

# Ruston School District Elementary Handbook



Glen View Elementary  
K-2



Cypress Springs Elementary  
3-5

**1-4-ALL!**

**4** Schools... **1** Vision of Excellence.



Hillcrest Elementary  
K-2



Ruston Elementary  
3-5

**2016-2017**

# RUSTON SCHOOL DISTRICT ELEMENTARY HANDBOOK

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**The guidelines and procedures found herein apply to all school sponsored events.**

## MEAL PRICES FOR 2016-17

<b>Breakfast:</b>	<b>PK-12 \$1.00</b>	<b>Reduced \$.30</b>
<b>Lunch:</b>	<b>PK-6 \$1.25</b>	<b>Reduced \$.40</b>
	<b>6-12 \$1.50</b>	<b>Reduced \$.40</b>

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### CONTACT SEQUENCE

Parents, to obtain information or discuss concerns related to your child's education, please contact the individuals outlined in the steps below:

#### Step 1

##### Your child's teacher

Call the school secretary or e-mail your child's teacher to find out when the teacher has a planning period or to set up a conference after school. School email addresses may be obtained from the Lincoln Parish School Board website at [www.lincolnschools.org](http://www.lincolnschools.org)

Cypress Springs – (318) 255-0791

Glen View – (318) 255-5724

Hillcrest – (318) 255-0550

Ruston Elementary – (318) 255-4714

#### Step 2

For curriculum, SBLC, or P.T.C. issues contact the Coordinating Teacher

For discipline issues contact the Discipline Coordinator

#### Step 3

Principal

#### Step 4

**Shavonne Price, Parent and Family Engagement Coordinator**

Lincoln Parish School Board Office

410 South Farmerville Street

Ruston, LA 71270

(318)-255-7635

## 2016-17 LINCOLN PARISH SCHOOL CALENDAR

EVENT	2016-17
STAFF DEVELOPMENT	MONDAY, AUGUST 8 – WED., AUGUST 10, 2016
ALL STAFF FACULTY MEETINGS AT SCHOOLS	THURSDAY, AUGUST 11, 2016
FIRST DAY FOR STUDENTS – HALF DAY FULL DAY FOR EMPLOYEES	FRIDAY, AUGUST 12, 2016
LABOR DAY – <b>CLOSED</b>	MONDAY, SEPTEMBER 5, 2016
STAFF DEVELOPMENT DAY – <b>NO STUDENTS</b>	TUESDAY, SEPTEMBER 6, 2016
COLUMBUS DAY - <b>CLOSED</b>	MONDAY, OCTOBER 10, 2016
STAFF DEVELOPMENT DAY – <b>NO STUDENTS</b>	TUESDAY, OCTOBER 11, 2016
STAFF DEVELOPMENT DAY – <b>NO STUDENTS</b>	MONDAY, NOVEMBER 7, 2016
ELECTION DAY - <b>CLOSED</b>	TUESDAY, NOVEMBER 8, 2016
THANKSGIVING – <b>CLOSED</b>	MON, NOVEMBER 21 – FRI, NOVEMBER 25, 2016
LAST DAY BEFORE CHRISTMAS – <b>HALF DAY</b>	TUESDAY, DECEMBER 20, 2016
CHRISTMAS AND NEW YEAR'S – <b>CLOSED</b>	WED, DECEMBER 20, 2016 – WED, JANUARY 3, 2017
END OF FIRST SEMESTER	FRIDAY, JANUARY 13, 2017
MARTIN LUTHER KING, JR DAY – <b>CLOSED</b>	MONDAY, JANUARY 16, 2017
STAFF DEVELOPMENT DAYS – <b>NO STUDENTS</b>	TUES, JANUARY 17 and WED, JANUARY 18, 2017
PRESIDENTS' DAY – <b>CLOSED</b>	MONDAY, FEBRUARY 20, 2017
SPRING BREAK – <b>CLOSED</b>	MONDAY, MARCH 13 – FRIDAY, MARCH 17, 2017
EASTER BREAK – <b>CLOSED</b>	FRIDAY, APRIL 14 and MONDAY, APRIL 17, 2017
*LAST DAY FOR STUDENTS – <b>FULL DAY</b>	WEDNESDAY, MAY 24, 2017
*INSTRUCTIONAL STAFF WORKDAY - <b>HALF DAY</b>	THURSDAY, MAY 25, 2017

