures during the school day, disciplinary action will be taken.** If a student continually violates this policy, he/she may not be permitted to bring a cell phone to school. The school will not be held responsible for any electronic device that may be lost, stolen or destroyed.

Locker Searches

Student lockers, cubbies, purses, and backpacks may be searched periodically.

Lost and Found

Please allow your child to bring to school only those items needed for school purposes. **Please LABEL each item with your child's name.** It is highly recommended that all PE uniforms have students' initials put on them. In the event that an item is lost and the owner cannot be identified, it will be placed in a lost and found basket in the office. Items not claimed will be donated.

Procedures for Leaving the Classroom

Due to the open nature of AEP school campus, no student is to travel on campus alone. Elementary students in grades K-3 should travel in pairs, even to the bathroom or water fountain. Older students may travel to the restroom or another classroom via interior hallways alone but should travel in pairs when exiting the building to access the office or another classroom.

Visitors

Visitors are always welcome. Parents and visitors are to stop by the office to obtain an official pass before going on campus. Teachers have been instructed not to allow any visitor in their classroom unless they have a visitors pass. Please do not ask teachers to violate this procedure.

School tours for prospective students and families will be given once a month. Families can contact the school office for information.

Teacher Observations

Visitors wishing to observe classrooms are to contact individual teachers to arrange for a mutually agreed upon observation time. Observers are not to interact with students unless requested to do so by the classroom teacher. Louisiana Tech students are to contact the office to schedule observations.

Lunchroom

The lunchroom is located in the multipurpose room. Lunches may be brought from home or purchased from Tech food service. **Fast food deliveries are prohibited unless a parent brings lunch and eats with their child. Lunches brought to school by parents need to be on campus no later than 9:00.** At the beginning of the day, teachers will make contact with the parents of any student who comes to school without a lunch if they have not paid to eat in the cafeteria. Students will not be permitted to call for lunch at lunch time. It is the parents' responsibility to provide lunch for their child and to have it on campus by 9:00.

Milk or juice may be purchased at the school. Parents are encouraged to come occasionally to eat lunch with their child. Students are encouraged to use good manners and keep voices to a conversational level. Each class is responsible for leaving the tables and surrounding area clean. Students are not permitted to drink energy drinks during school hours. Glass water bottles and glass containers should not be brought on campus.

Discipline

In accordance with R.S. 17:416(A), A. E. Phillips follows the Louisiana Department of Education Behavior Policy. Besides this policy, the following guidelines have been agreed upon by the faculty as being appropriate:

1. Each class will determine its own rules of conduct.
2. The teacher assumes responsibility for making sure each child understands what is expected of him/her.
3. Each teacher endeavors to establish a consistent and positive attitude in working with children. Should persistent discipline problems occur, the following procedures are used:
 - Teacher will confer with the pupil regarding his/her behavior.
 - The pupil may be removed from the group activity but remain in the classroom.
 - Parents will be contacted by telephone, a conference will be arranged to discuss the problem or the student will be assigned to after school or recess detention.
 - The director will be informed of persistent disciplinary problems that arise. If problems continue, a Louisiana Department of Education Behavior Report will be written on the child. The director will determine an appropriate course of action for the offense. A copy of this report is sent home to parents for their signature.
 - The teacher/director reserves the right to skip steps within the classrooms policies/handbook policies in the event of a serious infraction.

Expulsion

Students that receive 4 out-of-school suspensions must be recommended for expulsion. Before a student may return to school after the second out-of-school suspension, the parent(s) and student must have a conference with the administrator at the school. Before the student may return to school after the third out-of-school suspension, the parent(s) and student will be required to meet with the school director and dean of the college of education. These conferences will be held to communicate with the parents in an attempt to prevent an expulsion from school.

Corporal Punishment

Corporal punishment is prohibited at A. E. Phillips Laboratory School.

Conferences

Parent-teacher conferences may be arranged by either the parent or the teacher. Appointments should be made via email with the teacher. Please feel free to request a conference with your child's teachers before or after school or during a teacher's planning period. **Drop-by conferences are discouraged.** Making an appointment will give the teacher and parent time to fully explore any concerns that might need to be discussed.

Communication with Teachers

Parents are encouraged to contact teachers via email whenever possible. Every AEP teacher has time set aside each day to respond to parent emails and phone calls and participate in conferences. When a parent contacts a teacher via email or phone message, they should expect a response within 48 hours.

Obtaining Information

To obtain information or discuss concerns related to your child's education at A. E. Phillips Lab School, please contact the individuals outlined in the steps below, keeping in mind that 48 hours should be granted for a response.

Step 1-Your Child's teacher

Email your child's teacher to find out when your child's teacher has a planning period or is available before or after school for a conference.

Step 2-Stephanie Whitten, Coordinator

swhitten@aep.latech.edu

Step 3- Dr. Jenny Blalock, Director

jblalock@aep.latech.edu

Step 4-Dr. Don Schillinger, Dean of College of Education

(318) 257-3712

dschill@latech.edu

School/Class Email Lists

The purpose of creating school email lists is to disseminate information regarding school functions, announcements, etc. In some instances, a group email may be sent to share information about community events, programs, or announcements. Group emails will not be sent to announce non-school related events such as birthday parties.

School Building Level Committee (SBLC)

The purpose of the SBLC is to address academic, social, emotional or physical concerns. The SBLC is a committee composed of the school counselor, SBLC chairperson, and any knowledgeable resource persons. Teachers of students referred to SBLC will serve as temporary members. Parents of referred students will be notified by telephone, email or letter so they may attend the meeting to participate in the discussion of their child's referral. SBLC meets every other month. If a parent feels their child need to be discussed in an SBLC meeting, the parent should contact Stephanie Whitten, SBLC chairperson, with their concerns. Data will be collected and parents will be contacted when a SBLC meeting has been scheduled. If a parent wishes to submit any paperwork (e. g. testing results, doctor's reports, etc.) for the SBLC to consider, all documentation should be given to Mrs. Whitten or Mr. Rivera.

Reporting to Parents

Unless time is critical, written communications from the school will be sent home on Wednesdays for K-5th Grade students. Report cards will be sent home at the end of each nine-week period. Mid-nine-weeks progress reports will be sent home with all students. If additional information should be needed, individual conferences can be arranged. Parents can access their student's grades online via the Student Progress Center. This site can be accessed through the AEP website at www.aep.latech.edu or the Lincoln Parish Schools' website at www.lincolnschools.org. Information about accessing your child's grades can be found on our website.

Medication Policy

Students are not allowed to bring any medication to school without proper documentation. Prescription medication that must be administered at school requires a form that must be filled out by a physician. All medication will be kept in the office. A copy of the medication policy can be obtained in the school office.

Contagious Diseases

Parents of a child with a contagious disease will be contacted to remove their child from school until all danger of contagion has passed.

Safety

Students have the right to expect that school will be a safe place to obtain an education.

Responsibilities

In order to ensure the safety of others, students must follow established rules and regulations and conduct themselves in accordance with the rules. The parent/guardian is responsible to provide the student's school current working telephone numbers and any change in status concerning family information. Students have the responsibility to alert the teachers and school administrators about any hostile attempts made to a student, as well as any information about possible violations of the Code of Conduct especially matters involving drugs and weapons.

Safety Drills

Students are informed of tornado and fire drill procedures early in the school year. These drills are practiced at selected intervals during the year. A. E. Phillips has a crisis plan which we follow in event of an emergency. In the event that students are forced to evacuate the school building, students will be walked to Memorial Gym or St. Thomas Catholic Church. Please listen to the radio for location and pick-up procedures. Email, text, and/or Remind app may be used.

Bad Weather

In case of bad weather, please listen to a local radio station for information on school closings. The director will send out a school-wide email and a text via the Remind App as soon as she is informed that school will be closed. In reference to school closings, A. E. Phillips will adhere to the same decision as the Lincoln Parish Schools. If Lincoln Parish Schools are closed, we are closed.

Remind App

Time sensitive information, such as school closings and changes in car line procedures, will be shared by the Director via the Remind App. To begin receiving notifications by text and/or email, parents must sign up. Information on how to join can be obtained via the school office or website.

Flowers/Gifts

All flowers/gifts to students are delivered to and left in the office until school is dismissed. Since students are unable to collect these gifts until the end of school, it may be more appropriate to send these to the student's home. AEP prohibits the carrying of balloons on the bus.

Playground Rules/Recess

Students will follow playground rules for their appropriate grade level as established by the teacher. Students are not to leave the playground without a teacher's permission. Students will be expected to go outside for recess if the temperature is 35 degrees or higher. Please ensure students bring the appropriate clothing to school to be comfortable outside at recess.

After School Playground Use

No student is to play on the playground after school unless supervised by a parent. Please do not allow your children to remain in the school buildings (hallways, restrooms, classrooms) after the bell. Teachers are trying to prepare for the next day.

Field Trips

Permission for field trips is requested on the information form completed by parents annually. When these forms are signed and returned, they authorize the student's participation in all school-sanctioned field trips. Requests for transportation expenses and other details regarding field trips will be sent by the teacher planning the trip. It is A. E. Phillips school policy that siblings may not accompany classes on field trips. There should be at least one adult with a cell phone in each vehicle used to transport students. The phone number should be on file in the office.

School representatives will make all decisions regarding the trips. Rooming assignments on overnight trips will be made by the director/teachers. A policy regarding overnight trips has been adopted and is available in the office. All chaperones on overnight trips must have completed a background check.

Travel

A student, who leaves A. E. Phillips on a school-sponsored field trip, or as a representative of the school, will travel to and from the destination with the AEP group. The only exception to this rule is that a student may return to AEP or home with his/her parents, provided the parents have notified the proper school official.

Middle School Class Trips

Each spring, our sixth, seventh and eighth grade students are given the opportunity to participate in school sponsored field trips. The sixth grade classes travel via charter bus to Dallas for a two day trip which includes visits to the Ross Perot Center, Medieval Times, and the Holocaust Museum. Every other year, our seventh and eighth grade students fly to Washington, D. C. for a six day education packed journey through history and current events guided by EF Explore America. The eighth grade class completes their time at AEP with a trip to south Louisiana to experience the south Louisiana culture. Their trip includes visits to the Capital and French Quarter. Parents are always welcome to accompany their children on the trips and serve as chaperones.

