

CANKTON ELEMENTARY SCHOOL
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Dear Parent:

Each student has been issued a Student Handbook. Please read this handbook carefully to your child, making sure that you and your child understand all school policies as set forth by the St. Landry Parish School Board and Cankton Elementary School. Please sign, date, and return this letter to your child's homeroom teacher this week. Your child's teacher will keep this letter on file. Should you have any questions, please contact the school.

Sincerely,

Scott Limoges, Principal

I have reviewed this student handbook with my child and we fully understand all parts of the handbook.

_____ Parent's signature	_____ Date Signed	
_____ Child's signature	_____ grade	_____ HR teacher

Please sign the blank that represents your wishes below:

(Parent's Signature) Yes. I give permission for my child to be paddled.

(Parent's Signature) No. I do not give permission for my child to be paddled.

Let it be known that children that cannot be administered corporal punishment may be suspended or you will be asked to come and remove your child from the school should such action be warranted.

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Cankton Elementary School

Foreword

This handbook has been published to provide students and parents with a brief general source of information dealing with customs, practices, regulations, and activities of the school. This handbook is as inclusive as possible; however, the administration reserves the right to use broad discretion in determining what is appropriate behavior and subsequent disciplinary action. It is hoped that after carefully reading this handbook, the students and their parents will have a clearer focus of its aims and endeavors. The administration and faculty stand ready to assist you in making this a happy and beneficial year.

Mission Statement

United in Learning — preparing all students to meet life's challenges.

Philosophy

We believe that each child should receive the kind of education that will be most profitable to him/her in the type of society in which he/she lives. This kind of education will provide an outlet for rational and creative thinking, and will train him/her to read, write, compute, and communicate effectively.

School Objectives

To adequately achieve such a philosophy, the school, through its activities and facilities, must endeavor to provide a complete program. This philosophy will be put in proper sequence at the different levels with the following objectives:

1. To aid each child to acquire/develop the best self-realization we emphasize:
 - a. The development of a positive self-concept;
 - b. The creating of situations that will arouse, motivate, and stimulate their curiosity & interest through the use of concrete, abstract, & scientific methods;
 - c. An understanding of facts and principles;
 - d. A learning of how to study and use dependable sources of information;
 - e. Being in attendance daily with a sound mind and body.
2. To aid each child to develop in human relations, we emphasize:
 - a. His/her need to speak clearly and correctly;
 - b. Conformity to rules so that he/she may achieve socially acceptable behavior.
3. To develop civic responsibilities, we emphasize:
 - a. A respect for all property & a sense of responsibility for self-discipline;
 - b. Application of democratic principles in work and play and assist in civil projects.
4. To safeguard our students, we emphasize:
 - a. The development of safe practices (including fire/emergency evacuation drills
 - b. The use of metal detectors and the sponsoring of various drug, violence prevention, bullying, and tobacco presentations for students
5. To add to the aesthetic side of life, we emphasize:
 - a. The use of varied library materials and audio/visual education facilities;
 - b. The use of art and music in curricular activities;
 - c. The use of community resources.
6. We emphasize the need for a complete education and the right of each child to acquire it along with the pursuit of happiness in the process.

St. Landry Parish Public School Promotional Policy

All students enrolled in our school are governed by the promotional policy adopted by the St. Landry Parish School Board. Copies of the promotional policy will be sent to each home. **The appropriate sheet in the front of the book is to be signed by the parents and returned to the teacher.**

End of Year Award Ceremonies

Award ceremonies will be held at the end of the year, by grade level. Only students receiving awards will be invited to attend and each of those students will be issued a predetermined number of tickets for friends/family to attend.

JCampus

The St. Landry Parish School System currently utilizes an online system) that compiles student data in all aspects of the student's educational profile. You will receive a form letter at the beginning of the school year that will include your child's unique login information as well as unique codes to be used to set up parent account(s) to track your child's attendance, discipline and grades. Please utilize this system to stay on top of your child's educational experience.

Grading System

Letter grades are given each nine weeks in subjects as required at each grade level. Courses where a letter grade is not required students will be given an E,S,I,NI,U as per the table below. Each teacher calculates grades using a combination of daily, weekly, and unit tests, as well as performance standards. Each teacher's method of grading must be consistent. The following scale is used to determine grades. Only letter grades appear on official school reports.

<u>LETTER GRADE</u>	<u>PERCENTAGE</u>	<u>ACHIEVEMENT LEVEL</u>
A	93 - 100	(E) Excellent
B	85 - 92	(S) Satisfactory
C	75 - 84	(I) Improving
D	67 - 74	(NI) Needs Improvement
F	0 - 66	(U) Unsatisfactory

Students with incomplete course work in a subject will receive a grade of "I" (Incomplete). Final grades are determined by averaging the grades for the four marking periods. For a final grade of "D", the students must have at least a cumulative average of a 67%. Students failing the second semester or even the last nine weeks of school because they refuse to complete assignments and make no effort on examinations are subject to failure for that particular year.

Attendance Policy

Elementary students shall be in attendance a minimum of 60,120 minutes (167-6hr days) a school year. Attendance in school is compulsory for all students aged 7 to 18 years of age as mandated by LA. R.S. 17:221. Once a student is enrolled in the St. Landry Parish School System, regardless of age, they are required to follow the compulsory attendance law. Elementary students may not miss more than ten (10) days per year in order to be eligible for promotion.

