

## **FORWARD**

This handbook has been prepared in an effort to provide those persons involved with and interested in Park Vista Elementary with a source of information about the school, its regulations and its practices. It is hoped that this guide will help those who read it to understand the everyday activities of the school.

Rules and regulations are a necessity to a smooth and functional organization and schools are no exception. Each individual is hereby requested to give his/her full cooperation in assuming his/her responsibilities in order that everyone may realize a pleasant and more productive school year.

## **PHILOSOPHY OF PARK VISTA ELEMENTARY SCHOOL**

We, the faculty and staff of Park Vista Elementary School, believe that public education is a necessary and vital force which helps build and develop a sense of value in our community, our society, and in our culture. We recognize that individual differences are key factors and that they are essential for individual freedoms. Through our various programs, we strive to help each individual child to become better acquainted with himself and also with his capabilities, limitations, interests, values, and attitudes. We try to lay a foundation which helps each child to mature socially and academically to his fullest potential.

Our job is to carry out the educational programs that are designed to meet the needs of the students. We feel that our school is a “workshop” which stirs ambition and stimulates inspiration within the students.

### **SCHOOL MISSION STATEMENT**

**A school of learning for all students**

## PARISH MISSION STATEMENT

The St. Landry Parish School System with the support of the community will prepare all students for life's challenges by teaching them the skills necessary to acquire and apply knowledge to function effectively in a technological, multicultural, and global society.

### A. System

1. School Board
2. Administration
3. Instructional staff
4. Support staff

### B. Community

1. Parents and family
2. Businesses and organizations
3. Residents of St. Landry Parish

### C. Skills

1. Thinking and problem solving
2. Respect for one's self, others, and the environment
3. Interpersonal and communication

### D. Multicultural –diverse groups within society with varying beliefs, values, and behavior patterns.

### E. Global-worldwide economic impact on society.

**PARK VISTA ELEMENTARY  
SCHOOL POLICIES**

I. REGISTRATION

- A. All students returning to Park Vista from the last school year are pre-registered automatically.
- B. Kindergarten students and new students in grades 1-4 must register through the Principal's office. The child's withdrawal form from previous school, birth certificate, immunization record (school card), Social Security card, proof of residence (electric bill in the school zone), and the child's last report card (if applicable) must be presented at registration.

II. HEALTH RECORDS AND IMMUNIZATION PROCEDURES

- A. State law requires all students in public schools to have complete and updated immunization records on file at school.
  - 1. Students with incomplete health records will not be registered in school until records are completed.
  - 2. Students who need to update records to comply with state law will be given 10 school days from the date of notification to update records and inform the school that this has been done. If the record is not updated in 10 school days the student will be sent home until the student is in compliance. This is for the protection of all persons who come in contact with the children.
  - 3. Please inform the school office or the school nurse about specific health problems of your child.
- B. The school nurse spends at least one day a week at the school to help any student with health problems if made aware that any exist.

III. SCHOOL DAY

A. Beginning of Day/Dismissal Policies

Before School

- 1. School begins at 8:10 a.m. daily.
- 2. Breakfast is served from 7:30 a.m. to 8:00 a.m.
- 3. Students who walk to school or whose parents bring them should not arrive until 7: a.m. Once students arrive, ALL STUDENTS PRE-K THRU 4<sup>th</sup> , are to report to their homeroom classrooms and sit by the wall quietly.

4. Students are to be dropped off in the front of the cafeteria ONLY, not behind the school (Rose Ave.), on the side of the school (George Dr. or Jasmine Dr.), or in the bus area!

