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MESSAGE FROM THE PRINCIPAL

On behalf of the staff, I take pleasure in welcoming you to Sunset Middle School. This handbook is published so that all students of Sunset Middle may have a ready reference to information, which is necessary to the understanding of the daily operation of our school. It is essential that all students and parents read the information contained in this handbook so there may be few misunderstandings as possible. If this handbook does not give you the information you need, you should contact the assistant principal or me for help.

The goal of Sunset Middle is excellence. In striving to reach this goal, there must be a cooperative effort on the part of the students, teachers, administrators, parents, and community. We want our students to take pride in their school and community. We earnestly solicit your cooperation in this venture and assure you that the result will be well worth the effort. Therefore, I urge all students to become actively involved in their studies and in the extra-curricular activities at Sunset Middle.

Note: 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.

Educationally Yours,

Marquet S. Rideau

INTRODUCTION

Sunset Middle houses fifth through eighth grade along with special education classes. Our student population is approximately 385. We are a professional development school (PDS), in partnership with the University of Louisiana at Lafayette. Teacher interns complete their training here. Our students are active participants in the Talent Search Program in conjunction with UL and 21st Learning Center Grant which provides academic and recreational enrichment. Our computer lab provides enrichment, remediation, and on-line programs on a daily basis to our students. Each regular education classroom is equipped with internet connected computer(s) as well as a Smartboard. Chromebooks are available for our students to utilize.

Our students are actively involved in clubs, organizations, athletics, band, and community/parish service projects.

MISSION STATEMENT

Teachers, parents, and community working together to ensure that all students will learn.

REGISTRATION REQUIREMENTS

Documents must include: (at least 2 of the following)

- Entergy, Cleco, or Slemco bill; Cable TV / Satellite bill; Telephone bill (land line) or Tax Assessor’s bill
- Original Medical/Medicare or social security insurance card
- Original Homestead Exemption

** Before a student can be registered at Sunset Elementary the student must provide proof of residence in this school zone. The name of the parents or legal guardian must appear on a copy of a light bill, telephone bill, gas bill, or other utility bill which indicates service in this school zone. No rental receipt will be accepted as proof of residence. Home visits may be necessary to verify proof of residence.

ACTIVITY FEES: (Due first week of school)

Students are required to pay a $30 registration/activity fee. Activity fees must be paid before students can participate in any extracurricular/co-curricular incentive activities. End-of-the-year awards, ID cards, etc. will be held until all debts are cleared. The following list is a breakdown of the registration fees.

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IMMUNIZATION PROCEDURE / HEALTH RECORDS
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, 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 our students. It is also state law. In completing the health history of each student at registration, it is the responsibility of the parents to inform the school of specific health problems. If a student is allergic to certain foods, a doctor’s statement indicating the type of food allergies must be given to the food service manager and a copy for the cumulative folder. This information is very important for the general welfare of the student.

SCHOOL DAY
The school day for students begins at 7:45 a.m. and ends at 3:15 p.m. Walking students should not arrive earlier than 7:15 a.m. Proper supervision before this time is unavailable. Students should not be dropped off early and left unattended on Budd St or any street near the school. Students are not permitted to loiter near buildings, cars, or streets after arriving on campus. Students who walk are dismissed at 2:55 p.m. Students picked up are to leave with remaining riders at 3:20 p.m. Students who ride the first wave of buses load at 3:15. Students who eat breakfast are to report to the cafeteria at 7:15 a.m. or as soon as they arrive on campus. (After the student reaches the designated area (gym or quadrangle), he/she will not be allowed to go to the cafeteria.) After eating, grades 5 & 6 report to the gym. Students in grades 7 & 8 report to the quadrangle. On rainy days 5-8 will report to the gym.

ATTENDANCE
A student must be present a minimum of 167 days to be considered for promotion to the next grade. When he/she must be absent from school, the student’s parent/guardian must provide the school with a written explanation. An absence is excused if the student is ill, must attend a funeral of a family member, or any act of nature such as flooding. A doctor’s excuse is required for a student returning after any contagious illness or after the student has been absent five consecutive days due to illness. Parents will be notified after three, five, and ten days of unexcused absences. A LA-15 form will be sent to the Supervisor of Child Welfare and Attendance when a student has missed 5 unexcused absences and a TASC form will be sent to the St. Landry Parish Truancy Task Force.

For a student to be eligible to receive credit and make up work during an absence, the student shall be required in each instance to submit parental confirmation of the reasons for the absence.