\*THESE DATES MAY BE CHANGED DEPENDING ON NUMBER OF INSTRUCTIONAL MINUTES COMPLETED

# **CLOSED CAMPUS** **VISITORS**

## **THE FOLLOWING WILL BE STRICTLY ENFORCED**

The welfare and safety of students is a primary concern of every staff member. In order to ensure student safety, all persons coming onto the campus are to enter the building through the main entrance and receive a visitor's tag. **ANY PERSON, OTHER THAN AUTHORIZED SCHOOL EMPLOYEES, MUST REPORT TO THE SCHOOL OFFICE IMMEDIATELY AND STATE THE REASON FOR THE VISIT.** The visitor's tag is to be worn at all times when the visitor is in the building or on the grounds. The visitor must return to the office to sign-out when the visit is complete. Any person refusing to follow this procedure will be reported to the local police for trespassing.

**Parents will only be allowed to visit the classrooms during scheduled parent/teacher conferences.** Please do not ask to speak to a teacher during instructional time or when a teacher is on duty. The office will be happy to take a message for the teacher or set up a conference time that is convenient for all parties.

Once a child arrives on the campus, he/she will not be allowed to leave school until dismissal or as set forth in other provisions in this handbook. Students needing to leave school for an appointment should have a parent come and sign them out of school. Parents may also sign an authorization form listing other persons that will be allowed to check-out their child. If there are changes in the authorization form, the parent must come to school to make those changes which may not be done over the phone.

Students must bring a note signed by the parent in order to leave school in a way other than usual. The note should include a phone number where the parent can be reached in case verification is needed. The note must be signed by the principal. If the student is requesting to ride on an unassigned bus, the note must include the number of the bus the student wants to ride. Students will not be allowed to ride an unassigned bus without this note being signed by the principal. The bus must also have available seating space for the student who is requesting to ride.

**ALL CHANGES MADE IN THE WAY A STUDENT GOES HOME MUST BE MADE BEFORE 1:00 p.m.**

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## **ATTENDANCE**

Louisiana law requires that students may not be absent for more than 10 days. Absentees and tardies will be reported to the Truancy Division of the Third Judicial District. Parents are responsible for students' attendance. If parents would like for the teacher to send work to the office for the student, the request should be made before 9:00 a.m. Parents can pick up the work in the school office between 2:00 p.m. and 3:00 p.m.

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## **SCHOOL HOURS & TARDIES**

Tardiness is a habit and affects schoolwork. Being on time, seated, and ready to learn when school begins sets a positive tone for the whole school day. Students must be in the classroom, seated and ready for instruction when the tardy bell rings. Students may not be dropped off before 6:45 a.m.

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## **CHECK IN/ CHECK OUT PROCEDURES**

**Any student who arrives after the tardy bell must be signed in by a parent.** Parents will not be allowed to accompany students to the classroom. Teachers are making the most of instructional minutes all day every day. Friday afternoons are no exception. Early checkouts result in students missing valuable instructional time.

**Checkouts will not be allowed after 2:00 p.m.** Only in the event of an emergency or illness should students be checked out from school. Early checkouts will accrue and be counted as absences.

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## **EMERGENCIES**

Lincoln Parish Schools work closely with law enforcement and civil authorities in the event of an emergency. School signals and procedures to follow in emergency situations have been planned and are updated as needed. Drills are held periodically in order to prepare students and teachers to execute the planned procedures efficiently. All schools have designated emergency evacuation sites.

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## **INCLEMENT WEATHER**

If school is dismissed early due to bad weather conditions, there are procedures that will be followed to ensure get students home safely. If there is a power outage the telephone system will not be operational. **DURING INCLEMENT WEATHER PLEASE TUNE TO LOCAL RADIO STATIONS FOR UPDATES ON SCHOOL CLOSINGS.**

## STUDENT PHONE USE

Students are allowed to use the phone in the office with permission ONLY. Students will not be allowed to call home for homework, folders, textbooks, signed papers, etc.

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## HEALTH/EMERGENCY DATA

The school office and teachers MUST have current home phone numbers, at least one local emergency phone number, and a current address in case of emergencies. Parents should notify teachers or the office about critical health problems or medical information concerning a student. **Please notify the school office about any change of address or change in telephone numbers immediately.** Failure to do so will hinder the school's ability to contact parents in case of a health problem or emergency at school.