When a student misses school, their absence falls under four categories:

- **Exempted and Excused:** The student is allowed to make up the missed work and the absence is not counted against the attendance requirement. Examples are extended illness documented by a doctor or to celebrate religious holidays.

- **Non-Exempted and Excused:** The student is allowed to make up the missed work but the absence is counted against the attendance requirement. An example is personal or family illness documented by a parent's note 40
- **Unexcused:** The student is not allowed to make up the missed work and the absence is counted against the attendance requirement. An example is skipping school.
- **Suspensions:** The student is allowed to make up the missed work but the absence is counted against the attendance requirement. If a student has an excessive number of non-exempted absences, parents and legal guardians may make a formal appeal in accordance with the due process procedures established by the district. If a school district grants a waiver of the attendance requirement because of extenuating circumstances, students are eligible to make up missed work, receive grades and earn credit as long as they complete the missed work and pass the course.

Report Cards

The classroom teacher will issue report cards to each student at the end of the 9 weeks reporting period. Please sign and return the blue copy. The white copy is to be retained for the parent's records

Student Success in School

- Class work:
1. Students are expected to do all class work as assigned by the teacher.
 2. Homework assignments are to be completed and turned in on time.
 3. Teachers may deny students recess to complete class work or homework.
 4. Students will have the ability to use the restroom facilities during recess (snacks, programs, and extra-curricular activities can be refused by the instructor or administrator).
- Materials:
1. Students are expected to have all necessary school related materials for each subject in every class.
 2. They are to be used in accordance with the teacher's instructions.
 3. Doodling on papers, books, or compositions is not considered a constructive work habit.
- Student Papers:
1. Students are to bring graded papers home regularly as prescribed by the instructor.
 2. Parents are encouraged to review papers, sign them, and see to it that they are returned to the teacher the following day.

STATEMENT OF COMPLIANCE

Each student in grades 4-12 and each parent or guardian of a student in grades 4-12, shall annually sign a *Statement of Compliance*. For students, the *Statement of Compliance* shall state that the student agrees to attend school regularly, arrive at school on time, demonstrate significant effort toward completion of homework assignments, and follow school and classroom rules. For parents, the *Statement of Compliance* shall state that the parent or legal guardian agrees to ensure his/her child's daily attendance at school, ensure his/her child's arrival at school on time each day, ensure his/her child completes all assigned homework, and attend all required parent/teacher/principal conferences. Failure by a student and/or parent or legal guardian to sign the respective *Statement of Compliance* may result in disciplinary action. **The *Statement of Compliance* form to be signed and returned is located in the front of this handbook.**

Special Services

In addition to the regular academic program, St. Landry Parish School Board provides special services designated to meet the total needs of the students. These services include pupil appraisal services, speech therapy, Title I services, vision, and hearing screening.

Field Trip / Fall Fest / Field Day Policy

Cankton Elementary School (CES) recognizes that school-sponsored field trips are an important component of students' educational plans. Besides supplementing and enriching students' individualized learning experiences, such trips encourage new interests among students, help them relate their school experience to the outside world, and provide a social element to our school community.

Siblings not enrolled in CES may not attend field trips. A limited number of chaperones may attend based on need and space availability. Chaperones shall be 21 years of age or older. No refund policy: Once the field trip form and payment, has been received, payments will not be refunded. A student who has dropped from the school will not be allowed to attend the field trip even if she/he signed up while enrolled.

Students are not able to attend a field trip/Field Day/Fun Fest if they:

- receive F's or U's in conduct the nine-weeks of a field trip unless a parent accompanies them.
- are in or out-of-school suspended at the time of the field trip.
- have excessive missing assignments in a class. This will be at the discretion of the teacher and principal.
- owes the school any monies (ex: Registration Fee - \$10.00).

All attendees are expected to dress and behave in a manner that is respectful and that will represent CES in a positive light.

Operating Procedures

The School Day

No student is to report to school prior to 7:15 A.M. School begins at 7:55 A.M. and dismisses at 3:15 P.M. Students are not to be on the school campus before school or after dismissal without permission and supervision of a school official.

Tardiness

Students are considered tardy if they arrive after 7:55 A.M. A parent or guardian must sign-in a student who is tardy. Any legitimate excuse must be presented **immediately upon the student's arrival at school**. The excuse from a parent that **"It is my fault and not my child's fault that we are late"** will not be accepted since most of our students have the privilege of riding a school bus. The administration reserves the right to determine whether or not an excuse is justifiable.

Legal Issues Regarding Student Custody and Student Contact

Any parent or legal guardian requesting that their child is not to have contact with their dad/mom must present legal court documents stating this. A parent's word such as "his dad is not allowed to see him" is not acceptable. The school is not responsible for determining who has legal custody. Proper documents are needed in order for us to know custody information.

No adult is to have contact with a child that is not legally theirs unless given permission by the parent(s). If an issue arises, Law Enforcement will be contacted.