A cost is associated with each of these trips and range from \$300 to \$2,400. Opportunities to begin fundraising for all three trips begin in fifth grade and money can be carried over from year to year. A meeting is held in the fall of each year to share information regarding possible fund raising opportunities. All money raised through AEP fundraisers can be used only for costs associated with AEP field trips.

Policy on Distributing/Selling Items on Campus

All information passed out at A. E. Phillips must be cleared in the office prior to distribution. No items may be sold on campus without prior approval by the director.

School Calendar

All school functions must be scheduled through the office and recorded on the official school calendar.

Leaving Campus

Students may not leave campus unless accompanied by a teacher, parent, or approved school sponsor. Students remaining after school are not to go to Woodard Hall for snacks without an approved adult.

Counseling Program

Mr. Norman Rivera is the school counselor and his roles at A.E. Phillips include the following:

- Individual Counseling
- Group Counseling
- Academic Counseling
- Career Counseling
- Classroom guidance lessons/bibliotherapy
- School Building Level Committee (SBLC) standing member
- School testing coordinator
- Principal Advisory Council standing member

Student Advocacy Program

The purpose of this program is to create a climate and culture within the confines of A. E. Phillips, in which all students feel welcome, safe and secure. All students need access to an adult advocate. The goal is for all our students to have at least one adult at A. E. Phillips with whom they can connect in an academic and/or non-academic relationship. This program operates on a tiered-level where students needing more assistance can be provided additional support. The students are assigned to their homeroom teacher as their first point of contact. Throughout the year, preferably at least once a quarter, teachers and/or the counselor will conduct lessons on a topic to address various students' needs as identified via the needs-based student surveys. Students will be given the opportunity to identify areas in which they need assistance such as study skills, improving grades, and bullying.

If the classroom teacher is unable to meet a student's needs or concerns, the student will be referred to the school counselor. If needed, additional personnel may also be involved. In addition, the counselor will visit classrooms throughout the year to share information on topics such as academics, career awareness, and decision making. All students new to A. E. Phillips Laboratory School will have two one on one meetings with the counselor during the first semester to make sure they are acclimating to their new school.

Telephones

The telephones are available **only for emergencies and school business**. Students are not to use the phone without the permission of the teacher or office personnel. When students are permitted to make phone calls, they will be encouraged to leave a message so as to let parents know the nature of the call. Parents are encouraged to check any voice messages they might have before returning calls. This will assist office staff in directing the call to the appropriate person. Telephones are no longer available in the classrooms. An intercom system has been installed.

Messages

Due to the nature of school schedules, messages telephoned/faxed/or emailed after 2:00 p.m. are not guaranteed to be delivered to students. You may leave a message for your child during the day but **class will not be disturbed** except in the event of an emergency.

Textbooks/School Property

All textbooks are loaned to students for use during the school year. Students will be required to pay replacement costs for lost or damaged books. Students will be required to pay for repair/replacement of any school property deliberately vandalized or destroyed.

Internet

In order for students to use the Internet in the classroom/library, permission forms signed by parents must be on file in the student's school records. Students who abuse the use of the Internet will have their Internet privileges removed for the remainder of the school year. A copy of the Internet policy is found in the appendix section of this handbook.

Library Policy and Procedures

A. E. Phillips Laboratory School Library/Media Center's hours of operation are 7:20 a.m. to 3:30 p.m., Tuesday through Friday. Students, faculty, parents, staff, and Louisiana Tech University students are eligible to use the AEP library. Library books are checked out to students for a two-week period. Reference materials may be checked out on an overnight basis. Patrons must pay for lost or damaged library materials.

Intervals and Class Changes

Once students are dismissed from their prospective classes, they are expected to report to their next class in a timely fashion. **After four minutes, the student is considered tardy.**

Locker Search

The student lockers are a part of the school building, and as such, are under the supervision and jurisdiction of school officials. The students' lockers may be searched by school officials any time.

Fragrances and Perfumes

Due to the many allergies of students, no makeup, lotions, or body sprays may be applied in the hall or classrooms.

AEP Website

The A.E. Phillips website may be used by parents and students to access information about events, projects, homework, etc. Our website is: aep.latech.edu.

Awards Program

At the end of the year, an awards program will be held to recognize students' achievements. Recognitions **may** include but are not limited to Principals List (Perfect 4.0 every nine weeks), Honor Roll (final GPA of 3.5 or higher for the year), Perfect Attendance (no tardies, checkouts, or absences for the year), and Attendance (no more than four tardies, checkouts or absences for the year). Teachers may add additional awards or recognitions.

Parent Cooperation Statement

An integral part of the educational philosophy of A. E. Phillips Laboratory School is the conviction that the school assists the parents/guardians in carrying out their primary responsibility of providing an outstanding education for their children. An ongoing positive working relationship between the parents/guardians and the school is critical to the success of the school and the students.

As part of that working relationship, parents/guardians are expected to be involved in as much as possible in the educational process, to refrain from conduct which thwarts the orderly administration and operation of the school, to support and participate in school activities, and to provide instruction to and set positive examples for their children both at home and in the community.

While A. E. Phillips Laboratory School encourages the constructive exchange of ideas, feedback, and suggestions intended to foster the continued growth and improvement of the school, AEP is ultimately responsible for the orderly administration and operation of the school, including the policies and procedures implemented to achieve the school's goals. A. E. Phillips reserves the right to terminate the enrollment of any student(s) in the event that it is determined by the school's administration that (1) a positive working relationship between the school and the parents/guardians no longer exists and/or is irreparably damaged, (2) the parents/guardians have failed to provide the support, assistance, and example necessary for the exemplar education to which each child is entitled or (3) the parents/guardians have failed to make tuition payments in a timely manner.

Furthermore, failure on the part of any student and/or parent/guardian to abide by the rules, regulations, and policies outlined in the school handbook may result in termination of the student's enrollment from the school.

Policy & Procedure for Gifted Screening/Referrals

Referral Process for Students enrolled in Grades K-8:

1. Parent, guardian, teacher, or other school personnel may request screening.
2. The Gifted and Talented teacher (Ashley Ellis) will complete designated sections of the green referral form, with input from classroom teachers, and contact the SBLC chairperson (Stephanie Whitten) to record the student's name in the SBLC notebook.
3. A letter to obtain permission for screening is sent to the parent/guardian by the Gifted and Talented teacher.
4. **SCREENING:** After screening permission is received, the Gifted and Talented teacher administers screening, records student's performance in the matrix on the referral form, and contacts the SBLC chairperson to record results in the SBLC notebook. The student's parent will be contacted with screening results.

If the student did not pass screening criteria for further testing by Pupil Appraisal, the referral form and protocols will be kept in SBLC records file in the counselor's office until the student's transition to high school.

If the student passed screening to be referred to Pupil Appraisal for further testing, a SBLC meeting will be held. The SBLC chairperson will schedule a meeting on the next designated SBLC date. Parents are invited to attend.

SBLC MEETING: Results of the screening are reported by the Gifted and Talented teacher. A letter is given to the parent/guardian. The Gifted and Talented teacher will give the completed referral packet, with the appropriate signatures, to the Pupil Appraisal contact for their school. The complete packet includes: Referral Form (green), permission letter for screening, parent notification of screening results letter, student demographics page, and protocols/records forms of the academic/aptitude tests.

The Pupil Appraisal representative will obtain permission for an evaluation.

**Director of Pupil Appraisal, Becky Stutzman, will send periodic updates of where AEP students are in the evaluation process. Questions about the screening/evaluation process should first be directed to the SBLC chairperson.*

CLUBS AND ORGANIZATIONS

4-H

Students in grades 4-8 are eligible to join the 4-H Club. The Louisiana Cooperative Extension Service offers opportunities for the students to become creative and productive citizens through the 4-H Club. Meetings are held once a month during school hours. An AEP faculty member and/or parent serves as the coordinator between the school and the 4-H office.

Fellowship of Christian Students

Membership in the Fellowship of Christian Students is open to 6th, 7th, and 8th grade students. FCS meets regularly at prescheduled times.

Student Council

Student Council officers and representatives are elected by the students in grades 6-8. At-large members may be selected by the director/faculty members. The Student Council provides opportunities for the A. E. Phillips student body to work together through participation in service projects and other activities that promote school spirit and pride. Any student who is elected to the Student Council is expected to be a role model and not experience disciplinary issues. A student may be removed from Student Council if misbehavior becomes a problem.

Sports

A.E. Phillips students must maintain at least a 2.5 GPA in core subjects to participate in sports/cheerleading/dance line. Seventh and eighth grade students may participate in the parish football, softball, baseball, soccer, volleyball, cross country, golf or track programs at Ruston Junior High School, provided they maintain a 2.5 or better GPA. Sixth grade students may participate in parish football. Parents are responsible for providing transportation and must sign students out in the office at the appointed time. Students are to remain in class until they are called from the office. Students must have a physical and proof of insurance to participate in sports.

Basketball

Basketball is available for males and females in the 6th, 7th, and 8th grade. There is a \$25 fee charged which is used to cover the costs of basketball program/awards. Students must have a physical and proof of insurance before participating in basketball. Any student who is selected to play on the AEP basketball team is expected to be a role model and not experience disciplinary issues. A student may be removed from the team if misbehavior becomes a problem.

Cross-Country

This after-school activity takes place in the fall and is available to students in grades 1-8. Students in grades 7-8 will practice and participate with Ruston Junior High. Students in grades 1-6 will practice and compete as an AEP team in meets in the local area. There is a \$35 fee to cover the costs of entries of meets and coach's salaries.

Cheerleading

In addition to coordinating pep rallies and cheering at games, cheerleaders are responsible for promoting Bullpup spirit all year. Cheerleaders will also serve as mentors to new students. Any 5th, 6th or 7th grade student wishing to tryout will be allowed to do so provided that he/she has a GPA of 2.5 or higher in all subjects, has parent permission, agrees to pay required expenses, and completes mandatory training. An additional member may be selected to serve as mascot. Attendance at all cheerleading functions is mandatory. These functions include practices, games, and pep rallies. Excuses must be cleared with the sponsors. Three unexcused absences will result in expulsion from the squad. Parents of the cheerleaders must be willing to aid in transportation and help coordinate, organize, and supervise their activities. Cheerleaders are chosen by a panel of outside judges in the spring. Try-outs are closed with only judges/school officials present. A complete description of the selection process will be sent home prior to clinic.

