

# Grolee Elementary School



2018-2019

## Student Handbook

*“Developing Leaders Today, For A  
Super Tomorrow!”*

1540 W. Grolee Street  
Opelousas, LA 70570  
337-942-3130  
337-942-2332 (fax)

Mr. Brandon Singleton, Principal  
Mrs. Angela Thomas, Assistant Principal

# St. Landry Parish School Board

## Vision

St. Landry Parish School District will promote excellence in education for all citizens.

## Mission

The mission of the St. Landry Parish School Board is to ensure high quality instruction while working collaboratively with families and communities to maximize every student's potential.

## Core Values

Children First

Educate the Whole Child

Honesty

Integrity

Equity

Character

Community and Family Involvement

Safety

Accountability

No Political Agendas

Excellence

## **PHILOSOPHY OF GROLEE ELEMENTARY SCHOOL**

We the staff of Grolee Elementary, are cognizant of the vital role of the elementary school in the educational process. We believe that the elementary school builds the foundation for future learning and that the school is not the sole influence. We give credence to the home, church, and community as partners in the education of each individual.

It is our belief that learning activities must deal with intrinsic self, reflecting positive values. Variety and unity of curriculum with attention to children's individual needs, experiences, and interest are essential. Learning should not only be structured, but spontaneous and flexible. Motivation and stimulation, through interaction between student and teacher, compels active learning processes. Through this interaction, both student and teacher permeate the learning process.

Furthermore, we believe that each child must be given the opportunity to grow socially, emotionally, physically, and intellectually, in accordance with his or her abilities. In the development of the total child, we aspire that each individual will become a thoughtful, respectful, and productive member of society.

Principal, faculty and staff of Grolee Elementary



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Brandon Singleton, Principal

Angela Thomas, Assistant Principal

*"Many Hands, Many Hearts, ONE Goal!!!"*

Welcome back to another exciting year at Grolee Elementary!

We are excited to continue our growth as a Leader In Me School. The Leader In Me incorporates seven leadership principles into our daily practice and provides leadership opportunities to the students.

As your Instructional Leader, I am excited for the opportunity to create an environment where the students will receive a high quality education. I look forward to building positive relationships with the stakeholders of our great school. I firmly believe in the power of relationships. Without a strong, positive relationship, the journey to greatness will be tough. Open communication will be a major contributor to the relationship building process.

Keep in mind that "WE" are a team. Every stakeholder must be involved in this process. I urge all parents to take an active role in the educational process. Together, we can make a difference!

Again, I am so excited to be a part of the Grolee Elementary Family. I anticipate a very successful school year and look forward to working with all of you.

Sincerely,

Mr. Singleton

# SCHOOL POLICIES

## REGISTRATION

All students returning to Grolee from last year are already registered.

Kindergarten students and new students in Grade 1 through 6 must register through the Principal's office. The following documents are needed for registration:

- child's birth certificate
- immunization record
- last report card or withdrawal form from last school
- Proof of residency in the school zone

Students will not be allowed to register without all proper documentation.

### SUPPLEMENTAL SUPPLY FEE (\$20.00)

1<sup>st</sup> two children: Full pay  
3<sup>rd</sup> child or more: No cost

All students are required to pay at supplemental supply fee. 100% percent of this fee goes to defray the cost of books, workbooks (not covered by state allocated funds), copy supplies, lease and contracts on copy machines, and other educational items that directly affect students learning.

### LEADER IN ME FEE (\$5.00)

100% of this fee will be used to purchase supplies, materials, and incentives for the implementation of the Leader In Me Program.

**\*\*\*Payment plans can be arranged for those experiencing financial hardships. Please see the principal to make arrangements. All fees must be paid by SEPTEMBER 4, 2018.**

## ATTENDANCE AND TARDINESS

- Pre-K through eighth grade students will not be allowed to exceed ten (10) absences each school year.
- Absences of two or fewer consecutive school days due to personal illness or serious illness in the family may be validated by a parent written excuse note.
- If a student is absent for three (3) or more consecutive days, a student must present a note from a physician, nurse practitioner, or dentist to be excused. These new guidelines will not allow students to be excused for vacations or other family trips.
- Louisiana Law mandates compulsory school attendance and every parent or legal guardian of a student shall enforce and be held accountable for the attendance of their child for every day scheduled by the School Board until their 18th birthday, unless the student graduates before their 18th birthday. LA R.S. 221(A)
- Students are expected to be in attendance every school day scheduled by the St. Landry Parish School District. The only acceptable reasons for being absent from school are listed in item II-A-2 of the St. Landry Parish 2017-2018 Student Handbook.
- In order for students to make up work missed due to one of these reasons, written statements from a parent, legal guardian or physician stating reasons for absences shall be given to proper school personnel within five (5) school days after the student returns to school. After five (5) school days, the absence will have to be excused by the proper school personnel.
- Students shall request makeup work for days missed due to temporarily excused absences or extenuating circumstances.
- Unexcused check-ins are considered tardy and absences in the classes missed.