Parent Drop-Off/Pick-Up of Students

Parents are not allowed to drop off/pick up their student(s) in the **TEACHER'S Parking Lots, especially by the Cafeteria.** Students riding home in vehicles are dismissed at approximately 2:55 P.M. Parents are to observe the route used for car pick-ups in the afternoon. All students will leave in an orderly fashion, one at a time, through the south side entrance only (church side). Drivers must take extra caution as they pick up their children. No one should be left on campus, without supervision, after this time. Walkers are not to cut through the schoolyard. **If someone other than a parent will be picking up a student, the school will need signed permission from the parent or guardian. If a student is to ride a different bus on any day, the school will need signed permission from a parent or guardian.**

Calling to change your child's means of getting home needs to be done prior to 2:00 P.M. on that particular day. Later calls may result in your child not getting the correct message.

Any student that is being dropped off in the **Horse Shoe** should not arrive before 7:30 A.M. because any vehicle will interfere with our bus drop-off. This is for the safety of your children.

Visitors/Closed Campus

For the safety of our students, faculty, and staff, Cankton Elementary has a closed campus policy. This means that **all visitors** must check in with the main office immediately upon arrival on campus, to be cleared by the principal or secretary before visiting the campus. **It also means that once students have arrived at school, they are not allowed to leave campus without proper authorization until dismissal.**

Parents are welcomed to visit the school; however, we do ask that all parents check into the main office first. **Parents/Guardians should not habitually report to their children's classes to check them out immediately before dismissal. This habit may interfere with a child's learning as well as with a teacher's ability to provide last-minute instruction or assignments. Educating your children is important to us. Please assist us in making learning a priority for all children.**

Students from other elementary and secondary schools are not allowed to visit the school while it is in session without the permission of an administrator. **Visitors are not allowed to enter any classroom without a pass from the office.**

Conferences

Parent-teacher conferences are encouraged, **however prior arrangements are needed to meet with the teacher during their planning period only.** The principal should be consulted and be able to attend any parent-teacher conference.

Teachers should not interrupt teaching time to hold parent conferences **of any kind.**

The principal maintains an open-door policy to the teachers, students, and parents alike; however, previous arrangements made for principal-parent conferences will insure effective use of everyone's time.

SOCIAL MEDIA POSTING

Any individual, (PARENT/FAMILY MEMBER etc...) POSTING ANYTHING ON SOCIAL MEDIA WITHOUT PROPER CAUSE/VERIFICATION OF ACCURACY OF INFORMATION, towards Cankton Elementary or any of its students and/or faculty/staff members CAN AND WILL BE SUBJECT TO A GRIEVANCE FILED FOR SLANDER.

Student Behavior

All students are expected to exhibit proper and appropriate behavior at all times. Loud talking, loud laughter, abusive language, and horseplay are not tolerated. Unacceptable behavior will be dealt with appropriately.

Absences and Excuses

Please refer to the St. Landry Parish School Board Policy on page “B” of this handbook. Parish policy mandates that all absences be reported to the Supervisor of Child Welfare and Attendance at intervals of 3, 6, 9, and 12 days. After 3 unexcused absences a letter will be sent to the parents from the District Attorney’s office. Attendance will be documented as follows:

- 0-90 minutes—no credit/absent for the day
- 91-180 minutes—1/2 day credit
- More than 180 minutes of attendance—full day credit

Make-Up Work

1. Students will be given the opportunity to make up work missed for excused absences. Parents have 5 days to turn in an excuse upon the child’s return to school. Any excuse turned in after 5 days will not be accepted. If you call to find out what days your child missed after the 5 day period, we will not give out that information. Work must be made up within 5 days of returning to school.
2. Students shall not be given an opportunity to make up work for unexcused absences unless the instructor chooses to do so.
3. Students missing school as a result of any suspension shall be counted absent and shall be given a failing grade for those days spent suspended as well as not being given the opportunity to make up work. (Bulletin 741)

Permission to Leave School

Signs posted at the entrances to the campus detail when vehicles are to arrive after buses have departed. Any student who is in school at the beginning of the school day is to remain throughout the entire day unless an emergency arises. In the event that this occurs, permission to leave the campus must be secured from the principal or designee. The student is to be picked up by his or her parents. In the event the parents cannot be contacted, the emergency contact person on file will be called in the office. Parents or contact persons must sign-out the student.

Use of the School Phone

Students may not use the phone **unless they receive permission** from the principal or his designee. The students must specify the nature of the call they will make. No social calls are to be received or made by students. Parents are asked not to call their children at school except for illness or emergencies.

Cell Phones/Electronic Devices: Students are not permitted to possess cell phones or any other unauthorized electronic devices on campus during regular school hours.

Student Illness

Students who are ill before leaving home in the morning should remain home and not make an attempt to come to school. Transportation will not be furnished by the school to return a student home unless it is an extreme emergency or serious illness. A student who becomes ill at school will be allowed to call his parents or guardian.

Student Accidents

All accidents must be reported immediately to the principal's office. For all injuries that require medical attention, parents will be notified. Only primary first aid procedures can be administered to children here at school. In case of an emergency, the school authorities will call for an ambulance to take the student to a hospital.

Immunization Procedure

All students must have all the immunization records required by the local health unit on file at school. At the beginning of each school session or upon the entry of a new student, the immunization record of each student will be checked. If a student is found deficient, he/she will be allowed 10 days to get his/her immunizations up-to-date or he/she will be sent home until he/she does comply with these statutes. This is a health precaution for the protection of all of our students. It is also state law. Kindergarten students will not be allowed to register without proper immunization records.