Students with unexcused absences shall receive a zero (0) for any graded work assigned during his/her absence. Students missing school as a result of an out-of-school suspension shall be counted as absent. A student removed from the classroom shall be assigned school work missed and shall receive partial credit for such work if it is completed satisfactorily and timely as determined by the principal or his/her designee. For the first removal from the classroom, the student shall receive fifty percent (50%) credit for completed work, and for subsequent removals the student shall receive twenty-five (25%) credit. Students shall be given time equal to five (5) school days to make up any work missed during said exclusionary period from school. Students are allowed to make up work missed for any excused absences provided the STUDENTS TAKE THE INITIATIVE TO DO SO.

1. The student making up work should not expect the teacher to take away from class time to enable them to catch up.
2. The teacher will give reasonable assistance without interfering with the regular class routine.
3. The student making up work is expected to do this and keep up with regular class work.

All students are expected to arrive at school ready to begin classes at 7:45 a.m. daily. If a student is tardy for school, the parent must bring child to office to sign in. Students who are not in school or who are tardy without parental or school consent will be considered truant. Truancy is considered a serious offense and students will be reported to the Truancy Task Force. Continued truancy may result in expulsion from school. Students will attend detention upon the fourth unexcused tardy.

If a student is late to class because a teacher has detained him/her, that teacher will give the student a pass to his/her next class. Teachers will record all tardies. On the fourth unexcused tardy the teacher will submit a form on JCampus and a recommendation for disciplinary action. Any student, in attendance on that school day, who fails to report to class, will be given a JCampus form, and will receive the corresponding disciplinary action based on the current discipline record.

PERMISSION TO LEAVE SCHOOL
1. Students may not leave school at any time without permission from the principal’s office.
2. Students who must leave due to dentist or doctor appointments or other family emergencies must be checked out by a parent or another adult with a signed note from the parent.
3. Those listed on the emergency data forms are the only ones allowed to check out a student without a note from the parent.

**Students are to make sure they have permission from the teacher whose class they are supposed to be in before going to the office. Students will not be allowed to leave a teacher’s class to go to another teacher’s class during periods of instruction.**

STUDENT SIGN-OUT POLICY
Parents are urged to leave their children in school all day. Doctor or other appointments should be scheduled outside school hours and on school holidays whenever possible. Parents must sign the student out in the school’s office. The student will not be allowed to leave with anyone else unless a parent is contacted.

AFTERNOON DISMISSAL
All vehicles must line up on Budd Street and remain in line. Parents are not to leave vehicles to walk to the office to sign out students. Parents must remain in the vehicles. NO CHECKOUTS AFTER 2:30 P.M. NO EXCEPTIONS!

BUS TRANSPORTATION
School bus transportation is a privilege that may be withdrawn for inappropriate behavior. A student is to ride the bus to which he/she is assigned. Any request to ride a different bus must be in writing by the parent/guardian and submitted to the office for the principal/s or assistant principal’s signature. Students will be allowed off the bus only at school, home, and locations requested in writing by parents. Parents must give their telephone number on the note where he/she can be contacted to verify the permission request letter. If the parent cannot be reached, the student will not be permitted to ride a different bus. The permission letter must be in the assistant principal’s office before 8:30 a.m. and picked up before 2:30 p.m. The bus driver is in complete charge of the bus and its occupants at all times. Students riding the bus must comply with the requests of the driver.

BUS RULES AND REGULATIONS
Students are required to follow these rules at all times while on the bus:
1. Be on time at designated stop.
2. Obey the driver promptly and respectfully.
3. Keep the bus clean and sanitary. Anyone purposely damaging or breaking school property will be disciplined and required to pay damages.
4. Avoid causing trouble by not teasing, pulling hair, scuffling, or using profane/obscene language.
5. Keep arms and heads inside the bus at all times. Nothing is to be thrown out of windows.
6. Sit in assigned seat. There should be no moving around while the bus is in motion.
7. Talk in normal tones. Loud talking will not be tolerated
8. Obtain permission from the driver before opening the windows at any time.

Note: Any violation of the above rules and regulations may be reason for disciplinary action, suspension, or expulsion. A student who causes damage to a school bus shall be subject to suspension from school and shall not be readmitted until acceptable provisions for restitution have been made for such damage or until re-admittance is directed by the superintendent. Your cooperation will help make your transportation safe and comfortable. If a student is suspended or expelled from riding the bus, during this time period the student is not allowed to ride any other bus in the parish.
BICYCLES and WALKERS
Students who ride bicycles to Sunset Middle School are to park them in the bicycle rack. Bicycles are not to be ridden during school except as transportation for those students leaving early with the permission of the principal or the principal’s designee. The school cannot be responsible for any lost or damaged bicycles. All bicycles should be locked with padlocks when they are parked in the racks. **Bicycle riders/walkers should not be on campus before 7:15 a.m.** Walkers are to enter the campus using the walkway at the center of the horseshoe driveway.