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## MEDICAL EMERGENCIES

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

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## FIRST AID

First aid 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.

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## HEALTH & MEDICAL REGULATIONS

Certain health conditions such as lice and ringworms spread easily from child to child at school. If it is determined a student has a contagious condition, parents will be notified by the school nurse or an administrator. The student must be treated and kept out of school until he/she is no longer contagious. If a student has head lice, he/she will not be allowed to return to school until the condition has been treated. Proof of treatment such as shampoo packaging must be provided. If a student has ringworms, they must be treated and covered with a bandage. Additional health and medical guidelines are included in the district section of student handbooks.

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## MESSAGES FOR STUDENTS

Schools strongly discourage phone messages from home during the school day for students. It is important that there is consistency in after-school plans; make sure students know how they will be getting home from school each day. If a change in a daily plan is necessary, write down the change in the student's agenda to remind him/her of the revised plan. ***In the event of an emergency only***, parents may call school and leave a message for a student. Messages will be delivered to the student in a timely manner. An "emergency" should only happen once or twice a year.

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## PARTIES & FLOWERS

No birthday parties will be held at school; a simple snack to be passed out to the class can be brought to school if arranged ahead of time with the teacher. Schedules for holiday parties will be determined by school administrators. **Do not bring treats to school without permission from a student's teacher.** Siblings are not to attend school holiday parties.

Invitations to an off-campus birthday party are not to be handed out at school unless every student in the class is invited. Invitations to parties that do not include all students must be delivered after school. No contact information will be given out for the purpose of party invitations.

Do not have flowers, balloon bouquets, gifts, etc. delivered to school. This causes a disruption to learning and makes transportation difficult and hazardous.

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## GRADES and REPORT CARDS

Student work is sent home weekly for parents to review and return to the classroom teacher.

Report cards will be sent home on the following dates:

Thursday, October 20, 2016

Thursday, January 19, 2017

Thursday, March 30, 2017

Wednesday, May 24, 2017

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## CURRICULUM

Lincoln Parish teaches standards adopted by the Louisiana Department of Education. Lincoln Parish also offers many initiatives to support the implementation of the state standards:

- Powerful Instruction, which includes purposeful talk, interactive read-alouds, writers' workshop, and literacy stations.
- Eureka Math
- Louisiana Department of Education ELA and Math Guidebooks
- STAR Reading (1<sup>st</sup> grade)

### Ruston School District Elementary Dress Code

Group	Items	Color	Not Permitted
Girls	Knee-length shorts, capri pants, skirts, skorts, pants	khaki - must be hemmed	No cargo pants jeans or shorts, bell bottoms, hip huggers, labels or logos, rips or cuts
	Jumpers	khaki	No more than 2" above knee.
	Shirts - knit, polo-style. 3 - 4 buttons long shirt tails	black, red, white	No cotton button-ups, peter pan collars, ties, snaps or zippers
	Belt	solid brown or black	No big buckles or light ups
	Socks	<b>white or black <u>only</u></b>	
	Tights; leggings	red, black, white (solid colors only)	
	Undergarments Turtle necks	<b>white <u>only</u></b>	Must not be visible through clothing

<b>Boys</b>	Shorts, pants	khaki	No cargo pants, jeans, shorts, or bell bottoms
	Shirts - polo-style; 3 - 4 buttons long shirt tails	black, red, white	
	Belt	solid brown or black	No big buckles or light ups
	Socks	<b>white or black <u>only</u></b>	
	Undergarments Undershirts	<b>white <u>only</u></b>	No colors
<b>Both</b>	Jackets / coats, sweaters	<b>Any color for outside; Black, red, white solid color for inside.</b>	No logos of any kind
	Shoes	<b>TENNIS SHOES ONLY KEEP SHOES TIED!</b>	No black soled shoes, cleats, light ups, high tops, slip-ons, Toms (or similar brands), Baby Doll shoes, or boot-type shoes
	Sweatshirts	Solid color: red, black, or white; School sweatshirts. "Ruston" sweatshirts.	No logos of any kind
	Spirit Shirt	Fridays only.	
	Jewelry	Earrings - <b>GIRLS ONLY</b> - Regular earring holes; Hoops no larger than nickel-size.	No feathers or dangling earrings, bracelets, necklaces, body piercings, etc.
	Hair	Combed, clean, out of eyes. <u>Hairstyles suitable for elementary students.</u> Natural color - no spray or dyed colors. Headbands, hair bows suitable for school.	<u>No designs</u> (Nike swooshes), <u>unusual hair styles</u> (Mohawks, etc.), feathers, hair wraps, strings in hair, feather headbands, flowers, bows, head scarves or scarf headbands