Proof of Residence

Before a student can be registered at Cankton Elementary he/she must provide proof of residence as required by the new St. Landry Parish policy. The name of the parent or legal guardian must appear on a copy of at least two (2) of the following:

1. Electric bill; Cable TV /Satellite bill; Telephone (landline bill) or Tax Assessor's bill
2. Original,current Medical/ Medicare or Social Security Insurance Card
3. Original Homestead Exemption
4. Original Mortgage or original lease agreement/rental contract on company letterhead (if utilities are included in rental fee, you must provide a bill showing the name and address.

Emergency Procedures for Early Dismissal

School buses will run their regular routes if conditions permit. Students will be allowed to contact parents if an unexpected situation arises. We recommend that parents listen to the local radio station KSLO (Opelousas) for information or tune into a local television station concerning early dismissal.

Drills

Fire drills will be held once per month and are unscheduled. Students are to exit the building in a quiet and orderly manner. **Tornado drills** are provided to share safety instructions and evacuation procedures in the case of severe weather conditions. **Lock down drills** are also held in order for students to become familiar with our procedures in case an emergency arises.

Lost and Found

All articles found on the school grounds should be promptly turned into the office. A student may inquire at the office about a lost item during their break. All articles which have not been claimed by the end of the school year will be discarded. The school is not responsible for lost articles. Please label jackets, hats, and other such items with your child's name.

School Fees: School Activity Fee for the 2019-2020 session is \$10.00.

Textbook and Other Fees

Students are asked to take care of their textbooks. Textbooks/library books that are lost or damaged must be paid for. Books are to be checked periodically by the teachers and they must be in good condition. Students are to pay for lost or damaged books.

Lunch/Breakfast Program (also see pages 20-21)

All students may apply for free or reduced lunch cost. A form is sent to parents by way of students at the beginning of the school year and must be filled out and returned the next day if the student wishes to receive free or reduced cost lunches. Those not interested in applying must also return the form, indicating accordingly. Until a student qualifies for free or reduced lunch and is processed, lunches must be paid for by the parent. Lunch bills must be paid by the 10th of each month. Thereafter, students will be given cereal and milk to eat for lunch in place of the meal of the day. Students who wish to eat breakfast at school **must be in the school cafeteria by 7:30 A.M.** Students who bring their lunch to school are **not allowed to have any nut or seafood products** or any other types of food that is not allowed according to state guidelines.

General Rules and Behavior

The Cankton Elementary staff expects good and appropriate behavior from our students at all times. In the classrooms, cafeteria, halls, rest rooms, assemblies, and at all activities, students are expected to behave in accordance with the situation. Loud talking, loud laughter, abusive language, and horseplay will not be tolerated.

General Rules:

1. Toys are not to be brought to school unless the individual teacher grants permission.
 2. All students are responsible for their own possessions. Students may not exchange their personal things for those of other students.
 3. No chewing gum.
 4. No eating candy/snacks before lunch or in the classroom unless permission is granted by the teacher.
 5. No throwing paper on the campus. Please use the trash cans.
 6. No tobacco products on campus.
 7. No alcohol on campus.
 8. No drugs allowed on campus. All medications brought on campus must be left with the assigned staff member.
 9. No writing on school property or on others' personal property.
 10. No taking someone else's property (stealing).
 11. No cursing or use of vulgar or abusive language.
 12. Students are not allowed to have beepers or phones in their possession.
 13. No radios or tape/disc players or headphones.
 14. No disrespect for authority.
 15. No leaving class without permission.
 16. No weapons/knives/pistols, or any other object which could cause injury to anyone.
 17. No fighting.
1. Students are expected to attend school in uniform (see Student Dress Code Parish Policy I). The **principal shall be the final interpreter of the school dress code.**
 2. Any negative behavior, even if not specifically covered in these rules, is subject to disciplinary action at the discretion of the administration.

Please respect yourself, your classmates, and members of the school staff. Since there is always a responsible adult on duty whenever students are under the supervision of the school, Cankton Elementary believes that resorting to the doctrine of self-defense as an excuse for retaliation will be, for practical purposes, unjustifiable.

Grooming Policy

The following policies are to be adhered to by all students attending Cankton Elementary School.

The principal shall be the final interpreter of the school grooming policy.

- Earrings or any other adornments on boys' ears are not allowed. Rings or adornments in the nose or other facial areas of boys or girls are prohibited. Neck chains, bracelets, and other jewelry may not portray knives, guns, marijuana leaves, etc. Two finger rings are prohibited.
- Young ladies should not wear earrings larger than 1.5 inches.
- 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.
- No hats, caps, or other headgear may be worn in the building by either boys or girls. Headbands or bandannas are not allowed.
- Torn, frayed, or cut-off clothing of any type is not permitted.
- Hairstyles for both male and female that creates problems of health and sanitation, obstruct vision, or distracts from the learning environment will not be allowed. The principal or his 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 (ribbons/bows/beads, rubber bands, etc.) & hair restraints are not allowed for males.
- Hair dyed in unnatural or unusual color(s) from the student's natural hair color is not permitted
- Braided hair must be neatly styled and must not protrude outward. Males are not allowed to wear beads or other objects in their hair.
- Males are not allowed to have goatees, beards, or any facial hair. Sideburns are acceptable, but may not be longer than earlobes. Boys' hair must be collar length or shorter.
- Lower elementary students may not wear make-up.
- Bangs (on both males and females) are not to hang down into students' eyes. All haircuts should be neatly trimmed.