CAR POOLERS
Parents may drop students in the front of the gym between 7:35 AM and 7:45 AM. Car riders are to leave when remaining riders are called at 3:10 PM. They are to be picked up in front of the gym.

VISITORS (CLOSED CAMPUS)
CLOSED CAMPUS means all visitors to our campus must sign in and obtain a Visitor’s Pass from the main office. It also means that once students have arrived at school, they are not allowed to leave campus until dismissal. Visitors are not allowed to enter a classroom or speak to a teacher without a Visitor’s Pass. Visitors will not be permitted to loiter on the school campus or in school buildings. All visitors must be screened when entering the building due to COVID 19.

PARENT/TEACHER CONFERENCES
Parents are to schedule conferences during the teacher’s planning period.

WITHDRAWAL OF STUDENTS
The parent must complete a withdrawal form which is available in the assistant principal’s office. All textbooks, library books, and fines must be cleared before the student secures a transfer record to another school. Each student is responsible for all books issued to him/her and is required to pay for any defaced, damaged, lost, or stolen books.

MEDICATION
Students may not bring any medication to school. This includes aspirin and cough drops. 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, and an emergency plan is on file.
3. Medication must be brought to school in a container appropriately labeled by the pharmacy/doctor.
4. Each medication given must be recorded on a medication log.
5. “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.”


Medication and forms should be brought between 11:00 and 11:30 daily or on Wednesday mornings between 7:30 and 8:00. Cream and ointments that need to be applied must be brought and applied by the parent. Over-the-counter medications must be dispensed by the parent.

Remember, it is necessary that we know where to reach the parent or the parent’s designated person in case of emergencies. All students must fill out the Student Emergency Data Sheet at the end of this handbook and return it to his/her teacher at school.

CHILD NUTRITION SERVICES
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. Due to social distancing guidelines, allowable exceptions are Grab and Go Meals to eat in the classroom from the cafeteria.

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.

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 2020-2021.

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 2020-2021 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 can 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.

Meal Accounts
Due to the cyber-attack that occurred during the 2019-2020 school year, all accounts now have a zero balance. Students wanting to purchase extra food items may do so by providing the correct payment amount at that time. **My School Bucks** is currently disabled until further notice. You may call the Child Nutrition Department with any questions and we will be happy to assist you.
ILLNESS OR INJURY AT SCHOOL
If a student is injured or becomes ill at school, he/she is to report to the office. In case of an injury resulting from an accident, all information will be gathered and an accident report will be filled out. If necessary, we will try to contact the parents. All students who are injured or become ill must check out through the office before leaving school.

STUDENT INSURANCE
Parents have the opportunity to purchase school accident insurance for their children. School-time and twenty-four hour coverage are available. An information sheet explaining the program is sent home.

BODY LICE (Pediculosis) Infestation Policy
1. All students suspected of having body lice will be subject to an examination by trained personnel.
2. Students with body lice or nits will be sent home with a letter explaining the suspected condition and suggesting accepted/effective treatment for ridding the student of the suspected problem.
3. 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.
4. Following proper treatment, a student should not be out of school for more than three days.

CONJUNCTIVITIS (Pink Eye)
“Pink eye” is an infection of the conjunctiva (the outermost layer of the eye that covers the sclera). 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 vital information concerning the symptoms, detection, diagnosis, and treatment of these infections parents or guardians should log onto: http://www.stlukeeyes.com/conditions/conjunctivitis

RINGWORM
A ringworm is a fungus infection that affects children/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, with be subject to an examination by the school nurse or 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 the suspected condition and will 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.

ELECTRONIC TELECOMMUNICATION DEVICES
No electronic telecommunication device may be brought to school by an elementary or middle school student in grades Pre K – 8. No student, unless authorized by the school principal or his/her designee, shall use or operate any electronic telecommunication device, including but not limited to any cell phone, camera, video tape recorder, digital recorder, any facsimile district, radio paging service, mobile telephone service, intercom, or electro-mechanical paging district in any elementary or secondary school building, or on the grounds thereof or in any school bus used to transport public school students. A violation of these provisions may be grounds for disciplinary action, including but not limited to, suspension from school. Nothing shall prohibit the use and operation by any person, including students, of any electronic telecommunication device in the event of an emergency. Emergency shall mean an actual or imminent threat to public health or safety which may result in loss of life, injury, or property damage. St. Landry Parish School District/Sunset Middle School shall not be held liable for any stolen electronic devices. (See SLPSB Policy for specific disciplinary actions)