**Other items not permitted for elementary school:**

- Caps, hats, skull/wave caps inside building
- Sweatbands, bandannas, picks, combs, visors, sunglasses, scarves
- Sagging or baggy pants/clothing
- Fake nails or fingernail polish
- Make-up, body glitter, cologne, perfume
- Unnatural hair color (blue, green, red, purple, etc.)
- Fake or real tattoos

**Friday dress code:**

School spirit day - Students may wear khaki bottoms with a school spirit shirt or a regular uniform shirt.



## **BICYCLES**

If you allow your child to ride a bike to school, please discuss the route he/she should travel and safety issues. Parents should be aware that students will be sharing the road with car pick up, school buses, and other traffic surrounding the school.

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## **SCHOOL SUPPLIES & SCHOOL FEE**

Students are assessed a \$15.00 fee to be paid at the beginning of the school year. This money is used to assist with items used by the teacher for classroom instruction. Students will not be allowed to attend field trips, participate in extracurricular activities such as concessions, etc. or to receive report cards unless school fees are paid.

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## **PLAYGROUND RULES**

- Ask a duty teacher to leave the playground for any reason
  - Line up quickly when the whistle is blown
  - Play fairly
  - Include everyone
  - Use only appropriate physical contact
  - Walk to and from the playground
  - Leave rocks, sticks, and other such items on the ground
  - Keep shoes on and fastened
- 

## **HOMEWORK**

Homework is an extension of lessons and is meant to reinforce skills learned at school and to develop and encourage responsibility. The amount of homework given will be age-appropriate. Students who are absent from school will be given the opportunity to make up work that was missed. It is the responsibility of parents to monitor homework. Questions regarding homework should be directed to the student's teacher.

The Louisiana Department of Education has provided a "Family Support Toolbox Library" on their website to serve as a resource for families to download or access "parent guides" to practice lessons and to find more information about the many choices offered by Louisiana to prepare their students for college and careers. The web address for the Family Support Toolbox Library is <http://www.louisianabelieves.com/resources/library/family-support-toolbox-library>

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## **MAKE UP WORK**

Students with unexcused absences and or suspensions will be allowed time to make up any missed work. Time allowed for make-up work will be equivalent to the amount of time the student was absent.

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## **WITHDRAWAL PROCEDURES**

Students withdrawing from school due to a move should alert the school secretary, return any school property, and pay any fees/fines that are due. Upon enrollment at the new school, the administration there will make a formal request student records. At that time, all records for students will be sent to the new school.

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## **CODE OF CONDUCT**

All students will be held accountable for their behavior at school. Failure to conform to acceptable standards of behavior will result in punishment by the classroom teacher, the coordinating teacher, discipline coordinator, and/or principal. In compliance with Louisiana Department of Education Discipline Standards, schools have established a School-Wide Discipline Plan as well as a School-Wide Positive Behavior Interventions and Support (PBIS) program. The key components of PBIS are to define appropriate behaviors, teach appropriate behaviors, manage inappropriate behaviors, and acknowledge appropriate behaviors.

**Teachers have a right to teach, and students have a right to learn.** Parents are responsible for assisting the school in helping students to understand that it is to their benefit to obey the rules. School personnel believe that every student is entitled to a safe and secure learning environment. In order to provide such an environment and to protect the right of each student, schools have established a uniform set of behavioral expectations which will be posted in various common areas of the school and in each classroom. Positive incentives are a major component of the plan. Students will have the opportunity to earn prizes or admission into special events throughout the year based on appropriate behavior.

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### **STRICTLY PROHIBITED ITEMS**

- Any object that would cause harm to self or other students (This includes knives, sharp-pointed scissors, hair rakes, pins, needles, etc.)
  - Firearms (Students bringing firearms to school will attend an expulsion hearing by the Lincoln Parish School Board.)
  - Illegal substances (tobacco in any form, alcohol, drugs, etc.)
  - Note writing or writing on the body
- 

### **DISCIPLINARY ACTIONS**

Allowing individuals to live with the natural, reasonable consequences of their actions is the essence of our discipline system. Therefore, punishment will only be administered to facilitate personal growth.