*** In general, students should be clean, well groomed, and appropriately attired for school. Any type of clothing, grooming, or hairstyling which causes undue attention or serves as a distraction will not be permitted. The administration reserves the right to use broad discretion in determining what attire and grooming is appropriate for school, whether included in the preceding list or not.

Cafeteria Rules

- Students who wish to eat breakfast **must be in the cafeteria by 7:30 A.M.**
- All teachers will escort their classes to the cafeteria at the respective lunch period. The following rules are to be adhered to:
 1. Wash hands before eating.
 2. Never talk or drink with food in your mouth.
 3. Always practice your good table manners.
 4. Loud or ill-mannered behavior will not be tolerated.
 5. After eating and when directed by the teacher, student will return their chair to its proper place, dispose of his/her plate and leave the cafeteria in an orderly fashion.

Playground Rules

1. Don't throw sticks, rocks, pinecones, bottle caps, or any object which may injure another child.
2. Don't play tug-of-war or any other game with a jump rope that calls for pulling children with a rope.
3. All students must play in their designated play area.
4. **Don't run in the halls, on the sidewalks, or on the slab.**
5. Be courteous and kind to others at all times.
6. Do not litter.
7. Knocking each other down, tripping, tagging hard, jumping on someone's back, rough play, or tackle football is not allowed.
8. Do not kick the basketball.
9. Stay out of the halls at recess.
10. Do not play around in the restrooms and do not loiter there.
11. Do not run around the benches, trees or other outdoor covered areas.

All students are urged to practice safety at all times in and around the school campus. If something occurs on the playground, notify the persons assigned to duty.

Bus Rules and Regulations

1. Students must be on time at the designated area and be waiting for the bus.
2. Students must obey the driver promptly and cheerfully. Please respect the driver.
3. Help to keep the bus clean and sanitary. Anyone purposely damaging or breaking school property will be disciplined and be required to pay for damages.
4. Avoid causing trouble by teasing, pulling hair, scuffling, name calling, fighting, or using profane, obscene and abusive language.
5. Arms and heads must be kept inside the bus windows 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 a seat by the driver, stay in that seat.
7. Loud talking will not be tolerated. Conversation, in normal tones, is permissible.
8. Obtain permission from the driver before opening/closing windows.
9. No students will be allowed to ride another bus or be discharged at a different stop unless he/she has a **written permission from his/her parent**. The note must be initialed by the principal/designee, dated, & presented to the driver by the student.
10. Students are not to play with any object while in route to and from school.
11. High school students arriving on a bus in the morning or evening will not be allowed to leave campus or ride home with someone off campus unless they have written permission from parents.
12. Any student who has not been picked up in the morning due to poor weather or road conditions will not be delivered home in the afternoon after dismissal.

Any violations of any of the above rules and regulations may be reason for disciplinary action, loss of riding privileges, suspension, or expulsion. Your cooperation will help to make your transportation safe and comfortable.

BUS DISCIPLINE PROGRESSION

Students may be subject to the following consequences for minor offenses:

1. 1st Offense Conference will be held with the student.
Parent/guardian will be notified.
Warning citation will be issued.
2. 2nd Offense A conference with student and parent/guardian will be held.
3. 3rd Offense Written notification to parent/guardian will be made.
Student will be denied bus transportation for 3-5 days.
4. 4th Offense Permanent suspension for the school year from all bus
transportation will be enforced after notifying parent.

***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.

Discipline Policy

School discipline has two broad objectives. It insures a proper climate for learning and it fosters the development of self-discipline that is required for all learning. The ultimate responsibility for student conduct rests with the student and the parent. It is a daily responsibility of school personnel to see that no single person interferes with the total learning environment of other students.

Individual human conduct is a composite of many factors which teachers cannot always overcome during the school year; therefore, when the student fails to discipline himself to follow the established rules of the school, it becomes the school's responsibility to discipline the student.

As prescribed by law, every teacher or staff member is authorized to hold every pupil to a strict accountability standard for any disorderly conduct. This includes in the school building, on the playgrounds of the school, on any street, road, or school bus going to or returning from school, and during recess. (R.S.17:416). It is the final responsibility of the principal to maintain discipline at each school or any school function.

Schools do assume a responsibility to help a student learn self-discipline. However, when a student exhibits marked deviation from acceptable behavior, it is the responsibility of the teacher, principal, guidance, attendance, and psychological personnel to undertake every effort to identify the problem. It is the task of the school administrator to secure parental understanding and cooperation in order to help the student. This is in accordance with his/her best judgment and the resources available.

In cases where corrective action becomes necessary, the disciplinary measures taken should be positive, constructive, and directed toward serving educational ends. It should be clearly understood by the student and his parents that 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.

While the school is concerned with the individual and his/her welfare, it must also be concerned with the group and its welfare by preserving the proper atmosphere for teaching and learning.

Disciplinary Actions and Definitions:

The following order is not progressive, and all steps may not be applicable depending on the school site or disciplinary infraction.

The principal or his designee will administer the following action(s).

