



**A. E. PHILLIPS**  
**BULLPUPS**

**Student Handbook**

# TABLE OF CONTENTS

FACULTY AND STAFF _____	1
FORWARD _____	2
MISSION STATEMENT _____	2
EQUAL OPPORTUNITY STATEMENT _____	2
PARENTS' RIGHT TO KNOW _____	2
MANDATORY REPORTERS _____	2
FAMILY INVOLVEMENT POLICY _____	2
DESCRIPTION OF THE SCHOOL _____	2
GENERAL POLICIES _____	3
Admission _____	3
Fees _____	3
Financial Assistance _____	3
Fundraising _____	3
Insurance _____	3
Parent Volunteers/Substitute Teachers _____	3
Parking _____	3
School Hours _____	4
Attendance _____	4
Absence Reporting _____	5
Tardiness / Time on Task _____	5
Family Trips/Other Personal Absences _____	5
Check-Out Policy _____	5
Jurisdiction _____	5
Promotion/Retention/Grading Scale _____	6
Homework _____	6
Grading Scale _____	6
Piano Lessons _____	6
Cell Phones and Electronic Devices _____	6
Locker Searches _____	6
Lost and Found _____	6
Procedures for Leaving the Classroom _____	6
Visitors _____	6
School Tours _____	6
Teacher Observations _____	7
Lunchroom _____	7
Conferences _____	7
Communication with Teachers _____	7
Obtaining Information _____	7
School / Class email lists _____	7
School Building Level Committee (SBLC) _____	7
Reporting to Parents _____	7
Medication Policy _____	8
Contagious Diseases _____	8
Safety _____	8
Responsibilities _____	8
Safety Drills/Bad Weather _____	8
Flowers/Gifts _____	8
Playground Rules/Recess _____	8
After School Playground use _____	8
Field Trips/ Field Trip Policy _____	8
Travel _____	8
Middle School Class Trips _____	9

Policy on Distributing/Selling Items on Campus	9
School Calendar	9
Leaving Campus	9
Counseling Program	9
Student Advocacy Program	9
Telephones	9
Messages	9
Textbooks/School Property	10
Internet	10
Library Policy and Procedures	10
Intervals and Class Changes	10
Lockers/Locker Search	10
Fragrances/Perfumes	10
AEP Website	10
Awards Programs	10
Parent Cooperation Statement	10
Gifted Screening/Referrals	10
CLUBS AND ORGANIZATIONS	11
4-H	11
Fellowship of Christian Students	11
Student Council	11
Sports	11
Basketball	11
Cross-Country	11
Cheerleading/Tryout Guidelines	12
Dance Line	12
Choir	12
PARENT ACTIVITIES	12
Basketball Committee	12
Parent Faculty Council	12
Volunteers	12
DRESS CODE	12
UNIFORM POLICY	13
Illnesses and Accidents	14
First Aid/Medical Emergencies	15
Accidents and Medical Insurance	15
Medication Guidelines Health and Emergency Dat	15
Immunizations/Communicable Diseases	16
BULLYING, INTIMIDATION, HARASSMENT	16
INTERNET SAFETY	18
EReaders/iPADs	20
Directory Information	20
Transportation Cars/Bus	21
Teacher Bill of Rights	22
Discipline	23
Expulsion	23
Corporal Punishment	23
Narcotics	23
Firearms	23
Progressive Discipline Dispositions	24
Carline Map	29

# FACULTY AND STAFF

Director.....Jenny Blalock, Ed. D.  
Assistant Director of Elementary.....Stephanie Whitten  
Assistant Director of Middle School.....Lori Kelly  
Counselor.....Norman Rivera, MA, LPC  
Assistant to the Director.....Rosemary Reeves  
Manager of Budget & Administrative Assistant..... Anne Thompson  
Administrative Coordinator 3.....Terri Sullivan

## Instructional Personnel

### Primary Team

Kindergarten.....Dionna LeBlanc, Claudia Wagner  
First Grade.....Kelly Hodge, Megan Hunt  
Second Grade.....Paige Harvey, Haley Wynne

### Intermediate Team

Third Grade.....Tracy Bennett, Ed.D., Jada Walsworth  
Fourth Grade.....Lori Braddock, Gail VanDenLangenberg  
Fifth Grade.....Sheree Cramer, Patty Scheaffer

### Middle School Team

Math.....Grace Joseph, Ph.D., Lauren Pipes  
Science .....Michelle Blount  
Social Studies.....Adam Thomason  
ELA.....Kellye Ketchum, 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.....Kelly Simmons  
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.