## SCHOOL DAY

### Arrival

School begins at 8:10 AM sharp.

- Breakfast is served from 7:30 AM to 8:00 AM. Students arriving after this time will not be served.
- Students should not arrive before 7:30 AM as there will be no duty teachers before that time. Buses and cars will unload on the East Entrance in the mornings. (Cafeteria Side)
- Please refrain from dropping off students on the West Entrance, there are no duty teachers on that side.
- After the 8:10 tardy bell, students must be accompanied with an adult to the office to sign in.

### Checking Out

- Individuals wishing to check students out must report to the office.
- Only parents, guardians, or individuals listed on the authorized check out list will be allowed to check out students. Photo ID will be requested. Please remain in the office area, do not walk to classrooms unless you have been given a visitor's pass.
- Checkouts will not be allowed after 2:45 PM or the last 30 minutes of early dismissal days.

### Change in Transportation

It is the responsibility of the parent or guardian to notify the school *in writing* about changes in students' transportation home. Changes will not be allowed over the phone.

### Dismissal

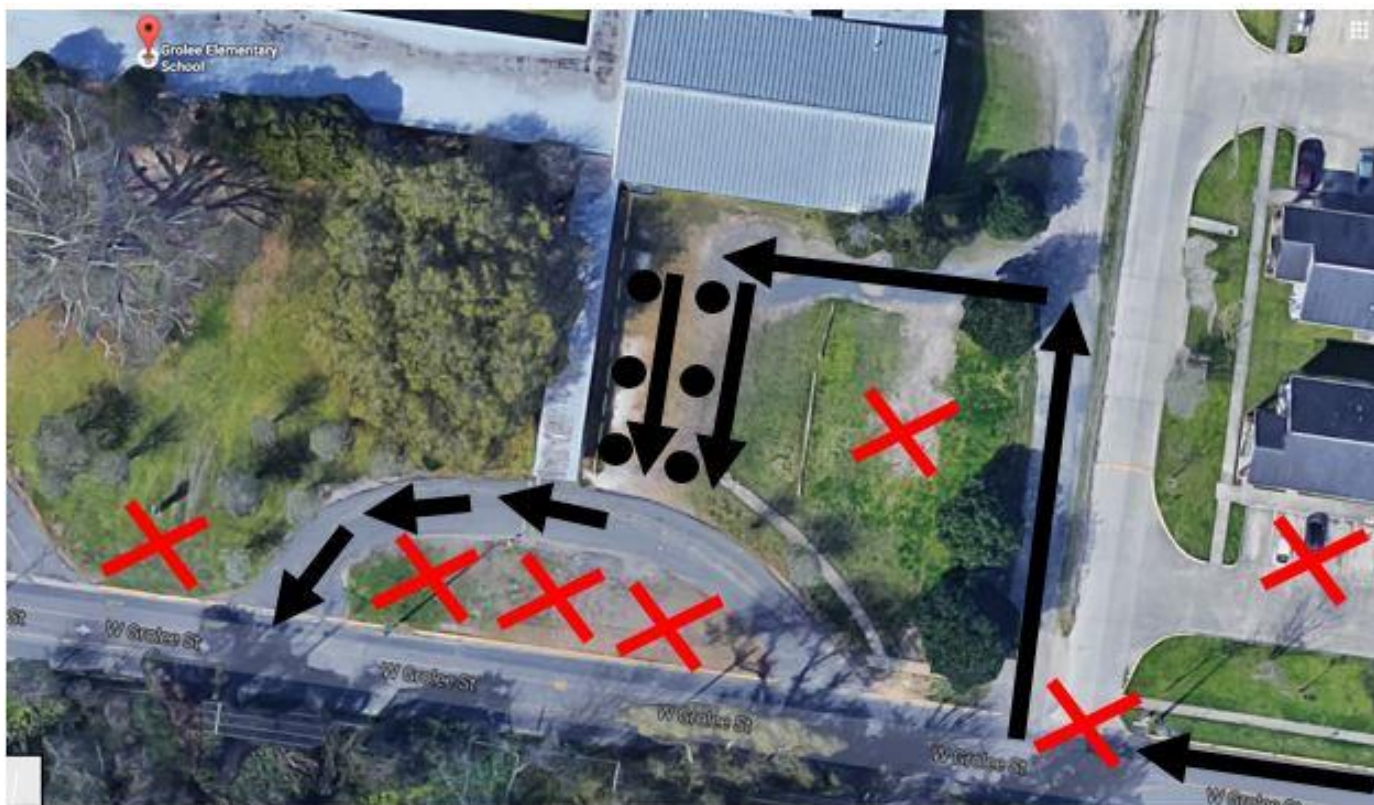
Dismissal will begin at 3:15 PM

Please understand that these procedures are developed for the safety and security of our students.