- **Counsel and Warn**- A discussion shall be held with student to discuss mis-behavior and student shall be advised of consequences for continued violations.
- **Refer to School Resources**- Student shall be referred to school resources (i.e. school counselor, mental health providers, Safe and Drug Free School Counselors, Teacher Assistance Teams, School Building Level Committee, School Resource Officer, etc.) for intervention.
- **Parental Contact**- Parents contacted to discuss student's misbehavior.
- **Assign Lunch or Recess Detention**- Student shall be assigned to detention for a specified date and time.
- **Assign Work Detail/Cafeteria Duty**- Student shall be assigned to complete supervised community service at the school.
- **Assign Remedial Work**- student shall be assigned remedial work to be completed by a specified date and time.
- **Conference with Parent**- A conference with the parent/legal guardian, student, and/or teacher(s) shall be scheduled and conducted.

The principal will, when deemed appropriate take the following action:

- **Out of School Suspension**- Student shall be suspended out of school for a period of one to nine days.
- **Expulsion Recommendation**- Student shall be suspended from school pending an expulsion hearing with a district hearing officer. The superintendent, with board approval, will determine if/when a student will be allowed to return to the school system and what campus he/she will be assigned.

Discipline—Authorization by Law

Discipline of Pupils, Suspension, and/or Expulsion

Every teacher, bus driver, staff member, and principal is authorized to hold every pupil strictly accountable for any disorderly conduct in the school, on the playground of the school, on the street, or on the road while going to and from school as well as during recess periods. School principals may suspend from school any student, including an exceptional child, for a good cause in accordance with state law and local policy. Act No. 492 of the Louisiana Legislature will be followed. In essence, it provides for expulsion after three suspensions and the commission of a fourth offense, or immediate expulsion for certain violations. Some of the reasons for suspension and for expulsion are:

1. Willful disobedience.
2. Disrespect for authority.
3. Use of profane or unchaste language.
4. Immoral or vicious practices.
5. Use of alcohol or tobacco products.
6. Instigation or participating in fights.
7. Violating traffic and safety regulations
8. Leaving school without permission.
9. Habitual tardiness or absenteeism.
10. Conduct or habits injurious to his associates.

11. Use, possession, or distribution of controlled dangerous substances (drugs).
12. Disturbing the school and habitually violating the rules.
13. Cutting, defacing, or injuring any part of school buildings or school property.
14. Drawing profane or obscene pictures on any item affiliated with school.
15. Carrying firearms, knives, or other implements which can be used as a weapon.
16. Throwing missiles anywhere on the school grounds, on a trip to and from school, or a school sponsored activity.
17. Committing any other serious offense.

Notice in writing of the suspension and the reasons thereof shall be given to the parents or legal guardian of the pupil suspended. Parents and legal guardians are the only people the administrator can address in a meeting concerning the misbehavior of the student involved in the incident. Any parent of a pupil suspended shall have the right to appeal to the parish superintendent of schools who shall conduct a hearing on the merits of the case. The decision of the superintendent of schools as well as the terms of the suspension shall be final. A pupil suspended for damages to any property belonging 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.

All fights involving students that are subject to disciplinary action will be thoroughly investigated by the principal or designee in order to determine whether or not the students involved are to be disciplined. Following the investigation, all discipline to be applied will be in accordance with school policy.

Discipline Referrals

In the case of a minor rule infraction a teacher usually handles discipline in the classroom, on the playground, and/or on the school campus. The school principal, his designee, or any teacher may use corporal punishment in a reasonable manner against a student for good cause to maintain discipline and order within the school in accordance with local policies.

The teacher concerned will write the rule violations on a referral form. The first time a student receives a discipline referral form he/she must have the form signed by the parent and have the form returned to the principal's office. Upon receipt of a second discipline referral the parents must come to school with the child for a conference with the principal and the teacher involved to resolve the problem. The third behavior referral may result in school suspension. If a student commits a serious offense he/she may be suspended and/or expelled the first time.

Students missing school as a result of any suspension shall be counted absent. She/he will be allowed to make up work for their first out of school suspension for partial credit equal to 50%, and 25% credit for the second and each subsequent suspension within the same school year. Students will be given time equal to 5 school days to make up any work missed during a suspension. No refunds on monies paid to attend an event if a student is absent, suspended, given detention, or expelled.

Firearms on School Property

1. Carrying a firearm by a student or non-student on school property is unlawful as is the intentional possession of any firearm on one's person, on a campus during regular hours or on a school bus.
2. For purpose of this section, the following words shall have the following meanings:

- a. "School" is any elementary, secondary, high school, or vocational school in the state of Louisiana.
- b. "Campus" encompasses all facilities and property within the boundary of the school property.
- c. "School bus" is any motor bus being used to transport children to and from school or in connection with school activities.
- d. "Non-student" is any person not registered and enrolled in the said school or a suspended student who does not have permission to be on the school campus.
3. The provisions of this section shall not apply to:
 - a. A federal, state, or local law enforcement officer in the performance of his official duties.
 - b. A school official or employee, acting during the normal course of his employment and/or a student acting under the direction of such school official or employee.
4. Whoever commits the crime of carrying a firearm by a student on school property shall be imprisoned at hard labor for not more than five years.
5. As of September 6, 1991, school officials shall notify all students and parents of the impact of this legislation, and within a thirty-day period, shall post notices of the impact of this section at each major point of entry to the school. These notices shall be maintained as permanent notices.
6. If a student is arrested for carrying a concealed weapon on campus the principal shall immediately notify the law enforcement officers and the student's parents.