**Punishment will be characterized by the following:**

- It will be directly related to the unacceptable behavior when possible
- It will not be cruel or unusual
- It will chiefly consist of the withdrawal of freedoms related to the offense that negatively impacted the learning environment of the school

**Violations of school or classroom rules may be handled by one or more of the following disciplinary actions:**

- Extra assignments
  - Recess detention
  - Temporary removal from classroom
  - In-school or out-of-school suspension
  - Loss of privileges
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### **CORPORAL PUNISHMENT**

No corporal punishment will be administered by school staff to any child.

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### **BULLYING**

Any teacher, administrator, or other school personnel who witnesses and/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 official. Disciplinary action may result after an investigation into the alleged incident is completed.

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### **SEXUAL HARRASSMENT**

Harassment on the basis of sex is a violation of state and federal law. Schools 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.

## **OFFENSES THAT MAY RESULT IN SUSPENSION**

A school principal may suspend from school or suspend from riding on any bus a student who:

- Is guilty of willful disobedience
- Is disrespectful toward others
- Uses unchaste or profane language or racial slurs in speaking or writing
- Is guilty of immoral or vicious practices, or of conduct or habits injurious to others
- Uses tobacco or possesses alcoholic beverages or any controlled dangerous substance
- Disturbs the school and habitually violates any rule
- Cuts, defaces, or injures any part of public school building or property
- Writes any profane or obscene language or draws obscene pictures in or on any school material or on any public school premises
- Instigates or participates in fights while under school supervision
- Leaves his/her classroom premises without permission
- Makes threats against faculty or students
- Participates in gang related activity
- Is guilty of "bullying" or sexual harassment to any associates
- Commits any other serious offense

### **SUSPENSION**

Before a student may return to school after the second or third out-of-school suspension, the parent(s) and student must have a conference with the district discipline coordinator, principal, or designee at the school. These conferences will be to communicate with the parents in an attempt to prevent an expulsion from school.

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### **PROPERTY DAMAGE**

A pupil suspended for damages to any property belonging to the school system or to property contracted to the school system shall not be readmitted until payment in full has been made for such damage or until directed by the superintendent of schools. If the property damaged is a school bus, a pupil suspended for such damage shall not be permitted to enter or ride any school bus until payment in full has been made for such damage or until directed by the superintendent of schools.

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### **FIREARMS**

Any student in kindergarten through grade five (5) who is found guilty of being in possession of a firearm on school property, on a school bus, or in actual possession at a school-sponsored event, pursuant to a hearing, shall be expelled from school for a minimum period of two (2) complete school semesters and shall be referred to the district attorney for appropriate action. No toy guns are allowed on campus.

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### **DRUGS/CONTROLLED SUBSTANCES**

Students are prohibited from being under the influence of, bringing on, consuming, or having in his/her possession on a school bus, on school premises, or at a school function away from the school, any alcoholic beverages, intoxicating liquors, narcotic drugs, prescription medications, marijuana, inhalants, imitation or counterfeit controlled substances. Any student who distributes, sells or dispenses in any manner or form whatsoever a controlled dangerous substance as defined by state law to another student or anyone else while on the school premises shall be expelled pursuant to the provisions and guidelines as set forth in state law.

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### **TEACHING/LEARNING TIME -TIME ON TASK**

All students are expected to work on assignments as given by the teacher. Students are expected to use time wisely and to complete tasks in a timely fashion.

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## **STUDENT TESTING AND ASSESSMENT**

Student progress will be assessment in a variety of ways including quizzes or tests during each nine-weeks grading period. These assessments will be derived from the lessons and skills covered during the nine weeks period and the format will mirror state assessments.

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### **BOOK BAGS**

Rolling back packs are not allowed in the elementary schools because they are a safety hazard. Please make sure that the back packs can be carried by hand or over the shoulder. The back pack must be labeled with the student's name. It is also helpful to write the student's lunch number on the outside of his/her backpack.

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### **HALL PASSES**

Students should not be outside of their classroom or other designated areas without a note from the teacher. Students will not be allowed to use the phone in the office without written permission from the teacher.

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### **INSURANCE**

Lincoln Parish School Board does not offer liability insurance. Any students participating in extracurricular sports programs must provide proof of private insurance to the school office.