- A detailed dismissal schedule will be created after the first few days of school.
- Bus Riders will board buses on the West entrance (Hallway Side).
- Car riders will load on the East entrance (Cafeteria Side).
- All individuals in cars will adhere to the procedures listed below.

### Car Rider Pick-up Instructions:

- The school issued tag must be visible in the front, passenger side of the vehicle. Write the names of the students being picked up on the tag.
- Avoid parking in the areas marked with an X.
  - Law enforcement will be present to help enforce these procedures. Parking in the Apartment Complex could lead to your vehicle being towed at your expense.
- If someone does not have this tag in the vehicle, they will be asked to go to the office to verify they are on the student's check out list.



*Please remain in your cars and follow the line. This is a safety measure to ensure that all our students are free of harm.*

- 1) Please enter the line through the driveway indicated in the map. (Next to the Apartment Complex entrance)
- 2) AVOID entering the line from the East Bound Lane, parking your car and walking up to campus, and parking on the street.
- 3) Follow the arrows around the parking lot, ensuring not to block the entrance/exit of the apartment complex.
- 4) A staff member will walk down the line calling student names.
- 5) Students will enter the vehicle at the areas marked by the circle.  
Please make preparations for students to enter on the passenger side of the vehicle.
- 6) Once students are safely in the vehicle, please exit following the arrows.

### **LUNCH PROGRAM - COMMUNITY ELIGIBILITY PROVISION (CEP)**

- Great news! All enrolled students of the St. Landry Parish School System are eligible to receive a healthy breakfast and lunch at school at **no charge** to your household each day of the 2017-2018 school year. No further action is required of you. Your child will be able to participate in these meal programs without having to pay a fee or submit a meal application.

### **MEALS FROM HOME**

- At this time, students are not allowed to bring lunch from home. Please see the principal if you have questions or concerns.
- No soft drinks (soda) or sugar-based juice drinks are allowed in the cafeteria. Water, milk and 100% juice drinks are allowed and may also be purchased in the cafeteria.
- We are a Peanut Free School. Any food or snacks brought from home may not contain peanuts. There are several students with inhalation allergies to peanuts; therefore, our school campus is peanut free.



- Some schools will not be allowed to have seafood on campus. The head nurse will make the determination at the beginning of the school year as to which schools will not be allowed to have seafood on campus. **There will be no seafood on any campus until the student allergy list is released.**
- Students at the elementary level (K-8) are not allowed to use the microwave at school.

### **VISITORS/CONFERENCE**

- To avoid interruption of instructional time, visitors will only be allowed to see teachers during their planning period. It is always best to pre-schedule an appointment to ensure the staff member is available.
- Whenever visiting on campus, one must report directly to the office to check in at and get a visitor's pass.

### **USE OF TELEPHONE**

- Students will not be called from class to use the phone unless there is a family emergency.
- Students must have permission from their teacher or an administrator before using the phone.
- No student is allowed in the office area before, after or during school without teacher's pass or unless there is an emergency.
- Students will not be allowed to use the phone to call home if they forgot items.

### **ELECTRONIC DEVICES**

Electronic devices are prohibited on campus. The following consequences will be implemented in incidents where electronic devices are found.

- **First Offense:** Confiscate device. Parent must come in and sign contract. Device released to legal guardian only.
- **Second Offense:** Confiscate device. Device is held for no less than five (5) school days. Device released to legal guardian only. Other possible consequences may include detention, issue of demerits, etc. (excluding suspension)
- **Third and Each Subsequent Offense Within the Same School Year:** Confiscate device. Device is held for a six weeks period. Device released to legal guardian only.

*\*\*The principal may impose additional disciplinary measures he/she deems appropriate in the case of extenuating circumstances.*

### **BIRTHDAY PARTIES**

Birthday parties are **NOT** permitted during the school day. Teachers are responsible for a certain number of instructional minutes each day which does not allow time for birthday parties. Also, because of the distraction from instruction, flowers, balloons, cakes, and other special event deliveries will not be sent to the classroom during the school day. The school will only distribute party invitations if there is one for each student in the class.

### **BUS PRIVILEGES**

- Students who ride the school bus to and from school should recognize that it is a privilege.
- Students have the right to expect that the school bus will be a safe means of transportation.
- Students must follow established school bus rules and regulations in order to insure the safety of others or lose the privilege of riding the bus.



## **BUS DISCIPLINE**

- Discipline problems on the school bus will be dealt with by the principal or a designee of the school responsible for the student in accordance with state laws and parish regulations. The principal or a designee will take action necessary to insure operational safety of the buses.
- Students may be subject to the following consequences for minor offenses:

### First Offense

1. Conference will be held with the student.
2. Parent/guardian will be notified.
3. Warning citation will be issued.

### Second Offense

1. A conference with student and parent/guardian will be held.

### Third Offense

1. Written notification to parent/guardian will be made.
2. Student will be denied bus transportation for 3-5 days.

### Fourth Offense

1. Permanent suspension for the school year from all bus transportation will be enforced after notifying parent/guardian.