DISCIPLINE / PBIS
To guarantee a safe social and educational climate, it is important that students understand that acceptable standards of behavior are expected at all times. Any teacher, teacher intern, or staff member in the school is authorized to hold every student to a strict accountability for any disorderly conduct in school or on the playgrounds of the school, on the street or road while going to or coming from school, and during recess. Discipline is important to all persons involved with a school. Good discipline helps to insure a proper learning environment for our students. When a student fails to discipline himself/herself, it is the responsibility of the school personnel to keep any single person from interfering with the total learning environment of other students. When a student fails to discipline himself/herself to follow the established rules of the school, it becomes the school’s responsibility to discipline the student. It should be clearly understood by the student and parents that the purpose of all disciplinary action is to mold student behavior. It serves to teach the student that education is a right qualified by compliance with reasonable rules and regulations. It is a law that teachers have the right to teach without interferences from disruptive students. Those students can be removed from the classroom to provide a more conducive learning environment for our students.

DISCIPLINE POLICY - Purpose
The purpose of the Sunset Elementary discipline policy is to establish school-wide guidelines for dealing with discipline problems in the classroom. Problems such as fighting, smoking on campus, excessive tardiness, and other serious infractions will be handled by the office. This policy is intended as a means of outlining a simple process for: 1) informing students of the rules and expectations of the teacher, and of the consequences for failing to conform to those rules and expectations, 2) informing parents immediately when a discipline problem develops with their child and soliciting their help in correcting the problem, 3) conferring with parents if the problem is not quickly corrected, and 4) removing the student from the classroom or campus, through suspension, if the problem is not resolved through parental contact. Note: All students will report to class with all materials required to complete class assignments. Parents will be contacted if a student refuses to work. If the problem persists, a parent will be required to sit in class with the student or a suspension will be issued.

Since the school always has a responsible adult on duty whenever the students are under the supervision of the school, Sunset Elementary believes the opportunity for a student to have to resort to the doctrine of self-defense to protect himself/herself will be for practical purposes non-existent. Students in grade 6, 7, and 8, who fight, will be suspended for nine (9) days. Law enforcement will be called. A juvenile packet may be filled for each student participating in a fight. 5th grade students involved in a physical altercation will be dealt with on an individual basis by Principal or designee.

A STUDENT SUSPENDED OR EXPELLED IS BARRED FROM ATTENDING ANY EXTRA-CURRICULAR ACTIVITIES AND WILL RECEIVE A FAILING GRADE ON ANY TEST(S) ASSIGNED DURING THAT TIME.

PBIS: Positive Behavior Intervention Support Process:
1. Teachers should develop an assertive discipline policy and explain it to each of their classes on the first day of school, reviewing their classroom rules and expectations, and communicating to
students the steps that will be taken when rules and expectations are violated. The basic framework of the assertive discipline plan should include:

a. a student-teacher conference
b. a letter and/or phone call to parents (Form A)
c. a parent-teacher conference (Form B)
d. removal from the classroom to the office w/ office referral on JCampus.

2. Teachers should establish a file of the names, addresses, and telephone number of the parents or guardians of all their assigned students, for ready reference, and for recording the dates of student conferences, letters to parents, parent conferences, office referrals and recommendations for suspension.

3. When problem behavior develops, teachers should implement their assertive discipline policy. A warning should be issued and documented on the student's PRIDE card. If the behavior persists, another warning will be issued and documented on the student's PRIDE card. Also, a short conference with the student will be held.

4. If the teacher-student conference fails to bring the student's behavior within acceptable limits, the teacher will, if necessary, fill out a Form A: Morning Detention Notice and send it to the student's parents immediately. The violation will be documented on the student's PRIDE card. One dated copy should be sent to the office and another should be kept on file by the classroom teacher.

5. If the student's behavior does not improve, the teacher, at his/her discretion, will fill out Form B Parent Conference Request Form, and send it to the student's parents immediately, again keeping one copy on file and sending one copy to the Morning Detention teacher.

Note: Form A and Form B may also be used to notify parents of student shortcomings that are not discipline-related.

Note: The principal should not become involved until after the teachers and parent conference.

6. If efforts to correct the problem through parental contacts are not successful, then the teacher will send the student with a behavior report

Note: A behavior report may also be used to request immediate suspension for a serious offense even if the teacher has not gone through the process of parental contacts. A serious offense is one which constitutes blatant disrespect to an adult or student, fighting, stealing, cutting class, four (4) unexcused tardies, willful disobedience, or defacing school property.

7. The principal, using discretion will assign an after-school detention; will suspend the child from that class or from the school for a set number of days and so notify the parents. Alternative In-School Suspension may be offered based on the infraction and length of suspension. The principal will return to the teacher a completed copy of behavior report, noting the action taken. (Note: If a teacher has gone through the process of parental contacts, and has requested suspension, the principal must show some compelling reason if he/she decides not to suspend.