Metal Detector Searches

The St. Landry Parish School Board has authorized the use of metal detectors in all schools to help ensure a safe environment for the students and staff under its jurisdiction. Metal detectors may be used by law enforcement agencies, school personnel, or a combination of both parties to help minimize the presence of weapons on school campuses.

All policies in the School Board's Policy Manual, concerning student searches will apply when metal detector searches are conducted on a student or non-student. Please refer to The St. Landry Parish School Board Policy "Student Searches" on page "D" of this handbook for further details.

Lice Infestation Policy

1. All students suspected of having body lice will be subject to an examination by school or other trained personnel.
2. Student with lice or nits will be sent home for a treatment that has been proven effective against lice infestation.
3. When a student is sent home for treatment of lice infestation, a letter will accompany the student. This letter will explain the suspected condition and will suggest accepted treatment for ridding the student of the suspected problem.
4. Students must be free of nits/eggs before returning to school. This will be determined by the school nurse/other trained personnel by examination of the student upon re-entry.
5. Following proper treatment, a student should not be out of school for more than three days. Any student absent longer than three days will be referred to the Supervisor of Child Welfare and Attendance on form LA-15 because of unexcused absences.

Medicines

To assure school attendance for students who must use medication for the treatment of chronic disabilities or illness, the following guidelines have been established:

1. Written order from a physician detailing the name of the drug, dosage, and time interval medications are to be taken.
2. Written request and permission from the parent or guardian of the student requesting that the school district comply with the physician's order.
3. Medication must be brought to school in a container appropriately labeled by the pharmacy or physician.
4. Each medication given must be recorded on a medication log. This includes the date, time, dosage, and signature of the person giving the medication.

No employee of the school district may be held responsible if the child does not receive his/her scheduled dose of medicine, or if the child takes an overdose of medicine. If the daily dose of medication is lost, stolen, or spilled, or if the child refuses to take the medicine or spits it out, a reasonable attempt will be made to reach the parents. If the parents cannot be reached, the school personnel shall not be held responsible.

Adopted: July 18, 1991

Ref: LA. Rev. Stat. 17:81

St. Landry Parish

Conjunctivitis (Pink Eyes)

“Pink eyes” is an infection of the conjunctiva (the outermost layer of the eye). The three most common types of conjunctivitis are viral, allergic, and bacterial. Each requires different treatment. With the exception of the allergic type, conjunctivitis is typically contagious. For information concerning the symptoms, detection, diagnosis, and treatment, parents or guardians should log onto: <http://www.stlukeeyes.com/conditions/conjunctivitis>. Parents will be contacted if “pink eyes” is suspected in the child so that proper treatment can be started and spread of the disease can be prevented.

Ringworm

A ringworm is a fungus infection that affects children and adults. It can appear as a round scaly area on the head with hair loss or on any area of the body. It will spread through contact of scales from the sores or any clothes that have been in contact with the fungus.

1. Any student suspected of having ringworm of the body, in any form, would be subject to an examination by the school nurse or other trained personnel.
2. If the ringworm is not properly treated, it remains contagious. Your child will be sent home with the infected area covered with a bandage.
3. When a student is sent home for treatment, a letter will accompany the student. This letter will explain condition/suggest accepted treatment methods.
4. Students must be under proper treatment before returning to school. The school nurse or other trained personnel will examine the student upon the student's re-entry to determine if the treatment has been successful.
5. Ringworm of the scalp is treated differently from ringworm on other parts of the body. Students must be seen by a doctor. The child is excluded from school for a period of 2 – 5 days after treatment has begun and the child must bring a statement from the doctor indicating the diagnosis, treatment, and when he/she is to return to school.

Cafeteria & Meal Policies

The school cafeteria is maintained as a vital part of the health program of the school environment. To encourage good nutrition, a well-balanced breakfast and lunch is offered free of charge to all students. The cafeteria staff and your fellow students will appreciate your cooperation in:

- Depositing all breakfast & lunch litter in trash cans.
- Returning all trays and utensils to the dishwashing area.
- Leaving the table and floor around your place in a clean condition for others.
- Leaving the cafeteria immediately upon completing your meal.

Note: No food may be brought to a student during the school day unless the student is on a special diet. A statement from the doctor is necessary for verification of a special diet. By law, students are not allowed to receive food delivered from outside vendors or businesses (i.e. McDonald's, Burger King, Pizza Hut, Taco Bell, etc.). Students are not allowed to bring food or drinks into classrooms, and they will not be excused from class to eat delivered food regardless of the person who brought it.

Students with Food Allergies must provide the Diet Prescription for Meals at School Form completed and signed by a physician as well as meet with the school nurse, cafeteria manager and other stakeholders for special arrangements.

All schools are PEANUT and SEAFOOD free.

Child Nutrition Services Parent Information

Community Eligibility Provision (CEP)

The St. Landry Parish Child Nutrition Department is pleased to inform you that we will continue to implement the Community Eligibility Provision (CEP) for the School Year 2019-2020.