#### After School

1. School is dismissed at 3:20 p.m. ALL STUDENTS ARE EXPECTED TO BE PICKED UP OR OFF CAMPUS BY 3:45 p.m.
2. Parents are NOT to be walking around campus to get their children. All students have an assigned place for dismissal. No parents should be waiting on the benches for their children.
3. All bus students are to directly report to the bus ramp to wait with duty teachers in an orderly fashion for buses to arrive.
4. Parents who pick up their children are to use the driveway in front of the cafeteria and wait in cars for students to be loaded in their car by a teacher. No one should be parking along the street or in the horseshoe to get their child. DO NOT GET OUT OF THE VEHICLE – THIS IS MANDATORY! PLEASE HAVE YOUR ASSIGNED PICKUP NUMBER VISIBLE. Please do not call students to cars, especially across the street, as this can be dangerous. The horseshoe near the office/new building is for BUSES only.
5. If parents choose to park and pick up their child, they must park along Jasmine and report to the walker gate at the corner of the kindergarten playground.
6. Students who walk to school or are picked up from the walker gate, they exit the campus from the walker gate. These students are not allowed to be picked up in the horseshoe.
7. Parents please do not pick up students in the back of the school. The parking lot behind the cafeteria is for pick up and drops off of handicapped STUDENTS ONLY.
8. The parking lot near the new building is for TEACHER PARKING ONLY.

#### B. Other School Day Policies

1. Students may not be checked out after 2:30 pm. When checking out your child, an adult must come to the office to sign them out.
2. If your child is absent and you want to pick up class work or homework, please call the office before 11:00 a.m. Work will be available for pickup between 2:00p.m. and 2:45p.m.

3. Afternoon transportation will NOT be changed without a written note from the PARENT.
4. All parents/visitors MUST report to the office FIRST to receive a visitor pass in order to be on campus.
5. If your child arrives after the bell, they are to report DIRECTLY to the office. They must be signed in by an adult and given a tardy slip.
6. Students are not allowed to purchase items (pencils, erasers, etc.) from the front office except at recess time.

### **Remind 101**

Park Vista uses Remind 101 as a means of communicating information to parents. You may now text @parkvis to (469) 518-6132 to receive information about important dates and upcoming events at Park Vista.

## **IV. BREAKFAST AND LUNCH PROGRAM**

### **Child Nutrition Services Parent Information**

<http://www.slp.k12.la.us/departments/childnutrition/ParentHandbook.html>

### **MEALS FROM HOME**

#### **Food**

Food may be brought from home; however, it is at the discretion of each principal. If the principal allows students to bring lunch from home, the following rules apply. The lunch from home must follow the school lunch meal pattern incorporating whole grains and other nutrient-based foods. Fast food is not allowed to be brought into the cafeteria, as well as candy and/or chips. To ensure proper holding temperatures, please make sure the food products are kept cold using ice packs until lunch service. **The cafeteria will not store student lunches brought from home.**

#### **Drinks**

No soft drinks (soda) or sugar-based juice drinks are allowed in the cafeteria. Water, milk and 100% juice drinks are allowed and may also be purchased in the cafeteria.

## **Peanut Free and Seafood Free**

In addition, any food brought from home may not contain peanuts or seafood. There are several students with inhalation allergies to peanuts and seafood; therefore, all school campuses are peanut and seafood free.

## **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.

### A. Breakfast

1. Breakfast is served from 7:30 a.m. to 8:00 a.m.
2. Students cannot be served after 8:00 a.m.
3. All students must be out of the cafeteria by 8:00 a.m. – in time for classes to begin.

### B. Lunch

1. All students are requested to participate in the lunch program.
2. Students must either bring their lunch or eat in the cafeteria. ALL LUNCHES MUST BE EATEN IN THE CAFETERIA AND SHOULD BE A WELL-BALANCED LUNCH.
- 3. CARBONATED DRINKS OF ANY KIND ARE NOT ALLOWED.**
4. Milk/Juice are available at a cost.
5. STUDENTS ARE NOT PERMITTED TO HEAT LUNCHES IN THE MICROWAVE.
6. No food, drinks, or straws are to be brought out of the cafeteria at anytime.
7. STUDENTS ARE NOT PERMITTED TO BRING GUM, CANDY, DRINKS, OR OTHER SNACK FOODS TO SCHOOL AT ANY TIME.
8. With the exception of Pre-K and Kindergarten, teachers are not allowed to give students gum, candy, or other snack foods at school at any time without permission from the front office.