8. Upon completion of a suspension, a parent must accompany the student to school for a conference with administrator.

If the student returns from suspension and displays disruptive behavior within the first week of his/her return, then the teacher may forego parental contacts and request immediate suspension again.

9. If the student has been suspended three times for disruptive behavior, and a fourth such suspension is requested, then the student becomes subject to expulsion proceedings.

10. A discipline folder will be kept on all students that receive behavior reports/discipline forms.

11. Teachers will keep a discipline log on each student requiring discipline.

12. Teachers will turn in a copy of his/her discipline plan to the office.

Note: Incentives will be given each nine weeks for students with no violations. Monthly incentives will also be given. Specific Dates will be announced. (TBA)

STUDENT BEHAVIOR
The following are some examples of student behavior that violate school policy when they occur at school or during school activities, including school-sponsored field trips. This list is not intended to be all-inclusive. Students may be suspended or expelled for any of the following: 1. Disrespect for Authority

a. Refuses to obey teacher, bus driver or staff personnel
b. Rude/Discourteous
c. Threatening remarks/disrespectful comments.

2. Obscenities/Crude Behavior
   a. Profane/Obscene language and gestures or notes
   b. Molesting students/Indecent behavior

3. Misconduct affecting school property
   a. Writing or marking on school property
   b. Vandalism/Theft
   c. Searching in property belonging to others
   d. Littering/Loitering

4. Disruptive/Uncooperative Behavior
   a. Excessive talking or loud noise
   b. Fighting or threatening students or staff
   c. Picking on students or name calling
   d. Gum chewing/Eating in class
   e. Refusing to dress out of P.E.
   f. Throwing Objects
   g. Wearing cap or sunglasses in building/Dress code

5. Behavior Affecting School Work
   a. Late for class/Cutting class/Leaving Campus/Playing Hooky
   b. Excessive tardiness/Faking Note
   c. Coming to class without required or necessary material work
   d. Does not follow instructions or directions
   e. Refusing to dress out of P.E.

6. Illegal Possession or use of:
   a. Weapons
   b. Drugs / Tobacco
   c. Alcohol
   d. Cellphones/ Electronic Devices
   e. Habitual violation of school rules/Student Handbook

Note: Sunset Middle School reserves the right to inspect or search lockers and storage areas at any time for health and safety reasons.

IN-SCHOOL (ALTERNATIVE) SUSPENSIONS
An in-school suspension allows students to be counted present and students are allowed to take or make-up scheduled tests. Grades and attendance are not affected as seriously as in an out-of-school suspension. A student who fails to cooperate fully during in-school suspension will be
given an out-of-school suspension. In-school suspensions can be given to students for 1 - 9 days. The severity of the infraction will determine in or out of school suspension. **Students who disrespect authority and fight will not be given the option of in-school suspension.**

**OUT-OF-SCHOOL SUSPENSIONS**

When students are given an out-of-school suspension, they are not allowed to make up work missed. Because of this, grades are often affected. **During an out-of-school suspension, students are not allowed to attend or participate in any school function.** If this rule is not complied with, another suspension will follow. Days missed for an out-of-school suspension are counted as unexcused absences. After an out-of-school suspension, before the student can return to class, a parent must accompany the student and a conference held with an administrator (no exceptions).

**TIME-OUT ROOM**

A time-out room (ISS room) will be utilized for students who do not follow the school rules below. A student may be recommended for time-out by the teacher or administrator. A form notifying the parent of the reason for time-out will be sent home with the student.

**BEHAVIOR IN CLASSROOM**

1. Students will exhibit appropriate classroom manners at all times.
2. All students will bring materials to class each day.
3. Students will not be allowed to go to locker or other rooms to gather materials once class is in session.
4. Students are expected to do the work assigned by each teacher every day.
5. Papers sent home for parents viewing and signing will be returned in good condition to the teacher on the day specified.
6. If a visitor comes to the classroom, students will continue working or wait quietly for the teacher to continue class.
7. Students will help keep classrooms neat and clean by cleaning shoes before entering and by putting trash in proper containers.

**BEHAVIOR IN RESTROOMS**

1. Students will remain in restrooms only as long as necessary to tend to personal needs.
2. Students will help to keep restrooms clean and neat by putting trash in proper containers.
3. Students will flush commode after use.
4. Students will not deface walls with writings and drawings. Students can be suspended for this offense.