Cheerleading Tryout Guidelines

Tryouts to select cheerleaders for the next school year will be held in late winter/early spring of the current year. During tryouts, the candidates will be viewed by a panel of outside judges. Cheerleaders will be selected based on skill and spirit. A scoring rubric will be used. The number of cheerleaders selected will be determined by the natural break in the scores. Therefore, the number chosen may vary each year.

A mandatory clinic to prepare for tryouts will be held 3-4 days prior to tryouts. There will be a non-refundable fee assessed to cover the cost of the clinic and tryouts. Each candidate will be required to wear a white t-shirt and blue shorts with hair pulled back and tied with a ribbon. The color of the ribbon will be specified at the clinic.

During tryouts, candidates will be identified by number only. Clinic and tryouts are closed to the public. The cheer coach and faculty sponsor will not be on the judging panel. The director, who will also attend tryouts, will tally all candidate scores. The results of the judges' decisions will be final due to the objectivity of the selection process. The results will be posted on the school website the day of tryouts.

A clinic/tryout schedule, an estimated expense statement, a cheerleader tryout permission form, and the AEP cheerleader constitution will be sent home prior to the clinic. All behavior expectations will be noted within the constitution.

Dance Line

The Royal Blues is AEP's dance line and any 5th, 6th, or 7th grade student may try out in the spring of each year. Parents will be required to sign permission forms, pay required expenses, and ensure that their child attends all practices, games and clinics. A dance line contract will be provided to all students who wish to try out during the week of clinic and must be signed by the parent and child before being chosen for this group. Try outs are closed with only the judges, school officials, and sponsor(s) present.

A. E. Phillips Choir

The A. E. Phillips Choir is open to all 3rd-8th grade students interested in developing their singing voices and music reading skills to a level beyond that covered in the music classroom. Performance skills are also addressed. A variety of musical styles is presented through rehearsals and performances. The students will perform several concerts throughout the year including the Veterans' Day program, Christmas concert (at school and at nursing homes), District I Choral Festival, and Spring Concert. A small fee will be requested to pay bus fares and festival fees throughout the year. Concert dress will be the school uniform.

PARENT ACTIVITIES

Basketball Committee

The basketball committee is a support group composed of parents of basketball players, and cheerleaders. The purpose of this committee is to handle concessions, assist with supervision and setup of games, plan and decorate for the banquet, handle finances for the committee, and support coaches and sponsors.

Parent-Faculty Council

The Parent-Faculty Council shall be composed of no more than 30 total members nor less than 9 members, 26 members are to be parents/guardians of the students attending AEP, 3 teachers, and the director. The term of the parent/guardian members will be for no longer than three school years or until replaced. A member must have children attending AEP for the period of his/her membership on the council. New members are elected in the fall by the parent body. Officers are elected by the council. Meetings are held at the request of the President usually once a month.

Parents may also participate in the numerous committees that are a part of the A. E. Phillips parent organization. Parent volunteers serve on various committees during the school year, working to continuously improve the school through identifying needs, determining courses of action, and completing projects and activities. Parent participation is crucial to the success of the school. This is especially true during the accreditation process conducted every five years by the Southern Association of Colleges and Schools.

Volunteers

Parents may volunteer to assist in the school and on field trips but must have a completed background check on file if they are left in charge of students without the supervision of an AEP employee. Opportunities to sign up to volunteer may be done on the volunteer sheet at Back-to-School night or by contacting the office. Volunteers should sign in at the office and pick up a visitor's badge.

Principal Advisory Council

The purpose of the A. E. Phillips' Principal Advisory Council (PAC) is to work in conjunction with the principal in developing and/or addressing additions or modifications to the school's programs or policies. The PAC will serve in an advisory function to provide recommendations. The PAC will also keep parents informed about the events at school and maintain an ongoing dialogue between parents and the administration of AEP. At the beginning of each school year, each grade level will select its grade-level representative at the conclusion of grade-level meetings. Each year, a spokesperson for the PAC will be elected via email once all members are selected, but prior to the October meeting. Each grade-level representative will serve a one year term beginning in October and ending in August. Council members may not serve two consecutive terms.

DRESS CODE

The policy of A. E. Phillips Lab School shall be that no mode of attire will be considered proper for school wear that disrupts the classroom and/or the school's positive learning environment. The principal or his/her designee of the school shall make the final decision as to what is considered proper or improper dress according to the guidelines provided. The school's position is that it wants to teach each student to use good judgment in his/her total appearance so that the attention of others is not distracted from the purpose of the school. Cleanliness and values of the community shall be a basic consideration. The intent of this dress code is to maintain an optimum learning environment throughout the school day and all school-sponsored activities. A student whose attire/appearance is not acceptable will be required to make necessary changes in his/her appearance/ clothing.

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

Body Armor

It shall be unlawful and against policy for any student or non-student to wear or possess on his/her person, at any time, body armor on any school property, school campus, at a school-sponsored function, on a school bus or other school transportation, or in a firearm-free zone, with limited exception as enumerated in La. Rev. Stat. Ann. §14:95.9. School-sponsored functions shall include, but not be limited to, athletic competitions, dances, parties, or any extracurricular activities. A firearm-free zone means any area within one thousand feet of any school campus and within a school bus. *Body armor* shall mean bullet-resistant metal or other material intended to provide protection from weapons or bodily injury.

General Dress Code Rules

The AEP Dress Code includes but is not limited to the following guidelines:

1. Students will be expected to wear a school-approved uniform. Apparel should be worn as designed, i.e. belts buckled, pants at waist, shoestrings, tied, etc. Clothing should be clean and free of holes and tears.
2. There will be no mutilation including tearing, ripping, or cutting of hems, cuffs, sleeves, or body of any of the coordinates. NO OVER SIZING! The uniform must be in the correct size to avoid any sagging. Excessively tight clothing or pants are not allowed, which includes leggings.
3. A uniform shirt or uniform t-shirt must be worn at all times, including under jackets, and sweatshirts.
4. Clothing that allows the showing of undergarments is not permitted. See-through apparel is not permitted.
5. Socks are to be solid white, black, gray, red or navy (may have logos). **Socks with designs or patterns will not be permitted.** Socks are required if shoes are designed to be worn with socks.
6. Sunshades are not permitted.
7. Necklaces with large medallions may not be worn.
8. No baseball style caps, hats, sweat bands, bandannas, or tied head coverings are allowed on campus or on the bus; all will be taken and not returned. Students may wear toboggan caps to school during cold or inclement weather provided they are not worn inside any school buildings.
9. No body armor of any type is permitted to be worn.
10. No scarves, hats, gloves, or other cold-weather accessory other than a uniform approved sweatshirt or jacket may be worn in the classroom or hallways.

11. Male students are not allowed to wear earrings. Female students may wear one set of appropriate earrings. Earrings should not be larger than a quarter, no longer than one inch in length and can only be worn on the earlobe. All other visible body-piercing jewelry is not allowed. This includes nose, lip, tongue, eyebrow, etc. piercing. Students will be asked to remove any items causing a distraction.
12. Hair designs which cause undue attention, distracting from the educational environment as determined by the administration, are not allowed. Unnatural hair color is not permitted, i.e. blue, purple, green, etc.
13. Plain t-shirts worn under uniform shirts must be solid white and not extend beyond the uniform sleeve.
14. Shorts, skorts, dresses, and skirts are to be mid-thigh or longer (no shorter than SIX INCHES above the knee.) Measurements will be taken as the student kneels on the floor measuring from the floor to the bottom of the hem.
15. **All students in grades kindergarten through fifth grade are required to wear tennis shoes.** Six, seventh, and eighth grade students are to wear casual shoes or tennis shoes. Back-less shoes and shoes with heels more than two inches in height are not to be worn. Shoes must have a back that covers the heel.
16. At school sponsored events, swim suits must be a one piece. If a two-piece is worn, a dark T-shirt that covers the entire suit must be worn.
17. On the designated day of each month, students may wear AEP's **current year uniform t-shirts** with denim (blue jeans) or khaki bottoms which follow uniform guidelines—no holes or frayed bottoms. Pants must be hemmed. When blue jeans are worn, shirt tails do not have to be tucked in. If uniform bottoms are worn, shirts must be tucked in. Shirts cannot be knotted or gathered in a fastener.
18. **DRESS DOWN DAYS**—The director may designate days that students will be allowed to wear casual clothes. Extremely short or tight clothes will not be allowed. Shirts must cover the midriff when the arms are raised. Shirts may be sleeveless but tank tops are not permitted. Shorts must adhere to the “no more than six inches above the knee’ rule,” and must be hemmed and free of holes. Messages printed on shirts cannot be offensive or suggestive. Students in grades kindergarten through fifth grade will be required to wear tennis shoes on dress down days so that they may fully participate in PE. The director/designee will determine if clothing is inappropriate and those students failing to adhere to the guidelines will forfeit the right to wear casual clothes. **Tights or leggings will not be allowed on dress down days.**
19. Students improperly dressed will have the option to borrow a uniform from the office or call home for appropriate clothing. If the dress code is habitually broken, a conference with the director, parents, and student will be scheduled.
20. **Please LABEL ALL items brought to school, including clothing.** Do not monogram names on the outside of uniform pieces. **Once a month, unlabeled and/or unclaimed lost & found items will be donated to the AEP clothes closet or a local donation center.**
21. Polo dresses are not allowed.