**\*NOTE:** Major offenses will result in more severe punishment such as suspension/expulsion from school. Any misbehavior on the bus, walking to or from the bus stop, or going to or returning from school may result in temporary or permanent loss of bus riding privileges. In this case, transportation to and from school becomes the responsibility of the parent/ guardian.

## **UNIFORM POLICY**

**Students have a right to a safe and orderly environment. Uniforms have been shown to result in a safe and orderly environment for learning. The St. Landry Parish School District has adopted a policy that requires all students shall wear uniforms. The St. Landry Parish School Board believes that a mandatory school uniform policy will provide a more secure environment, promote an atmosphere for greater discipline, and increase learning opportunities for all students. The student dress code policy shall apply to all students in grades pre-kindergarten through 12th grade. This policy shall apply to all students attending public schools in St. Landry Parish.**

The principal of each school shall make the final decision about proper or improper dress according to the guidelines provided. School Spirit Day and any other school activities requiring a deviation from the uniform policy will be left to the discretion of the principal. Any substantial complaint concerning the dress code shall be dealt with by the school administration.

### **1. THE UNIFORM SHIRT – WHITE, NAVY, OR KELLY GREEN**

The shirt shall consist of a white or navy polo knit shirt with no logo and with either short or long sleeves. Each school will have the option of another colored shirt. The optional top may have the school logo imprinted on the left chest over the heart. All shirts must be tucked in at the student's waist. All shirts must be long enough to remain tucked when seated. An undershirt may be worn under the uniform top. The undershirt must be white and the sleeve cannot be longer than the sleeve length of the uniform top. Turtlenecks or mock turtlenecks are not allowed under/over the uniform shirt.

**NOTE:** Maternity wear will consist of a white or navy button down blouse or school optional color shirt. The white or navy maternity blouse need not be tucked. However, standard uniform shirts must still be tucked.

2. **UNIFORM BOTTOMS** - Bottoms shall consist of classic, traditional, straight leg dark khaki/navy cotton twill uniform pants or walking shorts with a finished hem (side slits on hems are not allowed). Uniform bottoms must fit at the waist and crotch and be within one (1) size of student's actual waist/inseam measurement. No cargo pockets or flaps on back pockets are allowed on uniform bottoms. Bell-bottoms, joggers, carpenter/cargo style pants, hip huggers or jeans of any color and/or type are not allowed. Brand name emblems on uniform bottoms may not exceed 1" to 2" in size. All uniform bottoms must have a waistband with belt loops. Walking shorts shall not be more than four inches (4") above the back crease of the knee. Sagging of the uniform bottoms will not be allowed.

**NOTE:** Maternity wear will consist of uniform colored maternity pants. Should uniform bottoms be worn, they must remain zipped and buttoned.

3. **UNIFORM BOTTOMS FOR GIRLS** - In addition to the above uniform bottoms, traditional style uniform jumpers and skirts will be allowed and must have a finished hem and shall not be more than four (4) inches above the back crease of the knee. All items of clothing must be worn as intended by design. Allowable colors are dark khaki and navy. Overalls are not permitted. Stone, white or dark brown uniform bottoms are not allowed. Dark khaki/navy skirts are allowed for Pre-K-2nd grade.

**NOTE:** No tight or revealing clothing worn by any student will be tolerated.

4. **BELTS** - A black, brown, khaki, white, navy or optional school color belt must be worn or a plain belt with a buckle no larger than 2" x 3". No studs will be allowed. The entire length of the belt must be worn inside the loops. Hanging of any part of the belt outside the belt loops is not allowed. However, Pre-K through 2nd grade students may wear uniform bottoms with an elastic waistband without having to wear a belt. Belt loops should not be removed; if present, a belt must be worn for Pre-K-2nd grade.
5. **SOCKS** - Socks must be worn at all times. They must be solid navy, white, black, brown or the school optional color with no inappropriate emblem or logo.
6. **SHOES** - Students must wear a closed shoe (front and back). Sandals, clogs, flip-flops, slippers, or other similar types of shoes are not allowed. Shoes must be laced and tied; Velcro straps must be secured.
7. **OUTERWEAR** - In cold weather, students will be allowed to wear the following over their school uniform:

**SWEATSHIRT** - A sweatshirt must be waist length with a tight, ribbed elastic bottom, must be plain, solid colored in black, white, heather gray, or navy with no emblem, logo, or marking. Students can wear a sweatshirt in the optional school color with school logo.

**SWEATER** - Crew neck, v-neck, or cardigan style (those that button or zip from the bottom) sweaters must have sleeves, must be waist length, must be plain, solid-colored in black, white, heather gray or navy with no emblem, logo, or marking. Optional school color with school logo and school-issued sweaters are permitted.