**BEHAVIOR IN CAFETERIA** *(Note: Students are to walk in a line.)*

1. Wait at the door until instructed to enter the cafeteria, five students at a time.
2. Wash and dry hands, deposit wet paper towels in the trash can.
3. Go through the line, select food items, quickly and quietly.
4. Give your name and meal number to the manager.
5. Sit at your assigned table.
6. After meal is completed, clear table, and pick up any paper, etc. on the floor and throw items in the garbage can. Line up at door quietly and wait for the teacher to lead you back to class.

**STUDENT DRUG & ALCOHOL ABUSE POLICY**

The St. Landry Parish School Board is dedicated to providing a drug-free learning environment for the students attending public schools. The Board directs that each student shall be specifically prohibited from being under the influence of, bringing on, consuming, or having in his possession on a school bus, on school premises, or at a school function away from the school, any alcoholic beverages, intoxicating liquors, narcotic drugs, prescription medications, marijuana, inhalants, imitation or counterfeit controlled substances, or other controlled substance as defined by state statutes, unless dispensed by a licensed physician as allow by law. The Superintendent shall be responsible for maintaining appropriate procedures for the detection of alcohol, drugs, or any imitation or other controlled substances. Any student found in violation of the above shall be suspended and recommended for expulsion by the principal. Refer to Section F of the St. Landry Parish School Board Policies*Student Alcohol and Drug Use (File: JCDAC-Revise Dec 99)*

**RETURN TO SCHOOL REQUIREMENTS**

In addition to the above consequences, students who have been suspended or expelled will be required to complete all the requirements listed below to return to school.

A. The student will be evaluated by a professional substance abuse treatment facility approved by St. Landry Parish system prior to returning to school.

B. A student returning from a drug or alcohol suspension or expulsion will participate in a counseling rehabilitate program prescribed by the St. Landry Parish School Board Staff, which will include (3) counseling sessions for the student, one (1) which must be attended by one parent or guardian.

C. The student will participate in a Drug Free Schools and Community Program or school based re-entry activity designed to help the student remain drug-free.

Note: Failure to comply with these procedures shall result in expulsion from school for the remainder of the school year.

**BULLYING, THREATENING, OR VIOLENT BEHAVIOR**

The St. Landry Parish School Board is committed to maintaining a safe and secure school environment. Therefore, all incidents of bullying, threatening, or violent behavior exhibited on campus, at school-sponsored activities, or school buses, at school bus stops, and en route from home to the bus stop and from the bus stop to home will not be tolerated. Even if made in a joking manner these statements threatening other students, school personnel, or school property are unacceptable.

**BULLYING**

The terms harassment, intimidation, and bullying shall mean any intentional gesture or written verbal, or physical act that pertains to a student’s disability, race, religion, or sex that:

A. A reasonable person under the circumstances should know his/her action will have the effect of harming a student or damaging his/her property or placing a student in reasonable fear or harm to his/her life or person or damage to his/her property; and

B. Is so severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for a student. Any student, school employee, or volunteer who in good faith reports an incident of harassment, intimidation or bullying to the appropriate school official in accordance with the procedures established by local Board policy shall be protected from any retaliation against the person that reports incidents to the school authorities.

Recommended disciplinary actions are as follows:

First Offense: Three (3) day out-of-school suspension and contract signed by student, parent or guardian, and administrator.

Second Offense: Five (5) day out-of-school suspension.

Third Offense: Recommendation for expulsion.

Depending upon the severity of the incident, principal may suspend and/or recommend expulsion on the first offense. Other actions that may be for any of the above offenses of threatening or bullying, include but are not limited to, referral to school counseling, referral to law enforcement officials, and/or referral to Families in Need of Services (FINS). It is strongly recommended that parents/guardians seek additional counseling for these students. The Alternative School will not be an option for students receiving a recommendation of expulsion for making a comment of threatening violent nature or bullying.

**APPEARANCE CODE**

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 students by removing many of the distractions and pressures that are
Associated with different styles and types of clothing that interrupt the educational activities and processes of the school. The dress code policy shall apply to all students in pre-kindergarten through 12th grade beginning the first day of school. Sunset Elementary has adopted the following uniform:

**Uniform shirt** shall consist of plain collared, 2-3 button white or gold polo shirts, either short or long sleeves. The gold shirt may have the school logo imprinted on the left chest over the heart. All shirts must be long enough to remain tucked when seated. A white undershirt with no print or artwork may be worn under the uniform top. 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 button down blouse (need not be tucked) or a uniform shirt (which must be tucked)

**Uniform bottoms (boys and girls)** shall consist of classic, traditional straight leg, dark khaki cotton twill uniform pants, or walking shorts with a finished hem (side sits on hems not allowed). (continued on next page....)