SCHOOL UNIFORM POLICY

Shirts:

1. Polo style shirt colors: Solid red, white, or navy. They can be long or short sleeve with collar and buttons.
2. Official school-approved and school-sold uniform t-shirts. Students may wear red, navy or grey t-shirts.
3. NO LOGOS.
4. Shirt must be neatly tucked into pants at all times; shirt tails must be long enough to remain tucked with arms raised above the head. (Bare midriffs are not allowed.)
5. If an undershirt is worn under the polo shirt, it must be solid white. It must be logo, emblem and writing free.
6. **A polo style shirt or uniform t-shirt must be worn at all times.**

Pants/Shorts/Capris/Skirts/Skorts/Jumpers: (Must be of uniform style)

1. Colors: Khaki / tan or navy and AEP plaid skirts.
2. Fabric: Cotton or cotton polyester twill (no knit, rayon, denim, corduroy, linen, spandex, etc.)
3. Mid-calf pants (Capris) for girls are allowed.
4. Uniform Length: Skirts, skorts, and shorts (boys and girls) must be no shorter than 6 inches above the kneecap and must be the same length in the back as the front. Measurements will be taken as the student kneels on the floor measuring from the floor to the bottom of the hem.
5. Must be hemmed at the bottom with no holes, cuts, or rips anywhere.
6. No draw-string pants or joggers are allowed.
7. Belt must be worn if item has belt loops.
8. No cargo pants or shorts, carpenter pants, leggings or legging-like pants, bell bottoms, hip huggers, or ‘jeans style’ pants are permitted.

Belts:

1. Must be worn at the waist in belt loops, visible, and buckled at all times.
2. Belt is not to hang down excessively past belt loop.
3. Colors: Solid brown or black with a standard buckle are required.
4. Belt buckles must be plain and not oversized.

Tights and Leggings that are worn with skirts & jumpers:

1. Solid white, black, gray, red, or navy.
2. Leggings must come to the ankle.
3. Boys will not be permitted to wear tights or leggings.

Coats / Jackets:

1. Only approved solid navy sweaters, navy fleece jackets, or navy nylon jackets may be worn in the classroom.
2. NO LOGOS OR MONOGRAMMING is permitted.
3. All AEP school purchased sweaters, jackets, and sweatshirts may be worn in the classroom. Items purchased through AEP's PFC may have lettering or monogramming.
4. Coats may be worn to school on cold days, but not inside the classroom.

P.E. Uniform:

1. All 6th, 7th, and 8th grade boys and girls must dress out for P.E.
2. Uniforms may be purchased at the Ruston Locker Room. Parents are encouraged to put their student's initials on the shorts and shirts.

If you have any questions about what is allowed, please check with the office at AEP first. Keep all receipts in case an item of clothing is not acceptable.

Narcotics-Act 909

- Students 16 years of age and older who are found guilty of possession, dealing, distributing, having intent to distribute or knowledge of intent to distribute a controlled narcotic substance on school property will be expelled for 24 calendar months.
- Students under 16 found guilty of the same offenses as listed in #1 will be expelled for 12 months.
- Students in grades K-5 will be suspended and referred to the local school board for further discipline.

Firearms/Knives Act 620

- Any student 16 years of age or older found guilty of being in possession of a firearm or knife on school property shall be expelled from school for a minimum of twelve (12) calendar months.
- Any student under 16 years of age and in grades 6-12 found guilty of being in possession of a firearm or knife on school property shall be expelled from school for a minimum of six (6) calendar months.
- Any kindergarten through fifth grade student found guilty of possession of a firearm or knife on school property shall be suspended and referred to the local school board for disciplinary action.

Illnesses and Accidents

- It is the intent of A.E. Phillips to maintain a safe and healthy educational environment in school buildings, on school campuses, and at school-sponsored functions and activities. School administrators, teachers, volunteers, and other school personnel, however, cannot guarantee that the school environment will be free of illness or accidents.
- A.E. Phillips shall attempt to provide appropriate and reasonable care of students when they become ill or injured. Any treatment rendered should be in accordance with the severity of the illness or injury. When a child becomes seriously sick at school or is seriously injured in an accident, the principal or his/her designee shall be responsible for immediately contacting the parents. If the principal or designee is unable to contact the parents, he/she shall attempt to contact the family's primary care provider as noted on the *Health Information* form submitted by the parents at the beginning of the school year. The principal or designee shall also attempt to contact the person listed as the *emergency contact* on the *Health Information* form.
- If treatment is deemed urgent and the primary care provider is not immediately available for consultation, the principal shall call 911 or its equivalent. School personnel shall remain with the child until emergency medical personnel arrive to treat the ill or injured student. If emergency medical personnel deem it necessary to transport the student to a medical facility, school personnel may accompany the student.
- Neither the School Board nor the school shall assume any liability for the treatment of a student.
- Principals shall notify the Dean of all serious accidents to pupils whether they occur on the school grounds, on the school bus, on field trips or during any other student activity.

- To facilitate the rendering of health services, the school shall require the parent/legal guardian to submit properly completed standardized school health forms as enumerated in [Louisiana Handbook for School Administrators, Bulletin 741](#).
- No medication shall be administered to any student unless written permission from parents has been granted, and only in accordance with policy [JGCD, Administration of Medication](#).

First Aid

- Generally, treatment of injuries should be limited to the rendering of first aid. *First aid* is that immediate help given by the best qualified person at hand in case of accidents or sudden illness.
- At least one person at each school shall have had basic training in first aid. A master first aid kit shall be kept and properly maintained in each school. For more serious injuries, trained medical personnel should be summoned to assist with such injuries as needed.
- Assistance will be limited to the use of ice, water, and band-aids. NO MEDICATION, orally or topically, WILL BE USED. A temporary splint may be used if any injury is suspicious of a fracture. Parents will be notified if an injury or condition requires medical evaluation by a physician or dentist.

Medical Emergencies

If your child incurs a serious or life-threatening injury or medical emergency, a reasonable attempt to notify parent/guardian will be made by school personnel. Any appropriate first aid will be made and 911 will be called. Your child will be transported by ambulance to the nearest medical hospital. A.E. Phillips will not be held liable for any resulting medical complications or for any expenses incurred in the transport or provision of emergency care.

Accidents and Medical Insurance

Every accident in the school building, on the school grounds, at practice sessions, or at any school-sponsored athletic event must be reported immediately to the person in charge and to the school office. An accident report will be filled out by school personnel. Appropriate first aid will be applied and a reasonable attempt will be made by to notify parent/guardian by school personnel. The school will not be held liable for expenses related to accidents on school premises. A.E. Phillips *does not offer medical or medical liability insurance to students*. If you do not have medical coverage for your child, you may obtain information from the Lincoln Parish Health Unit, or from your personal physician or community healthcare provider. Your child may qualify for a low- or no-cost insurance with LaChip (Louisiana Children's Health Insurance Program). You may call 1 877-252-2447 or go to www.lachip.org for further information.

Medication Guidelines

The Louisiana State Legislature passed a law concerning medication administration in public schools. (R.S. 17:436, Act 87) A.E. Phillips adopted its Medication Guidelines to comply with this law. **Medications at school:**

- Will be limited to those which cannot be administered before or after school.
- Must be transported to and from school by a parent or guardian. (*DO NOT SEND MEDICATION WITH YOUR CHILD*)
- Must be in a pharmacy-approved container with a prescription label. This label should include a prescription number, child's name, name of medication, dosage and frequency, physician's name, date, and pharmacist's name.
- Will be limited to a one-month supply.
- Must be in correct dosage form. If a child is to receive a ½ pill, the pills should already be cut in half. A medication measuring spoon should accompany all liquids.
- Must have the first dose given at home.
- No OTC (Over the Counter) medication will be given at school.
- No antibiotics will be given at school.

If your child is taking medication or keeping medication at school, *YOU MUST HAVE A MEDICATION FORM ON FILE AT SCHOOL*. This 2-sided form includes a MEDICATION ORDER from a LA, TX, AR, or MS licensed physician or dentist *and* a PARENTAL CONSENT. This form is available at schools and local physician's offices. If you bring medication to give to your child at school, you must check in with the school office.

Health and Emergency Data

A Health Information Form is to be filled out for each student for the current school year. This form is available in the school office. The school **MUST HAVE** current phone numbers, at least one emergency contact phone number, and a current address on file for each student. Parents should notify teachers or the school office of any critical health or medical condition concerning their child. Parents should also notify the school office immediately of any change of address or phone numbers that occur during the school year. Failure to do so will hinder our ability to contact you in case of a health problem or emergency at school.

Immunizations

The Louisiana State Legislature passed a law concerning immunizations for school age children (RS 17:170). A.E. Phillips

requires every child to have a current immunization record to comply with this law. These immunization requirements must meet the standards set by the Louisiana DHH (Department of Health and Hospitals), Office of Public Health.

Communicable Diseases

A.E. Phillips follows the policies and guidelines set by the Louisiana DHH and Office of Public Health. Your child may be excluded from school if symptoms of a contagious or communicable disease are present. Schools will strive to prevent or contain an outbreak of a communicable disease. School personnel follow the Universal Precautions and Blood borne Pathogen Standards set by OSHA (Occupational Safety and Health Administration).

BULLYING, INTIMIDATION, HARASSMENT

A.E. Phillips is committed to maintaining a safe, orderly, civil and positive learning environment so that no student feels threatened while in school or participating in school-related activities. Students and their parents/guardians shall be notified that the school, school bus, and all other school environments are to be safe and secure for all. Therefore, all statements or actions of a bullying, intimidating, threatening, harassing, hazing, or any other violent nature made on campus, at school-sponsored activities, on school buses, at school bus stops, and en-route from home to the bus stop and from the bus stop home shall not be tolerated. Even if made in a joking manner, these statements or actions threatening other students, school personnel, or school property shall be unacceptable. All students, teachers, and other school employees shall take responsible measures within the scope of their individual authority to prevent violations of this policy.

Bullying, intimidation and harassment shall mean any intentional gesture or written, verbal, or physical act that a reasonable person under the circumstances should know will have the effect of harming a student or damaging his/her property or placing a student in reasonable fear of harm to his/her life or person or damage to his/her property and is so severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for a student.

Hazing shall mean any knowing behavior, whether by commission or omission, of any student to encourage, direct, order, or participate in any activity which subjects another student to potential physical, mental, or psychological harm for the purpose of initiation or admission into, affiliation with, continued membership in, or acceptance by existing members of any organization or extracurricular activity at a public elementary or secondary school, whether such behavior is planned or occurs on or off school property, including any school bus and school bus stop. Hazing does not mean any adult-directed and school-sanctioned athletic program practice or event or military training program.