**LIGHTWEIGHT JACKET/WINDBREAKER/COAT** - All outerwear, except for sweatshirts, must zip, button, or snap from top to bottom and must not be longer than upper mid-thigh. Outerwear must be plain, solid-colored in black, white, khaki, heather gray or navy with no emblem, logo, or marking, however, jackets in the optional school color with school logo and school-issued jackets are permitted.

**The principal**, not uniform vendors should address any questions about the dress code. Although it is impossible to anticipate all problems, distracting "fads" which disrupt the spirit, education, philosophy, or dignity of the St. Landry Parish School District will be unacceptable.

## **DRESS CODE GROOMING COMPONENT**

The only body piercing jewelry girls will be allowed to wear is earrings. Body piercing jewelry and make-up is not allowed for males. Excessive jewelry worn by both males or females or excessively worn make-up that distracts from the learning environment or poses a safety problem will not be allowed. Pre K- 6 school males may not have a mustache or facial hair; 7 – 12 school males may have a well-groomed, neatly trimmed mustache; other facial hair is not allowed.

Hairstyles for both males and female that are distracting in length, style, or color are prohibited. It is to be restrained as to be pulled back for health, safety, and identification of the student. The principal or his/her designee will determine this. Spiked hair including mohawks for both males and females is not allowed. Hair on males, no matter what style, that is longer than the bottom of the earlobes on the side, below the eyebrows in the front, and longer than the top of the collar in the back is not allowed. Ornamentation such as ribbons, bows, beads, etc. are not allowed for males.

#### **A. RESPONSIBILITY**

All students have a responsibility to dress and appear on school campuses according to standards of propriety, safety and health set forth by the St. Landry Parish School Board and the School Improvement Team.

The School Improvement Team will, after consultation with the populations they represent, recommend to the principal a suggested dress and grooming code in order that the principal may make informed decisions regarding the dress and grooming code for the school. The principal will make his/her decision in accordance with the constitution and laws of the United States of America and the state of Louisiana. The dress and grooming policy shall be posted at each school, and a copy sent home to each parent. Please refer to the School Handbooks for more detailed dress code information.

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

## **STUDENT SUCCESS IN SCHOOL**

### **REPORT CARDS AND PROGRESS REPORTS**

- We believe it is important that parents are aware of ongoing student progress in class.
- Progress Reports will be send home during the fourth or 5<sup>th</sup> week of each grading period. Progress reports must be signed by a parent or guardian and returned to the homeroom teacher.
- Report cards are issued to each student by the classroom teacher at the end of each nine week grading period. Please sign and return the white copy. The colored copy is to be retained for parent's records.
- Report cards will be withheld from students owing activity fees, damaged/lost books, other monies owed to the school or damages to other school property until a parent or guardian comes in for a conference with the principal. Once the conference has been held the report card will be issued to the student involved.
- Parents may also check current grades using the JCAMPUS Parent Command Center. Please see the secretary if you need assistance.

Grading Scale: A = 100 - 93  
B = 92 - 85  
C = 84 - 75  
D = 74 - 67  
F = 66 - 0

Quality Points: A = 4 points  
B = 3 points  
C = 2 points  
D = 1 point  
F = 0 points

## **HOMEWORK POLICY**

- Homework promotes the development of self-discipline, good study habits, a sense of responsibility, mastery of skills, and comprehension of subject content.
- Homework will be assigned on a regular basis that varies according to grade level, subject, and need of the student.
- All students will receive a communication folder. This folder will be used to send assignments home and return them to school. Parents/guardians should get in the routine of checking this folder daily. Important correspondence from the school will also be placed in this folder.
- Students in select grade levels will receive a daily planner. Students will record homework assignments in this planner.
- Students are responsible for taking home all necessary materials needed to complete homework assignments. The custodial staff and administration will not open classrooms once students have been dismissed.

## **HOME/SCHOOL COMMUNICATION**

- Visit the school website at <http://groleeelem.slp.k12.la.us/>
- ***Tiger Times***, the monthly school newsletter will be sent home with each student.
- The ***JCall*** System will be used to send recorded messages via phone call. These will be executed when students are tardy, absent, or when emergency events occur. Mr. Singleton will send JCalls occasionally with important weekly updates.
- Like “Grolee Elementary” on Facebook! This site will have updated information.

## **PARENT/TEACHER CONFERENCES**

Regular communication with teachers is strongly encouraged. Parent/Teacher Conferences will be held throughout the school year. Additional conferences may be scheduled upon the request of parents, teachers, or the administration.

## **TEXTBOOKS**

Students are financially responsible for textbooks. Textbooks lost or damaged must be paid for. Books are to be checked periodically by the teachers. A student must have all his books in good condition to receive a report card.

## **TOYS**

Toys are not allowed at school. This includes Fidget Spinners and Fidget Cubes. All toys that are found will be confiscated by the administration.