**Uniform bottoms must fit at waist and crotch and be within one (1) size of student’s actual waist/inseam measurement.** Pants must be traditional in style (plain or pleated fronts), no baggy or oversized clothes, no pockets on lower legs, etc. Jeans of any color and/or type, and bell-bottoms are not allowed. Brand name embellishments on pants may not exceed 1” x 2” in size. All pants must have waistband with belt loops. **Sagging of pants is not permitted.** All pants must have a finished hem. Walking shorts shall not be more than four (4) inches above the knee when kneeling on the floor.

**Girls** may wear dark khaki traditional style uniform jumpers and skirts. Those items must have finished hem and shall not be more than four (4) inches above the knee when kneeling on the floor. Stone, white or dark brown uniform bottoms are not allowed. All items of clothing must be worn as intended by design. Skirts worn at the 5-12 grade level must be box pleated style. Overalls are not permitted.

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

**BELTS** - A black, brown, or khaki belt must be worn or a plain belt with 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.

**Outer wear:** Sweathirts must have crew neck with no hood, must be waist length with a tight, ribbed elastic bottom, must be plain, solid color in white, navy, black, or heather gray with no emblem, logo, or marking. The gold sweatshirt may have the school logo. The collar of the uniform shirt must be visible when wearing a sweatshirt.

A **sweater** can be crew neck, v-neck, or cardigan-style (those that button or zip from the bottom) sweaters must have sleeves, waist length, must be plain, solid-colored white, dark navy, or khaki with no emblem, logo, or marking. The gold sweater may have the school logo.

**Lightweight Jacket/Windbreaker (with or without hood) Coat:**

All outer wear except for sweathirts, 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 dark navy with no emblem, logo, or marking; however, jackets in the optional school color with school logo and school-issued jackets are permitted. **Students may wear outer garments outside only when it is cold and these garments are not to be tied around the waist or draped around the neck.** During the spring semester, as the weather warms, students will not be allowed to wear heavy jackets or hoodies. Administration will announce, as per weather conditions, when these items shall be not allowed. Students will still be allowed to wear light sweaters/windbreakers in the classrooms.

**NOTE:** No leather, synthethic leather, corduroy or suede will be allowed, unless school issued.

**Footwear:** White or black tennis shoes without decoration, black or brown shoes. **Shoes are to be laced or buckled at all times.** Sandals, clogs, flip-flops, slippers, or other similar types of shoes are not allowed. Velcro straps must be secured.

**Socks** must be worn at all times. Socks must be solid white, black, brown or gold with no emblem or logo. **All socks must cover the ankle and be visible above the shoe.**

**Earrings** are allowed for girls ONLY. Medium to large earrings are not allowed. Distracting hairstyles, sunglasses, nose/tongue rings, caps/hats and tattoos are not allowed. **Boys are to be clean-shaven.** After the first warning a parent will be called to pick up the student immediately. The student may return to school after he has shaved. **Hair should be above the eyebrow, hair styles are to be neat and not distracting.** Ornamentation such as ribbons,bows, beads, etc. are not allowed for males.

**Backpacks** must be clear, vinyl or see-through mesh. No other backpacks will be considered acceptable.

**Note:** Physical Education students are expected to dress out for P.E. at all times, even though a doctor’s excuse would indicate no physical participation.

Teachers/Administration will check the students’ dress attire as they exit the bus in the morning. Any time students do not adhere to the dress code, they will be assigned to morning detention. On the fourth uniform infraction, students will be assigned to Saturday detention on the next available date. This cycle will repeat as students violate the uniform policy. The principal or designee shall be the final interpreter of the dress code. Although it is impossible to anticipate all problems, distracting “fads” which disrupt the spirit, education, philosophy, or dignity of St. Landry Parish School System will be unacceptable. If you have questions about the dress code, please refer to the acceptance letter included with this handbook.

Refer to Section I – St. Landry Parish School Board Policies “Student Dress Code” (File:JCDBRev.Aug.05) **APPEALS PROCESS**

Deviation from the above dress code for medical, religious, and/or any other extenuating circumstances can only be granted by the School Dress Code Review Committee. This committee shall be comprised of the Superintendent or his designee, the Policy Supervisor, the Child Welfare and Attendance Supervisor, the Drug/Violence-Free School Supervisor, and the Special Education Director/designee. Request for an appeal/hearing must be made in writing to the Superintendent, stating the reason for the deviation. A hearing date must be set within ten (10) working days of receipt of the request, and an answer to the appeal must be rendered in writing within ten (10) working days following the hearing. A copy of the decision shall also be sent to the principal of the school.

The determination of this committee shall be final.

Persons making the appeal must be prepared to present written documentation supporting the medical, religious, and/or extenuating circumstances for the appeal.