Any solicitation to engage in hazing, and the aiding and abetting another person who engages in hazing shall be prohibited. The consent, stated or implied, of the hazing victim shall not be a defense in determining disciplinary action.

Reporting Procedures

Any student who believes he or she has been the victim of bullying, intimidation, threatening behavior, harassment or hazing by a student, teacher, administrator or other school personnel, or by any other person who is participating in, observing or otherwise engaged in activities including sporting events and other extracurricular activities, under the auspices of the school district or a school within the school system, is encouraged to immediately report the alleged acts to any appropriate school official.

Any teacher, administrator, or other school personnel who has or receives notice that a student has or may have been the victim of bullying, intimidation, threatening behavior, harassment, or hazing at school or any school activity shall be *required* to immediately report the alleged acts to an appropriate school district official.

At the School Building Level

The principal shall be the person responsible at the school level for receiving oral or written reports of bullying, intimidation, threatening behavior, harassment, or hazing of a student. Any other school administrator, teacher, or other school personnel who receives a report of bullying, intimidation, threatening behavior, harassment or hazing of a student shall immediately inform the principal, who shall notify the Dean or his/her designee.

Investigation and Complaints and Reports

The Dean or his/her designee shall immediately investigate or authorize the investigation of all reports and complaints involving alleged bullying, intimidation, threatening behavior, harassment or hazing of students. Investigations may consist of personal interviews with the complainants or the individual who is alleged to have been bullied, intimidated, threatened, harassed or hazed, the individual or individuals against whom the complaint is made, witnesses, and any other persons who may have knowledge of the alleged incident or incidents or circumstances leading to or giving rise to the complaint. Other methods of investigation also may be used and pertinent documents may be examined by the investigator.

During the pendency of an investigation, the school may take immediate steps, at its discretion, to protect the complainant, students, teachers, administrators or other school personnel pending completion of the investigation.

Investigations shall be completed as soon as practicable. A written report shall be prepared upon the completion of the investigation. If the complaint involves the Dean, the report shall be made and filed. The written report shall include determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

Disciplinary Action

The school shall take appropriate action in response to a report following an investigation of any alleged bullying, intimidation, threatening behavior, harassment, or hazing of a student. When the report determines that the alleged act or conduct appears to be in violation of this policy, disciplinary action shall be taken as outlined in the *Student Code of Conduct*. The principal/designee shall contact the parent, tutor, or legal guardian of the pupil being disciplined for alleged misconduct to notify them of the disciplinary action. Whenever the act or conduct determined to be a violation of this policy may also constitute a violation of state or federal criminal statute, the appropriate law enforcement officer shall be promptly notified.

Appeal

The parent of a student disciplined for violation of this policy may appeal to the principal or his/her designee no later than five (5) days after being notified of the disciplinary action. The Dean or his/her designee shall review all documentation regarding the incident, and if determined to be necessary by the Dean or designee, conduct a hearing on the matter. The results of the review or hearing shall be sent to the parents or legal guardian within three (3) school days. The decision of the Dean shall be final, except for a student expulsion, which may be appealed to the School Board in accordance with statutory provisions.

Dissemination of Policy

This policy shall be conspicuously posted in each school in a place or places accessible to all students, teachers and other personnel. The school shall develop a method for discussing this policy with students which shall take into account their level of understanding based upon their grade level or other consideration generally applicable to students enrolled in the same class or grade. The school district also shall discuss this policy with administrators and teachers, and other school personnel whose employment duties bring them into contact with students.

Sexual Harassment

Harassment on the basis of sex is a violation of state and federal law. A.E. Phillips will not tolerate any sexual harassment on the part of any student towards another student or staff member. Harassment does not only depend upon the perpetrator's intention, but also upon how the person who is the target perceives the behavior or is affected by it. Conduct in violation of this prohibition will result in severe disciplinary measures.

EXAMPLES OF SEXUAL HARASSMENT

VERBAL:

- Referring to an adult as girl, hunk, baby or honey
- Whistling at someone, making cat calls or kissing sounds
- Turning work discussions to sexual topics
- Making sexual comments about a person's body
- Making sexual innuendos
- Telling sexual jokes or stories
- Asking about sexual fantasies, preferences or history
- Asking questions about a person's social or sexual life
- Repeatedly asking out a person who is not interested
- Telling lies or spreading rumors about a person's sex life
- Asking for sexual favors
- Name calling of a sexual nature (hey baby, etc.)

NON-VERBAL:

- Looking a person up and down (elevator eyes)
- Staring at someone
- Blocking a person's path
- Standing too close
- Preventing someone from leaving an area
- Giving personal gifts
- Having sexually suggestive materials at the workplace (posters, calendars, etc.)
- Making facial expressions, winking, throwing kisses, licking lips
- Making sexual gestures with hands or through body movements

PHYSICAL:

- Touching a person's clothing, hair or body
- Constantly hanging around a person
- Hugging, patting, kissing or stroking
- Touching or rubbing oneself sexually around another person
- Standing close or brushing up against another person

Spiking (pulling down someone's pants)
Giving "wedgies" or "snuggies" (pulling underwear up between the buttocks)

These actions in and of themselves are not always considered sexual harassment. If these actions are unwelcome, AS DETERMINED BY THE RECIPIENT, that's the key test as to whether a given behavior constitutes sexual harassment! Any student complaint about another student engaging in sexual or other types of harassment reported to a teacher or counselor shall be immediately reported to the principal. The principal is responsible to investigate the complaint. The right to confidentiality, both of the complaining student and of the accused student, will be respected. The principal may request assistance of the Dean in investigating incidents of student harassment. If the act or acts involve possible criminal conduct, the appropriate police authorities should be notified. A substantiated charge against a student shall subject that student to disciplinary action, including suspension or expulsion, consistent with the school Code of Conduct. Student complaints about an employee shall be handled as provided in the LA Tech or LPSB Policy.

INTERNET SAFETY

Internet Usage

Student use of school computers or the School Computer System (SCS) shall be reserved for academic purposes only. All students using a school computer or a computer network located on school property, or computers accessing the Internet shall be accountable for its use. This shall include, but not limited to (a) unauthorized use resulting in expenses to the school; (b) equipment damage; (c) use of unauthorized software; (d) privacy and copyrights; (e) tampering; (f) accessing obscene and vulgar, or obscene messages or language; and (h) any action that is deemed inappropriate by the supervisory personnel. Student or class files on the network are analogous to school lockers; that is, these accounts will be treated as district property subject to control and inspection, rather than private property which cannot be searched without just cause. Use of the Internet and/or Blackboard sites is to be considered a privilege and any inappropriate use may result in appropriate disciplinary action and loss of privileges. NO student will be allowed to use the Internet and/or the SCS unless a signed consent form is on file.

Unauthorized and Illegal Use of Computers

Tampering with selection menus, procedures, or icons for the purpose of misleading or confusing other users shall be prohibited. Use of the network for any illegal activities shall also be prohibited. Illegal activities include (a) tampering with computer hardware or software, (b) unauthorized entry into computers and files, (c) knowledgeable vandalism or destruction of equipment, and (d) deletion of computer files. Such activity is considered a crime under state and federal law.

A. E. Phillips shall incorporate the use of Internet protection measures, either hardware or software, that are designed to restrict or filter access to specific areas or sites on the Internet. Such measures provide protection against access by minors or adults to Internet resources that are or contain obscene, pornographic, pervasively vulgar, excessively violent, or sexually harassing, or material harmful to minors (with respect to Internet access by minors), or are otherwise inappropriate in an educational environment.

It is the policy of A.E. Phillips that all Internet access from within school facilities be filtered with no exceptions. In the case of Internet access by minors, the filtering mechanism may not be disabled for any reason. However, the school does not prohibit employees or students from having unfiltered or unrestricted access to Internet or online services, including online services of newspapers with daily circulation of at least 1000, for legitimate scientific or educational purposes approved by the school. For access by adults, the filtering mechanism may be, but is not required to be disabled, to enable bona fide research.

The school recognizes that filtering or blocking technology is not 100% effective. School administrators may request the blocking of additional sites that are deemed inappropriate for their students. This request shall be in writing to the technology coordinator. The possibility exists that all inappropriate content may not be blocked or that a determined person may find a method to partially or completely circumvent the filtering or blocking method.

If a person feels an Internet site has been blocked in error, a written request from the school must be submitted to the Technology Coordinator, who will review the site in question. If it is deemed that the site is wrongly blocked, the site will be opened.

If there is any question about the appropriateness of the site, the Coordinator shall make a recommendation to the Dean for a final decision.

In addition to filtering requirements, the school shall maintain regulations which:

- Prohibit access by minors to inappropriate matter on the Internet and World Wide Web;
- Address the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications, such as *Instant Messaging*;
- Prohibit unauthorized access, including what is now known as *hacking*, and other unlawful on-line activities by minors online;
- Prohibit unauthorized disclosure, use, and dissemination of personal information regarding minors; and
- Institute measures designed to restrict minors' access to materials harmful to minors.

Guidelines are provided so that Internet users are aware of the responsibilities they are about to assume. Responsibilities include efficient, ethical, and legal utilization of network resources. The student and parent or guardians shall sign an *Acceptable Use of*

Computers and Internet Agreement, which shall be required before any student shall be allowed to use school system computers. The student and/or parent/guardian signatures shall be legally binding on all parties and shall indicate they have read the terms and conditions carefully and understand their significance.

Accountability

Student use of school computers or the School Computer System (SCS) shall be reserved for academic purposes only. All students using a school computer or a computer network located on school property, or computers accessing the Internet shall be accountable for its use. This shall include, but not be limited to (a) unauthorized use resulting in expenses to the school; (b) equipment damage; (c) use of unauthorized software; (d) privacy and copyrights; (e) tampering; (f) accessing obscene and objectionable materials; (g) sending or soliciting inflammatory, abusive, harassing, vulgar, or obscene messages or language; and (h) any action that is deemed inappropriate by the supervisory personnel. Student or class files on the network are analogous to school lockers, that is, these accounts will be treated as district property subject to control and inspection, rather than private property which cannot be searched without just cause. Access codes or passwords shall be assigned by the teacher if and/or when it is needed. The teacher shall keep a record of these accounts in case an inspection is warranted. Use of the Internet and/or the SCS is considered a privilege and any inappropriate use may result in appropriate disciplinary action and loss of privileges to use the Internet and the SCS. No student will be allowed to use the Internet and/or the SCS unless a signed consent form is on file.