## **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](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:

<u>Primary</u>	<u>Intermediate</u>	<u>Middle</u>
Kindergarten	Third Grade	Sixth Grade
First Grade	Fourth Grade	Seventh Grade
Second Grade	Fifth 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 southwest wing of the school. The gifted classroom is located adjacent to the art room.

**Computers** Each student at AEP has access to an electronic device (either Chromebook, ipad, or computer). 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 8<sup>th</sup> 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 5<sup>th</sup> 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 5<sup>th</sup> or the post-dated check will be deposited. There will be a \$25 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, and sporting events.
- 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. According to Louisiana Compulsory Attendance Laws, if a student misses more than ten (10) days of school, he or she will not be promoted to the next grade (Cumulative excused and unexcused with the exception of absences covered by a doctor's excuse). After the 5<sup>th</sup> 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/JCampus 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. Middle school students who are not in class within 4 minutes of scheduled start time, are considered tardy unless excused by faculty or staff member. The director/designee will make the final decision regarding excused or unexcused tardies. After the 3<sup>rd</sup> 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 counselor 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 as well as add increased burden to teachers, as they strive to keep your child caught up with their classmates.
2. Discuss any planned absences with all of your child’s teachers at least one week in advance. The student will be responsible for any skills/class work/tests missed during the absence.
3. 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 to check out. 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, 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 an F for the final grade average in ELA or math, the student will be retained. 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. 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.** Your child's teacher will provide it upon their return. However, if your child is absent more than one day, please 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

### **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**

**Kindergarten through fifth grade** students are not to bring any electronic devices such as iPhones, iPads, digital cameras, and watches that have text/calling features to school.

**Middle school students (grades 6-8)** may bring cellular phones only 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. In some classes, teachers may choose to use a pocket chart for students to turn in cell phones for the duration of class. 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. 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**

School tours for prospective students and families will be given once a month. Families can contact [swhitten@aep,latech.edu](mailto:swhitten@aep,latech.edu) 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. Lunch 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. Lunch 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.

### **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, Assistant Director of Elementary [swhitten@aep.latech.edu](mailto:swhitten@aep.latech.edu) or Lori Kelly, Assistant Director of Middle School

**Step 3-** Dr. Jenny Blalock, Director  
[jblalock@aep.latech.edu](mailto:jblalock@aep.latech.edu)

**Step 4-**Dr. Don Schillinger, Dean of College of Education  
(318) 257-3712  
[dschill@latech.edu](mailto: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 month. If a parent feels their child's progress needs to be discussed in an SBLC meeting, the parent should contact Stephanie Whitten, SBLC chairperson, with their concerns ([swhitten@aep.latech.edu](mailto:swhitten@aep.latech.edu)). 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-5<sup>th</sup> 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](http://www.aep.latech.edu) or the Lincoln Parish Schools' website at [www.lincolnschools.org](http://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. If a student must have medication during school hours, parents may come to school to administer it or bring to school with proper documentation from doctor so that the school nurse or other trained faculty may administer it. 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 the 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 or text 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 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.

### **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. 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.

### **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 fundraising 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 are 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

### **Student Advocacy Program and Middle School Mentoring 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.

When students enter middle school, they will participate in a mentoring program, where students meet with an assigned mentor (teacher, counselor, or administrator from AEP), on a weekly basis. These small mentor groups will discuss topics such as qualities of leadership and concerns that face middle schoolers today.

### **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 sent via telephone, fax, or email 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 and School Property**

All textbooks are loaned to students for use during the school year, unless specified as a consumable (workbook, novel, etc.). 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](http://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), A/B Honor Roll, Perfect Attendance (no tardies, checkouts, or absences for the year), and Attendance (no more than four tardies, checkouts or absences for the year). Teachers and club sponsors 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 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade students. FCS meets regularly at pre scheduled 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 the 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 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. Students in grades 7-8 can try out for the Ruston Junior High school cross country team.