## V. ATTENDANCE

- A. St. Landry Parish and the State of Louisiana require elementary students are only allowed to miss ten (10) unexcused days.

B. The four reasons for excused absences are:

1. Illness of the student
2. Death or serious illness in the family
3. Religious holiday
4. Catastrophe

C. To receive an excused absence, the student must bring a signed statement from his/her parent citing one of the above reasons to the homeroom teacher. Students attending a school-sponsored activity are counted present. It is expected that a student will bring an acceptable excuse when absent. Students will not be considered for promotion who have missed more than 11 days without written excuses (ex. Doctors, parents, etc.).

#### VI. MAKE-UP WORK

A. Students will be allowed to make up work missed for excused absences from parents or doctor. Students will have THREE DAYS to make up tests missed covering new skills taught or at the teacher's discretion.

1. The students making up work should not expect the teacher to use 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.

#### VII. TARDINESS

A. All students are expected to be at school ready to begin classes at 8:10 a.m. daily.

1. If your child arrives after the bell, they are to report DIRECTLY to the office. They must be signed in by an adult and given a tardy slip.
2. If tardiness is due to an emergency situation, the student should have a signed explanation from the parent stating the reason for the tardiness.
3. Habitual or excessive tardiness for no apparent reason will result in the parent being contacted by the teacher and/or the principal to correct the problem.



4. Parents who are habitual late to pick up their children in the afternoon may have to retrieve the children from the Opelousas Police Department.

#### VIII. PERMISSION TO LEAVE SCHOOL

- A. Students may not leave school at any time without permission from the Principal's office.
- B. Students who must leave due to doctor's appointments or other family emergencies must have a written explanation stating why the student is leaving school. This must be signed and dated by the parents.
- C. A parent or other responsible adult must come to the school office and sign out a student.
- D. Afternoon transportation will NOT be changed without a written note from the PARENT. This note must be signed by the principal or assistant principal.

#### IX. ILLNESS DURING THE SCHOOL DAY

- A. It is most important that each student provide the school with emergency telephone numbers where parents or relatives can immediately be reached. THE SCHOOL WILL NOTIFY PARENTS OR RELATIVES IMMEDIATELY IN CASE OF AN ILLNESS OR AN ACCIDENT.
  - IF YOUR PHONE NUMBER CHANGES, PLEASE SEND YOUR NEW NUMBER IMMEDIATELY SO THIS CAN BE CHANGED!
- B. The school does not provide medication. If your child must take medication during the school day, please the school nurse.
- C. Students with communicable diseases cannot attend school. If in doubt, call school for verification.

#### X. USE OF TELEPHONE

- A. Students are not permitted to use the telephone except in cases of emergency.
- B. Students are not permitted to receive telephone messages at school except in cases of emergency.
- C. All students should have a pass from the teacher before entering the office.

## XI. SCHOOL BUS INFORMATION-RULES

- A. All students living within the school zone, one mile or more from the school, may ride a bus to school.
- B. Bus stops are designated by the school board. Buses cannot stop at every house therefore bus stops are designated with safety for all in mind.
- C. All students are expected to follow rules and regulations as required by the St. Landry Parish School Board. These are:
  - 1. Students must be on time at the designated bus stops.
  - 2. Students must obey the driver promptly and cheerfully.
  - 3. Students must obey and respect the orders of the bus personnel.
  - 4. Students are to help keep the bus clean and sanitary.
  - 5. Students are to avoid causing trouble such as teasing, pulling hair, scuffling, using profanity, obscene or abusive language.
  - 6. Arms, heads, and all other items must be kept inside the bus windows at all times.
  - 7. All students are to remain seated on the bus while the bus is in motion. There should be no moving around once a student has been seated on the bus. If assigned to a seat by the driver, the student must remain in that seat until given permission by the driver to change seats.
  - 8. Loud talking will not be tolerated. Conversations in normal tone are permitted.
  - 9. A student is to obtain permission from the bus driver before opening a window when it's cold, rainy, and windy.
  - 10. No students will be allowed to ride another bus or be discharged at a different bus stop unless he/she has written permission from parents and it is signed by as administrator of the school.