## **PERSONAL BELONGINGS**

- All students are responsible for their own possessions.
- Students may not exchange their personal things for those of someone else.
- Students should avoid “selling” items while at school.

## **VANDALISM AND PROPERTY DAMAGE**

Grolee belongs to all of us. We have installed security alarm devices that notify the police, fire department, administration. Please stay clear of the Grolee campus when school is not in session. Students who destroy or

vandalize school property will be required to pay for losses or damages and be subject to suspension or expulsion!

## **STUDENT RECOGNITION**

### **Terrific Tigers**

Each grading period, homeroom teachers will select a student to represent the class as the “Terrific Tiger”. These students possess the following characteristics:

- *Great personal character*
- *Goes beyond the call of duty*
- *Great academic perseverance (not limited to students who are on Principal’s List or Honor Roll)*
- *Compassion*
- *Creativity*
- *Upholds the value of our school, students, and staff*
- *A happy, all-around Grolee Tiger*

To honor these amazing students, the school will present them with a certificate. A group picture of each grade level “Terrific Tigers” will be displayed in the school lobby.

**Principal’s List:** Each grading period those students receiving all A’s or S’s will receive Principal’s List recognition.

**Honor Roll:** Each grading period those students who maintain all A’s and B’s will receive Honor Roll recognition.

**PBIS:** Students are rewarded for making positive choices. Incentives will be determined by the PBIS committee. On a daily basis, students may receive Tiger Bucks that can be used to purchase additional incentives throughout the school year.

## **CAFETERIA RULES**

All teachers will escort their classes to the lunchroom at the assigned lunch time. The following rules are to be enforced at all times.

1. The student will wash his/her hands before eating.
2. The student will not talk with food or drink in his/her mouth.
3. The student will always practice good table manners.
4. Loud or ill-mannered behavior will not be tolerated.
5. Students are not allowed to take food out of the cafeteria.

## **PLAYGROUND RULES**

1. All students must play in their designated areas and follow grade level playground rules.
2. Be courteous and kind to others at all times.
3. Don’t litter.
4. **NO ROUGH PLAY!**
5. All students are urged to practice safety at all times.

## **BUS RULES AND REGULATIONS**

1. Students must be on time at the designated stop.
2. Students must obey the driver promptly and cheerfully.
3. Students must help to keep the bus clean and sanitary. Anyone purposely damaging/breaking school property will be disciplined & required to pay damages.
4. Students must avoid causing trouble by teasing, pulling hair, scuffling, or using profane, obscene or abusive language.
5. Arms and heads must be kept inside the bus window at all times. Nothing is to be thrown out of the windows.
6. There should be no moving around while the bus is in motion. If assigned to a seat by the driver, stay in that assigned seat.

## **St. Landry Parish School Board Discipline Policy**

ALTHOUGH THE ULTIMATE RESPONSIBILITY FOR STUDENT CONDUCT RESTS WITH THE STUDENT AND THE PARENTS/LEGAL GUARDIAN, IT IS THE DAILY RESPONSIBILITY OF SCHOOL PERSONNEL TO SEE THAT NO SINGLE PERSON INTERFERES WITH THE TOTAL-LEARNING ENVIRONMENT OF OTHER STUDENTS. THE SCHOOL DEMONSTRATES CONCERN FOR THE GROUP AND ITS WELFARE BY PRESERVING THE PROPER AT- MOSPHERE FOR TEACHING AND LEARNING.

The St. Landry Parish School Board takes a position of “ZERO TOLERANCE” with regard to weapons, explosives, physical attacks or batteries, fighting, and illegal narcotics, drugs, alcohol, and controlled substances. Such conduct will not be tolerated by the School Board. These offenses require immediate recommendation for expulsion.

The disciplinary measures taken should be positive, constructive, and directed toward serving educational ends. They should be taken with parental involvement and notification. The purpose of all disciplinary action is to mold future behavior and to teach the student that education is a right qualified by compliance with reasonable rules and regulations and that there will be consequences for non-compliance.

Deviations of behavior may result in attendance at Saturday School, Time-out rooms, Character Action Training classes, suspensions, and/or expulsions. It is the express policy of the School Board to utilize alternatives to suspensions and expulsions and to reserve the use of suspensions and expulsions as the last step in progressive discipline based on the nature of the offense.

As prescribed by law, every teacher is authorized to hold every student to a strict accountability for any disorderly con- duct in school or on the playground of the school or on any street, road, or school bus going to or returning from school and during intermissions or recesses (La. R.S. 17:416).

It is the final authority of the principal or a designee to maintain discipline during the school day and at any school function. Keeping the school safe is of such a serious nature that it is necessary to prohibit the use of any object as a weapon on the school grounds or bus. Suspensions and expulsions of a student with disabilities shall be handled in accordance with the requirements of state and federal laws and regulations applicable to such students. Copies of such laws and regulations may be obtained from the Special Education Department.