Unauthorized and Illegal Use

Students must be under the supervision of a teacher, monitor, principal, librarian, or supervisor while using the School Computer System (SCS) or any school computer. Tampering with selection menus, procedures, or icons for the purpose of misleading or confusing other users shall be prohibited. Any use by any person of the SCS that incurs expenses to the school other than the monthly user fees and rates shall be strictly prohibited. Furthermore, the computer system shall not be used for commercial, political or religious purposes.

Use of the network for any illegal activities shall also be prohibited. Illegal activities include (a) tampering with computer hardware or software, (b) unauthorized entry into computers and files, (c) knowledgeable vandalism or destruction or equipment, and (d) deletion of computer files. Such activity is considered a crime under state and federal law.

Privacy and Copyrights

All students must adhere to the Copyright Law of the United States (P.L. 94-553), and to the Congressional Guidelines that delineate it regarding software, authorship, and copying information. The unauthorized copying or transfer of copyrighted materials may result in the loss of network privileges. Reposting personal communications without the original author's prior consent shall be prohibited. To do this is a violation of the author's privacy. All persons who willfully violate copyright laws do so without the sanction of the Board and at their own risk and assume all liability and responsibility. However, all messages posted in a public forum such as news groups or list serves (a means of broadcasting an E-mail message for the purpose of maintaining a discussion list) may be copied in subsequent communications, so long as proper attribution is given.

The school directs that:

- Unlawful copies of copyrighted materials shall not be produced on school-owned equipment or within school-owned facilities.
- Unlawful copies of copyrighted materials shall not be used on school-owned equipment, within school-owned facilities, or at school sponsored functions.
- Information about copyright law and guidelines shall be made available to all employees.

Installing Prank Software

Students should avoid the knowing or inadvertent spread of computer viruses and/or worms. Computer viruses and/or worms are programs that have been developed as pranks, and can destroy valuable programs and data. To reduce the risk of spreading a computer virus and/or worm, students shall not import files or programs from home or from unknown or disreputable sources. If a student obtains software or files from remote sources, proper procedures should be followed to check for viruses and/or worms before use. Deliberate attempts to degrade or disrupt the system or the performance of the network or any spreading of computer viruses and/or worms shall be considered criminal activity under state and federal law. No software shall be loaded without the permission of the administration.

Objectionable Materials

Profanity or obscenity shall not be tolerated on the network. All users should use language appropriate for school situations as indicated by school codes of conduct. Offensive or inflammatory speech should be avoided. The rights of others must be respected both in the local network and the Internet at large. Personal attacks are an unacceptable use of the network. If a user is the victim of a flame, a harsh critical or abusive statement, the user should bring the incident to the attention of a teacher or system administrator. It is usually better not to respond. Furthermore, retrieving and/or viewing pornographic or obscene materials shall not be allowed. The SCS shall be used for academic purposes only. Conduct that is in conflict with the responsibilities outlined in this document will be subject to loss of network privileges. Special restrictions by the school may be implemented in order to meet special needs provided that school policy is not violated.

Use of the Internet

The Internet is a vast global computer network that provides access to major universities, governmental agencies, other school systems, municipalities, commercial providers of data banks, and marketing services. Acceptable use of these resources shall be consistent with the philosophy, goals, and objectives of A.E. Phillips. Any person using computers or other electronic information resources shall be required to use such equipment and resources in a responsible, legal manner and must have a consent form on file. The school retains the right to monitor all computer usage and files for compliance to all regulations and/or procedures. Accordingly, regulations for participation by anyone on the Internet shall include, but not be limited to, the following:

- Appropriate language and manners which demonstrate honesty, ethics and respect for others shall be required.
- Individual students shall not be permitted to have E-mail accounts. Only classes as a whole or teachers and administrators may be permitted to have an E-mail account. Only appropriate teacher or class messages shall be allowed.
- No personal addresses, personal phone numbers, or last names shall be permitted on the Internet. Only first names and last initials shall be used to identify students and/or faculty in photographs posted on the internet. Schools must obtain parental permission prior to posting student photographs on the Internet. Pseudonyms, impersonations, and anonymity are not permitted.
- Illegal activities, including copyright or contract violations, shall not be permitted on the Internet.
- Students shall not be allowed access to online instant messenger programs, chat rooms and/or other forms of online communication.
- The Internet shall not be used for commercial, political, illegal, financial, or religious purposes. Violations shall be reported to a teacher or an administrator immediately.
- Threatening, profane, harassing, or abusive language shall be forbidden.
- Use of the network for any illegal activities is prohibited. Illegal activities include (a) tampering with computer hardware or software, (b) unauthorized entry into computers and files, (c) knowledgeable vandalism or destruction of equipment, and (d) deletion of computer files. Such activity is considered a crime under state and federal law.
- No user is permitted to knowingly or inadvertently load or create a computer virus and/or worm or load any software that destroys files and programs, confuses users, or disrupts the performance of the system. No third party software shall be installed without the consent of the assigned administrator.
- Resources offered by the Internet and paid for by the school may not be willfully wasted.
- A student may not attempt to access any Internet resource without the prior consent of the teacher.
- Invading the privacy of another user, using another's account, posting personal messages without the author's consent, and sending or posting anonymous messages shall be forbidden.
- Accessing pornographic or obscene materials, or using or sending profanity in messages shall be forbidden.
- Perusing or otherwise accessing information on manufacturing bombs or other incendiary devices shall be forbidden.
- Any subscription to list serves, bulletin boards, or on-line services shall be approved by the Superintendent or his/her designee prior to any such usage.

Use of the Internet is a privilege, and any inappropriate use may result in appropriate disciplinary action and loss of privileges to use the Internet. Disciplinary action may include but is not limited to loss of computer use, monetary reimbursement, suspension, detention, or suspension room assignment. This shall apply to all students.

We encourage teachers to allow students to use the vast resources available on the Internet to enhance lessons. Although A.E. Phillips has implemented a filtering system to prevent objectionable material from being accessed, there are no absolute guarantees. For this reason we require teachers to supervise students that access the Internet.

E-Reader/iPad

The wide variety of hardware and software capabilities of available e-Readers/iPads makes them challenging to monitor and control in a school environment in contrast with school owned technology assets like computers, etc. Therefore, our e-Reader/iPad Acceptable Use Policy needs to be specific and clear. A student who violates any portion of the e-Reader/iPad Acceptable Use Policy **WILL IMMEDIATELY** lose the privilege to use their e-Reader/iPad at school. No warnings will be given.

- All e-Readers/iPads must be registered with the child's teacher and in the school office and have official AEP sticker.
- An e-Reader/iPad Acceptable Use form must be signed by both the student and the parent.
- E-Readers/iPads are to be used **ONLY** for the reading of school approved material (books, etc.) and not for other purposes such as communication, entertainment, music, gaming, etc.
- All material on the e-Reader/iPad must comply with the spirit and policies of A.E. Phillips School.
- All e-Readers/iPads must have cellular and network capabilities disabled (turned off) while the device is at school.
- E-Readers/iPads must be used at appropriate times as defined by individual teachers. The e-Reader/iPad must not be a distraction for the student or those around him/her nor be a source of any classroom disruption.
- E-Readers/iPads are not to be used during lunch, middle-school breaks, during playground/recess time, or at carline.
- The student is responsible for knowing how to properly and effectively use their e-Reader/iPad and this should not be a burden for the teachers.
- At any time a teacher may request the student to unlock the screen and view an e-Reader/iPad content.
- E-Readers/iPads are not to be shared with other students. Students are only allowed to use their personal e-Reader/iPad.
- E-Reader/iPad permission form can be found in the appendix.
- Permission to use e-Readers/iPads in the classroom will be the homeroom teacher's decision.

Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that A.E. Phillips, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, A.E. Phillips may disclose appropriately designated "directory information" without written consent, unless you have advised the school to the contrary in writing. The primary purpose of directory information is to allow the school to include this type of information from your child's education records in certain school publications. Examples include:

A playbill, showing your student's role in a drama production;
The annual yearbook;
Honor roll or other recognition lists;
Graduation programs; and
Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want A. E. Phillips to disclose directory information from your child's education records without your prior written consent, you must notify the school in writing before Labor Day. A. E. Phillips has designated the following information as directory information: [Note: an LEA may, but does not have to, include all the information listed below.]

Student's name	Address
Participation in officially recognized activities and sports	Telephone listing
Weight and height of members of athletic teams	Grade level
Electronic mail address	Photograph
Degrees, honors, and awards received	Dates of attendance
Date and place of birth	Major field of study
The most recent educational agency or institution attended	

Transportation

Automobiles

If you drive your child to school, please note the following information. In order to safely and efficiently facilitate the arrival and departure of our students, you are asked to follow the procedures listed below:

- For safety and traffic reasons, all A.E. Phillips students will be dropped off and picked up in the circular drive on Hergot Street. **NO student(s) will be dropped off or picked up in any other locations.**
- Parents who need to see teachers in the morning will be able to park behind South Hall. The University Police will not ticket any cars between 7:00-8:00 a.m. If any visitors to A.E. Phillips are ticketed, the procedure to follow is to sign your name and address on the back of the ticket and leave the ticket in the office.
- Students should not be dropped off before 7:20 a.m. or left after 3:30 p.m. unless there are school activities with scheduled supervision.
- Parents should pull up to the far end of the curve when dropping off or picking up children. This allows more children to load or unload.
- If your child forgets an item or you do not have all your riders ready for pickup, please go back through the line again to prevent a back-up of traffic.
- Please follow the flow of traffic when leaving.
- For the safety of our students and our teachers, **please do not be on your cell phone while in car-line.**
- All parents will be required to have a car tag with the name(s) of the students they are picking up in car line.
- Carline procedures will be discussed in detail at Back to School Night.
- A carline map has been included in the handbook for reference.