### **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 try out 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 the 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 cheer sponsor 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 shared 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 5<sup>th</sup>, 6<sup>th</sup>, or 7<sup>th</sup> 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. Tryouts 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 3<sup>rd</sup>-8<sup>th</sup> 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.

### **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.

### **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. A student whose attire/appearance is not acceptable will be required to make necessary changes in his/her appearance/

clothing. Extremes in style and fit in student dress and extremes in style of grooming will not be permitted. No student shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, 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, or sexual connotation.

**Polo-style Shirts:**

- Colors: Solid red, white, gray, or navy. They can be long or short sleeve with a collar and buttons.
- The only logo allowed on a polo shirt is the AEP logo.
- If an undershirt is worn under the polo-style shirt, it must be solid white. No logos, emblems, or writing.

**Uniform T-shirts:**

- PFC-sold (school-approved) T-shirts only. Last year's T-shirts are acceptable.

**Pants and Shorts:**

- Colors: Khaki or navy (Shorts only: AEP plaid is acceptable for young ladies) Plaid pants are not school-approved.
- Fabric: Cotton or cotton polyester twill. No knit, rayon, denim, corduroy, linen, spandex, etc.
- Mid-calf pants (capris) for girls are allowed. However, they must not be tight.
- Shorts must be no shorter than 6 inches above the kneecap.
- Must be hemmed at the bottom with no holes, cuts, or rips.
- No draw-string pants or joggers are allowed, including dress down days.
- No cargo, carpenter, leggings, legging-like pants, bell bottoms, or jean-style pants or shorts are allowed.

**Skirts, Skorts, Jumpers, and Dresses:**

- Colors: Khaki, navy, and AEP plaid.
- Fabric: Cotton or cotton polyester twill. No knit, rayon, denim, corduroy, linen, spandex, etc.
- No shorter than 6 inches above the kneecap and must be the same length in the back as the front.
- Must be hemmed at the bottom with no holes, cuts, or rips.

**Tights and Leggings that are worn with skirts & jumpers:**

- Young ladies may wear leggings under skirts, skorts, and jumpers. Not under shorts. Must come to the ankle.
- Colors: Solid white, gray, red, or navy. No black tights/leggings. ☆New☆

**Belts:**

- Colors: Solid brown or black. Standard buckle (plain, not oversized).
- Must be worn at the waist in belt loops, visible, and buckled at all times. Not excessive in length.

**Sweaters and Jackets:**

- PFC-sold apparel may be worn inside the classroom.
- Colors: navy, gray, and red
- No logos or monogramming is permitted.
- Example acceptable fabrics: fleece, nylon
- Coats may be worn to school on cold days, but not inside the classroom. Heavy coats should not be worn to school on mild days when sweaters and jackets, in the school uniform, are of acceptable warmth.
- No hooded sweatshirts ☆New☆

**Bows and Fabric headbands: ☆New☆**

- Must be solid red, white, navy, or AEP plaid.
- No rhinestone, cat-ear, or unicorn headbands (for example) are permitted. No tiaras.

**Hats:**

- Hats are not permitted inside the classroom. Toboggan/beanie-style hats are allowed on cold days, outside.

**P.E. Uniform:**

- All 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade boys and girls must dress out for P.E.
- Uniforms may be purchased through BSN sports. Link has been provided in an email from your coaches.
- Student's name or initials must be on the shorts and shirts.

**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.

**Additional Dress Code Clarification:**

1. 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. There will be no mutilation including tearing, ripping, or cutting of hems, cuffs, sleeves, or body of any of the clothing. No over-sizing. The uniform must be in the correct size to avoid any sagging. Excessively tight clothing or pants are



not allowed.

2. A uniform shirt or uniform t-shirt must be worn at all times, including under jackets, and sweatshirts. Shirts must be tucked in at all times, unless on specified blue jean days/spirit days (see below).
3. Shorts, skorts, dresses, and skirts are to be mid-thigh or longer (no shorter than **six inches** above the knee.) If in questions, measurements will be taken as the student kneels on the floor measuring from the floor to the bottom of the hem.
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. **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. Backless 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.
7. Sunshades are not permitted.
8. Necklaces with large medallions may not be worn.
9. No baseball style caps, hats, sweat bands, bandannas, or tied head coverings are allowed on campus or on the bus.
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. 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.
14. 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.
15. 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.