## **MINOR OFFENSE REGULATIONS**

### **I. MINOR OFFENSES AND DISCIPLINE**

Definition: Minor offenses shall include but not be limited to the following:

1. Cutting class
2. Unexcused tardies
3. Disobedience
4. Profane/abusive language

5. Possession of inappropriate articles at school, such as trading cards, comic books, games, etc.
6. Failing to use respectful terms required by LA.  
R.S. 20 17:416.12 for students in kindergarten through twelfth grade.
7. Throwing objects
8. Refusing to sit in assigned seat
9. Dress code violations

## **DISCIPLINE PROGRESSION**

### Disposition of Minor offenses

1. The teacher shall do one or more of the following:
  - a. Counsel/warn the student.
  - b. Administer constructive punish work.
  - c. Contact parent or guardian by phone or request a conference to be held at school.
  - d. Written notification to parents of disruptive or unacceptable behavior, a copy of which shall be provided to the principal.
  - e. Other disciplinary measures approved by the principal and faculty of the school and in compliance with School Board policy.
  - f. Refer student to administration when necessary, using the proper referral procedure
  
2. The administrator shall do one or more of the following:
  - a. Counsel/warn the student.
  - b. Refer the student to the school counselor.
  - c. Refer to Saturday School.
  - d. Refer to Time-Out Room (TOR) or Character Action Training (CAT) class where available.
  - e. Seek and encourage parent/guardian involvement.

\* NOTE: An accumulation of offenses may result in the taking of more severe disciplinary action such as short-term suspension or long-term suspension, **except for any offense involving item 6 above.**

## **MAJOR OFFENSE REGULATIONS**

### **I. MAJOR OFFENSES AND DISCIPLINE**

1. Dispositions given for each offense are maximums.
2. Except in offenses which the School Board has taken the position of “ZERO TOLERANCE,” administrators may assign or recommend lesser punishments according to their determination of the nature and circumstances of the offense.

### **ZERO TOLERANCE FOR FIGHTING POLICY**

- A. School principals may call the appropriate law enforcement authorities for every fight involving students who are 14 years of age or older.
- B. Appropriate law enforcement authorities include assigned School Security Officers and Youth Resource Officers.
- C. If there are no assigned School Security Officers or Youth Resource Officers available, the local law enforcement authorities may be called.
- D. These law enforcement authorities will investigate the fight and recommend one of the following actions:
  1. Issuing the student a misdemeanor summons;
  2. Releasing the student to a parent or guardian with the agreement that both will appear in Juvenile Court.
  3. Taking the student directly to the Juvenile Detention Facility; or
  4. Arresting the student.
- E. Students involved in a fight at school will also be subject to suspension or expulsion as stated in this handbook.



- F. Pushing and shoving are not considered fighting, but once a punch is thrown, a “fight” has occurred.
- G. Since pushing and shoving lead to fighting and are violations of school policy, the student will be subject to suspension or expulsion as stated in this handbook.
- H. Non-aggressive self-defense allows the student to defend himself against an attack, but only to the point where the attacker backs off.
- I. Students who are suspended for fighting will be required to undergo counseling before being readmitted to school.
- J. Counseling will include anger management and conflict resolution. It will be provided and supervised by the St. Landry Parish School Board. Parents or guardians will be advised and encouraged to participate.
- K. This Zero Tolerance for Fighting Policy is in effect from the time the student leaves home for school until the time the student returns home from school. It is also in effect during all school-related activities. The student’s responsibility to alert a principal, teacher, coach, etc. to any hostile attempt directed toward them. Administrators are then required to take immediate action to prevent further hostile attempts.

## ALCOHOL AND DRUG OFFENSES

- 1. Possession of prescription/non-prescription medication without evidence of a prescription or a physician’s order on file at school.
  - a. short-term suspension
  - b. long term suspension
  - c. Recommended expulsion.
- 2. Distribution of medication, including non-prescription medication, or possession of same with intent to distribute
  - a. Recommended expulsion.
- 3. Use, distribution, or possession with intent to distribute alcohol, nitrate-based inhalants and/or any other inhalants injurious to the health and wellbeing of students
  - a. Recommended expulsion.
- 4. Use of, possession of, or distribution of any imitation/ counterfeit or falsely represented controlled dangerous substance, e.g. synthetic marijuana
  - a. Recommended expulsion

NOTE: Medication Policy (See St. Landry Parish School Board Policy)

**MAJOR DRUG, FIREARM AND KNIFE LAWS** Administrators may not assign lesser punishment for the following offenses:

(The local law enforcement agency shall be notified when a student is in possession of drugs, intending to distribute drugs, or distributing drugs in a Drug Free Zone, or is in possession of a knife, firearms or explosives).