**NOTE: ANY VIOLATION OF THE ABOVE RULES AND REGULATIONS MAY BE REASON FOR DISCIPLINARY ACTION, SUSPENSION, OR EXPULSION. YOUR COOPERATION WILL HELP TO MAKE TRANSPORTATION SAFE AND COMFORTABLE. STUDENTS MUST CONDUCT THEMSELVES PROPERLY AT THE BUS STOP WHILE WAITING FOR THE BUS. PROPER CONDUCT IS ALSO NECESSARY AFTER STUDENTS HAVE BEEN UNLOADED FROM THE BUS WHILE WALKING FROM THE BUS STOP.**

## XII. GRADE REPORTING

A. Grades are determined using the St. Landry Parish grading scale given below:

<b>Percent</b>	<b>Grade</b>
93-100	A
85-92	B
75-84	C
67-74	D
66 and below	F

An S (Satisfactory work) is assigned for an A or B.

An N (Needs Improvement) is assigned for a C or D.

A U (Unsatisfactory) is assigned for an F.

- B. Students who have not completed course work for the six weeks period will receive an "I". The work must be made up for the next reporting period or the grade becomes an "F".
- C. "Final averages are determined by averaging the grades for the four marking periods. To receive a passing average, the student must have a 67% average in a core subjects. Refer to the SLP Pupil Progression Plan for more information.
- D. Computer report cards will be used for grade reporting. One copy of the report card is to be signed by the parents and returned to the homeroom teacher. The other copy may be kept by the parents.

## XIII. ST. LANDRY PARISH PUBLIC SCHOOL PROMOTIONAL POLICY

- A. All students enrolled in grades K through 4 in the public schools of St. Landry Parish are directly involved with the Promotional Policy adopted by the St. Landry Parish School Board.
- B. Parents can access the Promotional Policy Booklet online ([www.slp.k12.la.us](http://www.slp.k12.la.us)) so that each family can have a copy.

## XIV. PARENTS VISITING AT SCHOOL/CONFERENCES

- A. Parent-Teacher conferences
1. Please make arrangements in advance with the classroom teacher for parent-teacher conferences.
  2. Teaching time CANNOT be interrupted to hold conferences of any kind neither-in the classroom nor on the sidewalk-unless previous arrangements have been made.

## B. Administration-Parent Conferences

Administration maintains an open-door policy to the teachers, students, and parents alike. However, prior arrangements made for any conferences will insure effective use of everyone's time.

C. Any parent visiting at school should check at the office first.

## XV. STUDENT DRESS – See St. Landry Parish Student Dress Code Policy located in back of handbook for more information.

Dress regulations are the same as those adopted by the St. Landry Parish School Board for students in elementary grades. All students are expected to attend school neatly dressed and in such a fashion so as not to violate commonly accepted standards of modesty or cause a disruption of normal school activities.

### A. Standard dress for boys

1. No open-toed shoes, slippers, or sandals are to be worn.
2. No earrings or ponytails should be worn.
3. Hair must be well groomed and neat without dyeing.
4. No scarves, bandanas, do-rags, wave caps, or hoodies may be worn.

### B. Standard dress for girls

1. Hairstyles must be conventional without evidence of dyeing or bleaching. Hair in rollers, in the face, or any other style that is detrimental to one's performance in school is prohibited.
2. No excessive nail décor. (Determined by the office) No more than one pair of earrings worn at a time. Make-up will not be permitted at school.
3. Shoes and socks must be worn. No sandals, crocs, clogs, slippers, or open-toed shoes can be worn.
4. No scarves, bandanas, do-rags, wave caps, or hoodies may be worn.

### C. Other Dress Code Requirements

1. Sweatshirts: black, white, heather gray, or dark navy blue
2. Sweaters: black, white, or dark navy blue
3. Jacket/Windbreaker: black, white, khaki, heather gray, or dark navy blue

**\*\*Exceptions to the above are outerwear in our school color with our school logo and school-issued jackets\*\***

4. Socks: solid navy, white, black, brown, or school color with no emblem or logo
5. Belts: plain black, brown, khaki, or blue belt must be worn.