Buses

Bus service is provided for the students at A. E. Phillips. All students riding the buses must follow the rules of conduct. Students who come to school on the bus should return home on the bus unless they have a written note from their parents. Only regularly scheduled bus students are to ride on the school bus. Students who temporarily ride the bus must have a note written by a parent. The note must also be signed by the director once she gets approval from the LBSB transportation department. Buses depart from the circular drive in front of the school. Good behavior is necessary on buses for the safety of all children. Any misbehavior on a school bus will be handled according to the bus policies.

STANDARDS of SAFETY and CONDUCT for BUSES

The privilege of all students riding school buses is conditional, based upon their behavior regarding observance of prescribed safety regulations and rules of conduct. Rules that apply at school, also apply on the school bus. The driver is in full charge of the bus and occupants at all times and has the authority to make necessary adjustments to maintain proper control, such as assigning seats if necessary. Students will be expected to follow guidelines listed below and show proper respect toward the driver and duty personnel assigned to supervise the loading and unloading of buses. Students may not be assigned to more than ONE bus. If your child must ride a bus other than his assigned bus, you must write a note requesting permission to ride and the note must be signed by the principal or authorized office personnel. Your child must give the signed note to the bus driver. **NO ADDITIONAL RIDERS WILL BE ALLOWED ON OVERCROWDED BUSES.**

WHILE WAITING FOR AND BOARDING SCHOOL BUSES

- Arrive at your bus stop prior to the designated time for the bus to arrive.
- Wait on the sidewalk or stand well back from the road while waiting for the bus to arrive.
- Avoid pushing and shoving and other forms of horseplay while waiting for the bus.
- Respect private property and avoid unnecessary noise that might disturb others.
- Form a single line and avoid pushing and breaking in line.
- Use caution while boarding the bus. Watch for slippery steps. Use handrails when available.
- Accept responsibility for the bus cleanliness.
- Do not enter the bus with bottle or can drink, candy popcorn, etc.
- Do not litter the bus.
- Locate a seat promptly and sit down.
- Dress code on buses will be the same dress code as outlined for the school the student attends.
- No cell phones are allowed on bus.

WHILE RIDING SCHOOL BUSES

- Students should remain seated at all times while the bus is in motion. Do not mar or deface the bus in any manner.

- Keep all aisles clear of feet, books and other objects that might obstruct passage.
- At all times keep head, hands, arms and body inside the bus. No objects should be thrown inside, outside or at the bus.
- Avoid unnecessary noise or activities that might distract the driver from his major responsibility of driving.
- No alcoholic beverage, drugs or tobacco will be allowed on the bus.
- Report to the bus driver any behavior which is unsafe, harmful or obscene. Eating and drinking are not allowed on any bus.
- Do not abuse your privilege to ride a school bus.
- Be courteous, mannerly and understanding of one another.
- The school bus is a classroom on wheels and your behavior should be the same as that expected in the classroom.
- Show proper respect toward the bus driver, occupants of other vehicles, pedestrians encountered on the bus route as well as other students on the bus. Students who do not cooperate are subject to disciplinary action, suspension or expulsion from riding the bus.

WHILE EXITING SCHOOL BUS

- Remain seated until the bus comes to a complete stop.
- Leave the bus promptly and orderly at your bus stop. Do not run.
- Students who must cross the road in front of the bus should cross far enough in front of the bus so that the driver can easily see the smallest child. (Students should wait for the driver to motion them across the road. Students should walk, not run, and also watch for traffic in both directions.)
- Walk directly home by the safest route. Students will always be picked up and dropped off at their designated stop.
- Avoid trespassing on private property.
- Beware of drivers and pedestrians exhibiting unusual behavior.

EMERGENCY SITUATIONS WHILE ON SCHOOL BUS

- Report any emergency to the school bus driver.
- In case of an accident, remain seated until the driver tells you what to do or until you are sure of the safest move to make.
- Don't touch emergency equipment or safety releases unless told to do so by the bus driver, except in the case of an extreme emergency and you are the closest to the door.
- Remain calm and encourage others to do the same.
- Never move injured persons unless absolutely necessary.

EVACUATION SITUATIONS WHILE ON SCHOOL BUS

- Know where emergency exits are that could be used.
- Passengers closest to the door should exit first.
- Duck your head as you go out.
- Kick windows out if the doors are stuck.
- Wrap loose clothing around you so you won't get snagged or caught by rough metal edges.
- Keep your hands free. Leave everything behind. (Your life is worth more than your lunch box or books.)
- If there is a need to jump from the bus, bend your knees to cushion the jump.
- Older students should assist younger students when exiting.
- Clear the exit area so others can follow.
- Get off the roadway or street after exiting.
- If the driver or riders are injured, seek help.

TEACHER BILL OF RIGHTS

(LSA—R.S. 17:416.18)

Respecting the authority of teachers is essential to creating an environment conducive to learning, effective instruction in the classroom, and proper administration of city, parish and other local public schools. To maintain and protect that authority, it is important that teachers, administrators, parents and students are fully informed of the various right conferred upon teachers. Those rights, the Teacher Bill of Rights, are established as follows:

- A teacher has the right to teach free from fear of frivolous lawsuits, including the right to qualified immunity and to a legal defense, and to indemnification by the employing school board, pursuant to R.S. 17:416.1 ©, 416.4, 416.5 and 416.11, for actions taken in the performance of duties of the teacher's employment
- A teacher has the right to appropriately discipline students in accordance with R.S. 17:223 and through 416.6 and any city, parish, or other local public school board regulation.
- A teacher has the right to remove any persistently disruptive student from his/her classroom when the student's behavior prevents the orderly instruction of other students or when the student displays impudent or defiant behavior and to place the student in the custody of the director or his/her designee pursuant to R.S. 17:416 (A) (1)(c).
- A teacher has the right to have his or her professional judgment and discretion respected by school and district administrators in any disciplinary action taken by the teacher in accordance with school and district policy and with R.S. 17:416(A)(1)(c).
- A teacher has the right to teach in a safe, secure, and orderly environment that is conducive to learning and free from recognized dangers or hazards that are causing or likely to cause serious injury in accordance with R.S. 17:416.9 and 416.6.
- A teacher has the right to be treated with civility and respect as provided in R.S. 17:416.12.
- A teacher has the right to communicate with and to request the participation of parents in appropriate student disciplinary decision pursuant to R.S. 17:235.1 and 416(A).
- A teacher has the right to be free from excessively burdensome disciplinary paperwork.
- A beginning teacher has the right to receive leadership and support in accordance with R.S. 17:3881, including the assignment of a qualified, experienced mentor who commits to helping him/her become a competent, confident professional in the classroom and offers support and assistance as needed to meet performance standards and professional expectations.

***No city, parish or other local public school board shall establish policies that prevent teachers from exercising the rights provided herein. The provisions of the Teacher Bill of Rights shall not be construed to supersede any other state law, BESE Policy, or city, parish or other local public school board policy enacted or adopted relative to the discipline of students.**

Parent Permission Form

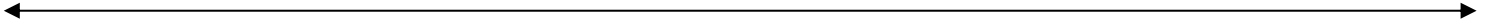
For use of student's name, photo, video or school work on the World Wide Web or Television

Name of Student _____

Name of Parent/Guardian _____

School Name A E Phillips Laboratory School Homeroom Teacher _____

Before your child's name, photo, video, writing, or artwork can be displayed for public viewing, we must have parental permission. Because once material is posted, it can be seen by people all over the world, we request that parents sign this permission form. Before any student's name, photo, video or school work is placed online or on television, the teacher responsible checks the file for parental permission. If you have any questions or to request the removal of a student name, picture, video or school work, please contact the school office.



Parental Permission

I understand my child's name, photo, writing, video or artwork may be published on the World Wide Web or television. My child's name, photo, video or school work will be removed immediately upon my request. The form is valid for the entire school year associated with the date stated below.

_____ YES, you may use my child's name, photo, video or school work on the school or district website and television during the 2018-2019 school year.

_____ NO, you may not use my child's name, photo, video or school work on the school or district website and television during the 2018-2019 school year.

Student Signature _____

Parent Signature _____

Date _____

Please sign and return to your child's school as soon as possible. Thank you!

A.E. Phillips School

E-Reader/iPad Acceptable Use Policy Agreement Form

Parent/Guardian Agreement

I authorize my child to bring their e-Reader/iPad to A.E. Phillips School with the understanding that it is to be used as a tool for reading **only** and that my child will comply with the aforementioned e-Reader/iPad Acceptable Use Policy. I understand that A.E. Phillips School is not responsible for any damage or loss associated with my child's e-Reader/iPad. I also understand that a violation of the e-Reader/iPad policy will result in my child losing the privilege to bring their e-Reader/iPad to school.

Parent/Guardian Name: (Print) _____

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Phone: _____

Parent/Guardian Email: _____

E-Reader/iPad Make/Model: _____

Student Agreement

I agree to abide by all guidelines set forth in A.E. Phillips School's e-Reader/iPad Acceptable Use Policy as well as those outlined in the Parent-Student Handbook. I understand that a violation of the e-Reader/iPad policy may result in losing the privilege to bring the e-Reader/iPad to school for a length of time commensurate with the nature of the violation.

Student Name: (Print) _____

Student Signature: _____ Date: _____

A. E. Phillips Learning Compact

We, the people of A. E. Phillips Laboratory School, in order to secure a more complete education for all citizens, do solemnly proclaim the following beliefs:

The mission of A. E. Phillips Laboratory School is to foster a learning community in which members become creative, self-directed lifelong learners. These beliefs are the basis for our collaborative efforts and agreements.

Parents agree to the following criteria:

- I agree to read all rules and support school policy.
- I agree to ensure that my child arrives at school on time each day and has transportation at the end of the school day.
- I agree to ensure that my child completes all assignments.
- I agree to attend all required parent/teacher/principal conferences.
- I agree that my child will adhere to the school uniform dress code.
- I agree to work collaboratively with the faculty and director.

Parent signature _____

Students agree to the following criteria:

- I agree to work toward becoming an intrinsic learner.
- I agree to make choices that further my education.
- I agree to complete all assignments.
- I agree to obey all school rules.
- I agree to adhere to the school uniform dress code.