- 1. Any student, age sixteen (16) or older, or under sixteen (16) and in grades six (6) through twelve (12), who is found guilty of being in possession of a firearm on school property, a school bus, or in actual possession at a school-sponsored event, following a hearing, shall be expelled from school for a minimum period of four (4) complete school semesters and shall be referred to the district attorney for appropriate action.

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, following 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.

The superintendent, however, may modify the length of the minimum expulsion required in the above paragraphs on a case-by-case basis, provided such modification is in writing.

La. R.S. 17:416 (C)(2)(a)(i) and (b)(i). Under the above circumstances, students with disabilities will be disciplined under Louisiana's Regulations for Implementation of the Children with Exceptionalities Act (R.S. 17:1941, et seq); Title 28 Part XLIII Bulletin 1706 Subpart A - Regulations for Students with Disabilities, Section 519 B.

2. Any student, sixteen (16) years of age or older, found guilty of possession of, or knowledge of and intentional distribution of or possession with intent to distribute any illegal narcotic, drug, or other controlled substance on school property, on a school bus, or at a school-sponsored event, following a hearing, shall be expelled from school for a minimum period of four (4) complete school semesters. La. R.S. 17:416 (C)(2)(a)(ii). C. Any student who is under sixteen years of age and in grades six (6) through twelve (12) and who is found guilty of possession of, or knowledge of and intentional distribution of or possession with intent to distribute any illegal narcotic, drug, or other controlled substance on school property, on a school bus, or at a school-sponsored event following a hearing, shall be expelled from school for a minimum period of two (2) complete school semesters. La. R.S. 17:416(C)(2)(b)(ii).
3. Any case involving a student in kindergarten through grade five (5) found guilty of possession of, or knowledge of and intentional distribution of or possession with intent to distribute any illegal narcotic, drug, or other controlled substance on school property, or a school bus, or at a school-sponsored event, following a hearing, shall be referred to the board through a recommendation for action from the superintendent.
4. The principal or designee shall immediately suspend a student who is found carrying or possessing a firearm or knife, the blade of which equals or exceeds two inches in length, or other dangerous instruments. He/ she shall immediately recommend the student's expulsion except, in the case of a student in kindergarten through grade five who is found carrying or possessing a knife as described in this section. The principal or designee may, but shall not be required to recommend the student's expulsion. La. R.S. 17:416 (B)(1)(b).
5. In addition, school officials, in accordance with statutory provisions, shall have total discretion and shall exercise such discretion in imposing on a pupil any disciplinary actions authorized by state law for possession by a pupil of a firearm or knife on school property when such firearm or knife is stored in a motor vehicle and there is no evidence of the pupil's intent to use the firearm or knife in a criminal manner.

## **HEALTH AND WELLNESS POLICIES**

### **LICE INFESTATION POLICY**

All students suspected of having lice (in any form) will be subject to an examination by the school nurse or other personnel. All cases of identified lice will be sent home for treatment that has been proved effective against lice infestation. When a student is sent home for treatment of lice infestation a letter will accompany the student. This letter will explain his suspected condition and will suggest treatment for ridding the student of suspected problem.

Students must be free of nits/eggs before returning to school. This will be determined by the school nurse or other trained personnel by examination of the student upon re-entry.

Following proper treatment a student should not be out of school for more than three days. Any students absent longer than the three day period should be referred to the supervisor of Child Welfare and Attendance with the use of form C-15.

## **HEALTH RECORDS AND IMMUNIZATION**

State law requires all students in public school have completed and updated immunization records on file at school.

- Students with incomplete health immunization records will not be registered in school until record is completed.
- Please inform school office about specific health problems a student may have which may be evidenced during school day.
- Please inform school of updating records when boosters have been taken.

The school nurse is scheduled to be occasionally throughout the week and will be available by phone to help students with health related problems if she is made aware of them.

## **MEDICATION**

Medication of any kind should not be sent to school with the student. Appointments must be made with the school nurse to arrange the administration of doctor prescribed medication dosages at school.



# Grolee Elementary School



1540 W. Grolee Street.

Opelousas, LA 70570

Phone: 337-942-3130

Fax: 337-942-2332

Brandon Singleton, Principal

Angela Reed-Thomas, Assistant Principal

## ***2018-2019 Student Handbook Acknowledgement***

The Grolee Elementary Student Handbook and the St. Landry Parish Student Handbook is available at <http://groleeelem.slp.k12.la.us>

-Click the students tab

-Click Student Handbook

In the event you do not have access to a computer, paper copies are available in the office upon request.

**“I hereby acknowledge that I have read and understand the policies and procedures listed in the 2018-2019 Grolee Elementary student handbook. I agree that the students shall be accountable for all rules and regulations in this handbook. I have also discussed these important policies and procedures with my child.”**

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

Please sign and return this page to your child’s teacher IMMEDIATELY so we will have a record that you have received and reviewed the policies.

*Brandon Singleton*

Mr. Brandon Singleton, Principal