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### **SAFETY**

Students have the right to expect that school will be a safe place to obtain an education. In order to ensure the safety of others, students must follow established rules and regulations and conduct themselves in accordance with the rules. Students have the responsibility to alert teachers and school administrators about any hostile attempts made to them, as well as any information about possible violations of the Code of Conduct especially matters involving drugs and/or weapons

**The parent/guardian is responsible for providing the school with current, working telephone numbers.**

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### **CAFETERIA PROCEDURES**

- Each student will receive a payment schedule for lunches at the beginning of school.
  - Students are required to turn in lunch money at the appropriate time – students will not be allowed to charge meal payments.
  - All payments must be turned in to the cafeteria. Cafeteria personnel are responsible for collecting, counting, and depositing lunch money.
  - Students may bring a lunch to school; however, no items can be saved and taken from the cafeteria.
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### **FIELD TRIPS**

Field trips are intended to be an extension of classroom lessons and must be aligned with the state curriculum. Prior to a field trip, information will be sent home to parents including information about the trip, date, time, cost of trip, chaperones, along with a parental permission slip. Students will not be permitted to attend field trips if school fees have not been paid. A pattern of unruly behavior could prohibit students from participating in field trips. Student participation in field trips is left to the discretion of the school administrator. Students will be transported on field trips using school transportation; not in private vehicles.

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### **BATHROOM PROCEDURES**

Students will have scheduled times to use the restroom or can go, with a teacher's permission, in the event of an emergency. Students are to use their designated restroom. Unless given special permission, no child is allowed in faculty restrooms.

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## **JURISDICTIONAL STATEMENT REGARDING CLUBS AND SCHOOL-SPONSORED EVENTS**

While on a field trip or participating in other school-sponsored clubs and events, students are expected to conduct themselves appropriately, following the guidelines set forth by the teacher and obeying all school rules. Should a student conduct himself/herself inappropriately, disciplinary measures will be employed upon his/her return to school. Student participation in field trips is left to the discretion of the school administrator.

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## **TEXTBOOKS**

Textbooks are the property of the state of Louisiana, and students are expected to take care of them. Textbooks will be distributed to students at the beginning of the year and collected at the end of the year. A student who turns in a textbook that has sustained significant damage (tearing, graffiti, spills, etc.) or who cannot locate his/her book will be fined according to the age of the book and the extent of the damage. The same guidelines apply to library books.

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## **STUDENT ACTIVITIES**

Students will have the opportunity to participate in some of the following activities, depending on their grade level: School Assemblies, Accelerated Reader, Book It, Red Ribbon Week, D.A.R.E., 4-H, Field Day, Science Fair, and Social Studies Fair. Students must be in good standing academically and behaviorally to participate in extracurricular activities.

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## **LOST AND FOUND**

All clothing worn by students must be clearly labeled with the student's first and last name, especially outerwear. Lost and found items will be kept for a short time; unclaimed items will be donated to charity. The school is not responsible for items that are lost or stolen; therefore students should avoid bringing unnecessary items to school.

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## **PARENTAL INVOLVEMENT**

Parental involvement is a vital part of a student's education. Open lines of communication are encouraged. Parents are encouraged to join the P.T.C. and assist in whatever way possible in order that all students excel. Partnerships between the school, district, parents, and the community help contribute to the success of Lincoln Parish Schools.

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## **PARENT – TEACHER CONFERENCES**

If you would like to set up a conference with a teacher, call the school ahead of time and make an appointment. **Conferences during the school day while the teacher has students in his/her class or while a teacher is on duty will not be allowed.** When parents arrive at school for a conference, they should come by the office to sign in and NOT go directly to the classroom. Teachers will be informed that parents have arrived for the conference.

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## **SCHOOL VOLUNTEERS**

Parent and community volunteers are an integral part of the educational process. Volunteering gives the community an opportunity to contribute to the educational needs of its young citizens.

### **CODE OF ETHICS FOR VOLUNTEERS**

- Classroom and student work is always confidential. Please do not discuss student problems with anyone except the teacher.
- Try not to compare children within the classroom.
- Since there are as many different methods as there are teachers, please do not compare different methods of teaching.
- Work positively for the good of the school. Constructive criticism should be directed only to the supervising teacher or school administrator.
- Sign in at the school office.