**SPIRIT DAYS** - Each Friday is designated as a spirit day/blue jean day. Students may wear school-approved uniform tops with blue jeans, if they choose. 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 with a fastener. Jeans cannot be frayed or have holes. No acid-washed jeans. Only blue (denim) jeans are permitted. Pants must be hemmed. No blue jean shorts. On spirit days, students may wear their AEP team or club apparel with jeans or uniform bottoms.

**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, unless under a dress of appropriate length. Joggers and sweatpants are not allowed.

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.

### **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, 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 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](http://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.

*Cyber bullying* is a pattern of tormenting, threatening, harassing, humiliating, embarrassing or otherwise targeting others using the internet, interactive and digital technologies or mobile phones and it will not be tolerated.

*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, 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.

### **Investigation and Complaints and Reports**

The director 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. 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 director or his/her designee shall contact the parent, tutor, or legal guardian of the student 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 director or his/her designee no later than five (5) days after being notified of the disciplinary action. The director or his/her designee shall review all documentation regarding the incident, and if determined to be necessary by the director or his/her 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 director shall be final, except for a student expulsion, which may be appealed to the Dean of the College of Education in accordance with statutory provisions.

### **Dissemination of Policy**

This policy shall be available at the 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 administrative leadership 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 director is responsible for investigating the complaint. The right to confidentiality, both of the complaining student and of the accused student, will be respected. The director may request assistance from the Dean of the College of Education 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/deleting files; (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, Google Classroom 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. 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.

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.

### **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 are only allowed to use the email address that is given to them by the school, while they are at school. Emails from personal email addresses are prohibited during the school day.
- 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, plagiarism, or contract violations, shall not be permitted on the Internet or
- 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, files, or other students' accounts (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.
- Using the internet or Chromebooks to access or 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**

School issued iPads are subject to the same policy as the internet and Chromebook/computer usage in the paragraphs above. **Students are not allowed to bring personal e-readers or iPads from home. E-Readers or iPads that are found at school will be taken to the office and a parent will have to pick it up.**

#### **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

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. Students cannot be dropped off in the band building parking lot, or beside Woodard Hall (behind our music room)**
- 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.
- 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 a bottle or canned 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 the 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 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 you on 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 rights 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.**

### **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 classroom's 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** is prohibited at A. E. Phillips Laboratory School.

### **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.

## A.E. PHILLIPS PROGRESSIVE DISCIPLINARY ACTIONS

The following disciplinary actions are up to the discretion of the administration of AEP. The safety of students and personnel and the learning environment is of utmost importance and will be protected. The age of the student, prior infractions of the student, student behavior in class, and prior interventions with the student, and the availability of ISS staff will be taken into consideration when consequences are earned.

	<b>Infraction</b>	<b>First</b>	<b>Second</b>	<b>Third</b>	<b>Fourth</b>
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 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 suspended up to ( 3) days with a parent conference and referred for counseling.	The student is suspended for up to (4-6) days with a parent return	The student is suspended for up to (9) days with a parent return and a student discipline contract.	The student is to be suspended up to (9) days pending an expulsion hearing.
8	Bullying or hazing students	The student will receive counseling after participating 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.	The principal renders due process to the student and the student is suspended up to 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 suspended up to 3 days pending a parent conference.	The student is suspended up to (5) days with parental contact and referred for counseling.	The student is suspended for up to (9) 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 suspended for up to (3) days with a parent conference.	The student is suspended for (5) days with a parent return and referred for counseling.	The student is suspended for (9) 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, of electronic devices	The items are confiscated and returned to the parent.	Confiscation and parental contact is made.	The student is suspended for (3) 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	Inappropriate internet searches or use of electronic devices/internet	Depending on severity and nature of action, students may be suspended from (1-5) days. A phone or in person parent conference will be held and the student will be referred to counseling.	Depending on the severity and nature of action, students may be suspended from (5-9) days. Parent contact will be made.	The student's suspension is extended up to (9) days pending an expulsion hearing.	
15	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.
16	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.
17	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.

18	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.
19	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.
20	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.
21	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.
22	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.
23	Using profanity towards 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.
24	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.

25	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.
26	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.			
27	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