This means that all enrolled students in St. Landry Parish public school system are eligible to receive a healthy breakfast and lunch at no charge to your household each day of the 2019-2020 school year. No further action is required of you. Your child(ren) will be able to participate in these meal programs without having to pay a fee or submit a meal application.

ALL STUDENT MEALS ARE FREE!

Meals from Home

Food may be brought from home; however, it is at the discretion of each principal. If the principal allows students to bring meals from home, the following rules apply. All meals from home must incorporate whole grains and other nutrient-dense foods by following the current meal pattern (meat/meat alternate, grains, fruit, vegetables, and milk) for breakfast and lunch in accordance with U.S. Department of Agriculture (USDA) regulations and policies. To ensure proper holding temperatures, please make sure the food products are kept cold using ice packs until meal service.

The cafeteria cannot store student meals brought from home.

Fast food, candy, chips, and soft drinks or sugar-based juice drinks are not allowed in the cafeteria. Milk and 100% juice drinks are allowed and may also be purchased in the cafeteria.

Allergies

All school campuses are **Peanut** and **Seafood** Free. Any food brought from home may not contain any type of nuts or any kind of seafood. There are several students with allergies that are enrolled in our schools.

Microwave

Students at the elementary level (K-8) are not allowed to use the microwave at school. Therefore, parents are encouraged to pack student meals with ice packs to ensure proper temperature control for the safety of the student.

Students at the high school level (9-12) may use the microwave, if available; however, it is at the discretion of each principal. If microwave use is allowed, the following should be adhered to:

- There should be adult supervision when students are using the microwave
- Adults and students must remain by the microwave when it is being operated.
- Operating instructions should be available to users.
- Instructions for safe use of the microwave should be provided.

Refunds

Parents or guardians must request a refund when their child is no longer enrolled, exiting due to graduating, or just to clear out their account. You may submit a written request for a refund on the form provided by the cafeteria manager. Once the form is completed and submitted, it will be processed for approval. Be sure to give us your new address if you will be moving to a new location. Refund checks are mailed. Refunds **will not** be granted after the last day of the fiscal year which ends on the last business day in the month of June. You may also come by the Child Nutrition Department and we will be happy to help you.

Note: Any balances remaining in an account for existing students will be carried forward to the following school year.

Non-Discrimination Statement: This explains what to do if you believe you have been treated unfairly. In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

CANKTON ELEMENTARY'S Positive Behavior Incentives and Support (PBIS)

S. Broussard, Cankton Elem. PBIS Facilitator

MOTTO:

**Cankton Elementary Community, “United in Learning”,
preparing all students to meet life’s challenges.**

Cankton Elementary’s 3 “B’s”:

**Be RESPECTFUL
Be RESPONSIBLE
Be SAFE**

GATOR CODE:

**Give Respect
Act Responsibly
Think Positively
Orders in Line
Remember Safety**

BUS expected behavior

- Be Respectful** Obey the bus driver promptly and cheerfully
Loud talking **WILL NOT BE TOLERATED**
No teasing, bullying or using profane language
- Be Responsible** Be on time at designated stop
Keep the bus clean
- Be Safe** No moving around while the bus is in motion
Arms & Head must be kept inside bus window
Nothing is to be thrown out of the windows

CAFETERIA expected behavior

- Be Respectful** Use “Please” and “Thank You”
Don’t play with your food
Eat and use **ZERO** voice
- Be Responsible** Use utensils properly
Keep cafeteria clean
Put waste in its place
- Be Safe** Walk quietly in cafeteria
Keep hands and feet to yourself
Sit properly

CLASSROOM expected behavior

- Be Respectful** Respect yourself, others, and property
Raise your hand to speak or get out of your desk
- Be Responsible** Be prepared for class (supplies and attitude)
- Be Safe** Keep hands, feet, and objects to yourself
Work and play in a safe manner

HALL expected behavior

Be Respectful	Say “excuse me” and “sorry” Greet people and smile Use ZERO voice
Be Responsible	Respect work displayed Dispose of litter properly Walk to your destination
Be Safe	Walk in line order Keep hands and feet to yourself Stay to the RIGHT

LINE-UP expected behavior

Be Respectful	Walk to dot quietly and sit quietly Wait quietly to be dismissed by your teacher
Be Responsible	Freeze when you hear the first whistle Quietly walk to your dot when class called
Be Safe	WALK to your dot when whistle blown Keep hands and feet to yourself

PLAYGROUND expected behavior

Be Respectful	Respect authority and property of others Be friendly, kind, nice, and helpful
Be Responsible	Dispose of litter properly Stay in designated area Help others
Be Safe	Walk on sidewalks and slab Keep hands and feet to yourself Use equipment appropriately

RESTROOM expected behavior

Be Respectful

Be patient
Respect privacy and property of others
Flush toilet

Be Responsible

Keep restroom clean and report any problems
Be quick, wash hands, turn off water
Adjust clothing to follow dress code

Be Safe

Use restroom supplies appropriately
Walk in the restroom
Be cautious of wet floor

SIDEWALK expected behavior

Be Respectful

Say “excuse me” and “sorry”
Greet people and smile
Use ZERO voice

Be Responsible

Respect work displayed
Dispose of litter properly
Walk to your destination

Be Safe

Walk in line order
Keep hands and feet to yourself
Stay to the RIGHT