Student signature _____

Teachers agree to the following criteria:

- I agree to develop, implement, and assess curriculum for my students.
- I agree to reflect on my instructional methods.
- I agree to be professionally literate on current research.
- I agree to keep parents informed of their child's academic progress.
- I agree to maintain an environment conducive to learning.
- I agree to wear reasonable and appropriate attire.

Teacher signature _____

The director agrees to the following criteria:

- I agree to provide a safe, positive, well-managed environment in which all students, faculty, and staff are treated fairly and with respect.
- I agree to provide curriculum and instructional practices to nurture students in becoming active community members and leaders.
- I agree to be professionally literate on current research.
- I agree to encourage parental involvement.
- I agree to keep parents informed about school activities and the state accountability program.
- I agree to wear reasonable and appropriate attire.

Director's signature _____

Signature Page

Students and Parents,

Please sign this sheet, remove it from the handbook, and return it to the school.

STUDENT SECTION:

I have read the information in the **A.E. Phillips'** handbook. I understand the guidelines and regulations in each section of the handbook. I agree to:

- attend school daily (except when absent for reasons due to illness or other excused reasons).
- arrive at school on time each day.
- demonstrate significant effort toward completing all required homework assignments.
- follow the school and classroom rules.

I have read A.E. Phillip's Acceptable Use Policy For School Computer Systems and the Internet — Student Use. I agree to follow the rules contained in these policies, I understand that if I violate the rules, my internet privileges can be terminated and I will be subject to suspension and/or other disciplinary measures.

Student Signature _____

PARENT SECTION

I have read the information in the **A.E. Phillips'** handbook. I understand the guidelines and regulations in each section of the handbook. I agree to ensure that my child:

- attends school daily (except when absent for reasons due to illness or other excused reasons).
- arrives at school on time each day.
- completes all required homework assignments.
- follows the school and classroom rules.
- I also agree to attend all required parent and teacher or principal conferences.

I have read A.E. Phillip's Acceptable Use Policy For School Computer Systems and the Internet — Student Use. I hereby release A.E. Phillips, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's misuse, or inability to use, the A.E. Phillips system, including, but not limited to claims that may arise from the unauthorized use of the system to purchase products or services.

Parent/Guardian Signature _____

Date _____

Homeroom teacher _____

A.E. PHILLIPS PROGRESSIVE DISCIPLINARY DISPOSITIONS

INFR #	INFRACTIONS	First	Second	Third	Fourth
1	Possessing Weapons	The principal renders due process to the student and the student is suspended at least a minimum of (3) days and up to a maximum of (9) days during which time an expulsion hearing will be held. The principal shall file charges immediately if evidence is present. In the case of a student in grades Kindergarten through Grade Five who is found carrying or possessing a knife the blade of which equals or exceeds two inches in length, the principal may, but is not required to, recommend the student's expulsion. LSA- R.S. 17:416 B(b)			
2	Striking a teacher or other school personnel	The principal renders due process due to the student and the student is suspended at least a minimum of (3) days and up to a maximum of (9) days during which time an expulsion hearing will be held. The principal shall file charges immediately if evidence is present.			
3	Possessing or using any controlled substance or alcohol	Same as infraction #2.			
4	Initiating any false alarms and/or bomb threats	Same as infraction #2.			
5	Threatening a teacher or other school personnel	Same as infraction #2.			
6	Defacing, stealing, or destroying school property	The student is suspended for (1) to (3) days with a parent return. The parent is required to pay for damages.	The student is suspended for (4) to (6) days with a parent return. The parent is required to pay for damages.	The student is suspended for up to (9) days pending an expulsion hearing. The parent is required to pay for damages.	
7	Initiating, instigating, participating in a fight, and/or striking/shoving a student	The student is assigned ISS for up to (3) days with a parent conference and referred for counseling.	The student is suspended for up to (3) days with a parent return	The student is suspended for up to (5) days with a parent return and a student discipline contract.	The student is to be suspended up to (9) days pending an expulsion hearing.

INFR #	INFRACTIONS	First	Second	Third	Fourth
8	Bullying or hazing students	The student will receive counseling and will participate in a conference with the school director and parents.	The principal renders due process to the student and the student is suspended at least a minimum of (3) days and up to a maximum of (9) days during which time an expulsion hearing will be held. The principal shall file charges immediately if evidence is present.		
9	Threatening a student with serious bodily harm	The student will receive counseling and will be placed in ISS for the remainder of the day and/or will be suspended up to (3) days and parental contact is made.	The student is suspended for up to (3) days with a parent return and referred for counseling.	The student is suspended up to (5) days with a parent return and a student discipline contract.	The student is suspended for up to (9) days pending an expulsion hearing.
10	Possessing or using fireworks	The principal renders due process to the student and the student is suspended at least a minimum of (3) days and up to a maximum of (9) days during which time an expulsion hearing will be held. The principal shall file charges immediately if evidence is present.			
11	Possessing tobacco, lighters, or matches	The student is assigned ISS for up to 3 days pending a parent conference.	The student is assigned ISS for (5) days with parental contact and referred for counseling.	The student is suspended for (3) days with a parent return and a student discipline contract.	The student is suspended up to (9) days pending an expulsion hearing.
12	Using tobacco	The student is assigned ISS for up to (3) days with a parent conference.	The student is suspended for (3) days with a parent return and referred for counseling.	The student is suspended for (5) days with a parent return and a student discipline contract.	The student is suspended up to (9) days pending an expulsion hearing.
13	Unapproved possession, use, operation of electronic devices	The items are confiscated and returned to the parent. Appropriate fees may be assessed as outlined in the handbook.	The student is assigned ISS for up to (2) days after confiscation and parental contact is made. Appropriate fees may be assessed as outlined in the handbook.	The student is suspended for (2) days with a parent return and referred for counseling. Appropriate fees may be assessed as outlined in the handbook.	The student is suspended for (5) days with a parent return and a student discipline contract. Appropriate fees may be assessed as outlined in the handbook.
14	Loitering on any school campus, bus or school sponsored events while suspended	The principal contacts the parent and the student is released to the parent.	The principal contacts the Truancy Center and parents. The student is released to the Truancy Center or parents.	The principal contacts the SRO and a citation is issued for trespassing.	The student's suspension is extended up to (9) days pending an expulsion hearing.

INFR #	INFRACTIONS	First	Second	Third	Fourth
15	Participating in gambling	The student is assigned ISS for up to 2 days, counseling and parental contact is made.	The student is suspended (2) days pending a parent return.	The student is suspended for (3) days with a parent return and referred for counseling.	The student is suspended up to (9) days pending an expulsion hearing.
16	Disobeying or refusing to comply with any reasonable request	The student will receive counseling and will be placed in ISS for the remainder of the day and/or will be suspended up to (3) days and parental contact is made.	The student is suspended for (3) days with a parent return and referred for counseling.	The student is suspended up to (4) days with a parent return and a student discipline contract.	The student is suspended for (5) days pending an expulsion hearing.
17	Possession of an imitation weapon	The student will receive counseling and will participate in a conference with the school director and parents.	The student is suspended for up to (3) days with a parent return.	The student is suspended up to (5) days with a parent return and referred for counseling.	The student is suspended for (9) days pending an expulsion hearing.
18	Committing an act of defiance in language or action	The student will receive counseling and will be placed in ISS for the remainder of the day and/or will be suspended up to (3) days and parental contact is made.	The student is suspended for (3) days with a parent return and referred for counseling.	The student is suspended up to (4) days with a parent return and a student discipline contract.	The student is suspended for (5) days pending an expulsion hearing.
19	Using forged notes or Forged official forms	The student is assigned ISS for (1) day and parental contact is made.	The student is suspended for (3) days with a parent return.	The student is suspended for (5) days with a parent return and referred for counseling.	The student is suspended for (9) days pending an expulsion hearing.
20	Leaving class/school Without permission or failure to attend all classes/skipping	The student is assigned 1 day suspension and parental contact is made.	The student is suspended for (2) days with a parent return.	The student is suspended for (3) days with a parent return and referred for counseling.	The student is suspended up to (9) days with a parent return and student discipline contract.
21	Violating the school dress code	The school policy is reviewed with the student and the student is given an opportunity to change with parental contact.	The student is assigned lunch/recess detention for (2) days or its equivalent, parental contact is made and the student is permitted to change with an unexcused absence for classes missed	The student is suspended for up to (3) days with a parent return and referred for counseling.	The student is suspended for (9) days with a parent return and referred for counseling.
22	Using profanity toward school personnel	The student is suspended for up to (3) days pending a parent return.	The student is suspended for up to (5) days with a parent return and referred for counseling.	The student is suspended for (7) days with a parent return and student discipline contract.	The student is suspended up to (9) days pending an expulsion hearing.
23	Using profanity toward other students	The student is subject to a discretionary suspension up to (3) days with a parent return.	The student is suspended (3) to (5) days with a parent return and referred for counseling.	The student is suspended up to (5) days with a parent return and referred for counseling.	The student is suspended up to (9) days pending an expulsion hearing.
24	Engaging in mutual displays of affection (kissing, etc.)	The student is assigned up to (2) days lunch/recess detention and parental contact is made.	The student is assigned (2) days ISS pending a parent conference.	The student is suspended up to (3) days with a parent return and referred for counseling.	The student is suspended up to (5) days with a parent return and referred to the school counselor.

INFR #	INFRACTIONS	First	Second	Third	Fourth
25	Committing immoral practices or acts	The principal renders due process to the student and the student is suspended at least a minimum of (3) days and up to a maximum of (9) days pending an investigation. The student and parent/legal guardian are informed if the suspension is extended to include pending an expulsion hearing or rescinded.			
26	Making unfounded charges against school personnel	The principal renders due process to the student and the student is suspended at least a minimum of (3) days and up to a maximum of (9) days pending an investigation. The student and parent/legal guardian are informed if the suspension is extended to include pending an expulsion hearing or rescinded.			

NOTE: As prescribed in state law, "a pupil who is suspended or expelled shall receive no credit for school work missed while suspended or expelled." R.S.17:416(3e)



A.E. PHILLIPS CAR LINE ROUTE