**COMPLIANCE TIMELINES:**
1. All parish students shall comply with the dress code on the first day of school.
2. Any student transferring from another parish shall be given ten (10) school days to purchase uniforms and comply with this policy.
PROMOTIONAL POLICY

See St. Landry Parish Pupil Progression Policy.

GRADING SCALE

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
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<tbody>
<tr>
<td>A</td>
<td>100 – 93</td>
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<tr>
<td>B</td>
<td>85 - 92</td>
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<tr>
<td>C</td>
<td>75 - 84</td>
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<tr>
<td>D</td>
<td>67 - 74</td>
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<tr>
<td>E</td>
<td>66 - Below</td>
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Satisfactory
Needs Improvement
Unsatisfactory
Incomplete

EIGHTH GRADE CLASS NIGHT CEREMONY

Sunset Elementary will honor 8th grade students with a class night ceremony during the month of May. Your child must meet the requirements stated in the St. Landry Parish Promotional Policy in order to participate. If your child meets the criteria for promotion, participation in this ceremony is voluntary.

1. Student must pass and have at least a 67/D average in reading, mathematics, English, science, social studies, and physical education.
2. All financial obligations must be met.
3. Students under suspension or expulsion are not eligible to participate.
4. All textbooks must be returned in good condition.
5. Students must have accepted all disciplinary actions for inappropriate behavior i.e. – Saturday or after school detention.

PROGRESS REPORTS

Teachers are to inform parents by progress reports about a student’s progress or impending failure. Students in grades 5-8 receive progress reports the 4th or 5th week of each nine week period. Check the Progress Reports schedule listed below. It is suggested that you post this schedule on your refrigerator for a quick reference. Progress reports are to be signed by parents and returned to school the following day. Test papers for grades 6-8 can be reviewed at the school.

DATES FOR PROGRESS REPORTS: September 10, 2020, November 11, 2020, February 2, 2021, April 14, 2021

HOMEWORK

Rationale for assigning homework:

1. To provide extra practice and further learning in areas covered in the classroom.
2. To provide an opportunity for growth in responsibility.
3. To provide parents with an opportunity to see what their child is studying and how well he/she is doing.
4. Grading policy on homework to be established by the individual teacher-it shall not have a value of more than 20% of total grade.
5. Homework assignments are to be done on loose-leaf paper, unless the teacher states otherwise. Parents are asked to sign all homework assignments in the upper right hand corner of each page.

Children will improve their study habits by observing the following:

1. Be sure you understand each assignment.
2. Form the habit of using a certain time and place to study.
3. Study conditions should include good lighting, ventilation, and quiet.
4. Have necessary materials at hand.
5. Try to develop the skill of working independently.
6. Spend enough, but not too much time, on each subject.
7. Write down each assignment and check it off as it is completed.

EMERGENCIES ON CAMPUS

If there is an emergency on campus, parents please do not attempt to enter the campus. There will be a spokesperson to provide information to you. We know that you are concerned about your child, but it makes our job protecting your child more difficult, when we have to worry about your safety on the campus.

TELEPHONE

Use of the telephone by students is limited to emergency calls and school business calls only. Calls for permission to attend parties and ride buses with friends, etc. will not be permitted. These matters should be taken care of at home. A note from the student’s teacher is required before the telephone may be used. A telephone is available in the Assistant Principal’s office for students to call home after night activities. Any time a student is not picked up by his/her parents after a night activity in a reasonable length of time (10 minutes), the student can be picked up at the Sunset Police Department.

LOST AND FOUND

Articles which have been found, other than textbooks and library books, should be taken to the office. Library books and textbooks should be taken to the librarian. Lost articles can be claimed with proper identification. It is a good idea to clearly mark items with the owners name so they can be returned immediately. This also discourages unauthorized borrowing.

SCHOOL CAMPUS AFTER HOURS

Students are to leave the school campus immediately after school is dismissed. They should stay off the campus unless they are to participate in school-sponsored events. Students remaining after school for school-sponsored activities are not allowed to leave campus for any reason and then return for a scheduled activity. Unsupervised children on campus may be suspended for any destruction of school property that may occur. Children should not come onto the campus when night meetings are being held unless they are accompanied by their parents. Students who are suspended, sent to the alternative school, or expelled, are not allowed to attend any extracurricular activities on campus. These activities include any athletic functions or programs.

LEAVING CAMPUS

After boarding the bus or arriving on campus, a student is considered to be the responsibility of the school system and is not allowed to leave without checking out in the school’s office.
ST. LANDRY PARISH SCHOOL BOARD POLICIES

Please visit this link: https://www.slpbs.org/apps/pages/district_student_handbook