**NOTE: PARENTS WILL BE CALLED TO PICK UP THEIR CHILDREN OR BRING APPROPRIATE CLOTHING TO COMPLETE THE DAY. STUDENTS IN GRADES 3-4 WILL BE GIVEN A WARNING AND PARENTS WILL BE NOTIFIED TO BRING PROPER CLOTHING IMMEDIATELY. UPON THE SECOND INFRACTION, DETENTION WILL BE ASSIGNED. A THIRD INFRACTION WILL RESULT IN ADDITIONAL DISCIPLINARY ACTIONS. NO EXCEPTIONS TO THE DRESS CODE WILL BE ALLOWED.**

#### XVI. STUDENT SUCCESS IN SCHOOL

##### A. Class work

All students are expected to complete class work assigned by the teacher.

##### B. Homework

All students are expected to complete homework and turn in at designated time to be checked by teacher.

##### C. Materials

All students are expected to have the necessary materials as requested by each teacher daily. Due to limited financial allocation for school supplies, the school cannot furnish supplies.

##### D. Grades

Student grades can be accessed via Power School. You should request your username/password from your child's teacher.

#### XVII. STUDENT BEHAVIOR

A. Student behavior is directly related to whether or not the potential of each individual is achieved. All students are expected to exhibit proper and appropriate behavior at all times.

B. In an effort to help students recognize the behavior that is expected of them the following rules have been established.

## GENERAL RULES

1. Students are to be respectful to all adults on campus.
2. Students are to behave in a cordial manner toward their schoolmates.
3. Students are to refrain from using vulgar, obscene, or profane language at all times.
4. Students are to refrain from having in their possession anything that may be classified as a weapon or drug.
- 5. STUDENTS ARE NOT ALLOWED TO BRING CANDY, GUM, DRINKS, OR OTHER SNACK FOODS TO SCHOOL.**
6. Toys are not to be brought to school by any students.
7. Cell phones, i-Pods, electronic games, or any electronic devices are not allowed at school at any time. (Any of these devices stolen or taken by another student are not the responsibility of the teacher, staff, or administration of Park Vista Elementary.) Administration will confiscate any electronic devices and a parent must come to school to pick it up.
8. Screaming, whistling, or loud talking is not permitted at any time.
9. Students will walk only on sidewalks and not on the grass. **RUNNING IS NOT PERMITTED** except as an activity during P.E.
10. Books are to be taken care of and carried in the proper manner.
11. Students are responsible for textbooks, library books, and any other materials loaned to them by the school. Materials lost or damaged must be paid for.
12. Students are responsible for their own possessions.
13. Students may not exchange their personal things for those of someone else.
14. Buying or selling of personal things is not permitted. Students are not to bring money to school unless it is to pay for meals or to pay for special materials and/or programs.
15. During lunch recess periods, students on lunch break are to stay away from classrooms where classes are in session.

16. Students will knock on classroom doors only if on an errand to that classroom.
17. Pecans, acorns, pine cones, etc. are to be left on the ground. These and any other objects are never to be thrown around.
18. Students will change classes in single file, quietly and in an orderly fashion.
19. School assemblies are important. Students will sit quietly and listen. No booing or other loud noises will be tolerated.

A. IN THE MORNING

1. Students are to put books down by their homeroom class and sit quietly until their teacher opens the classroom.
2. Students who eat breakfast should place their books by their homeroom class and walk quietly to the cafeteria as soon as they get to school. After eating, students are to report back to their homeroom class.
3. ALL students should sit quietly next to their classrooms or assigned area.
4. Students in grades Pre-K-2 are to report to their classrooms on cold or rainy days until the classrooms are opened by homeroom teachers no later than 7:45 a.m.

B. AT MORNING AND LUNCH RECESS

1. Students will report to assigned playground areas.
2. Students are to use the restroom and get water before going to their playground areas.
3. First thru second grade students are to play on the playground equipment ONLY when their teacher is on recess duty.

## **PARK VISTA ELEMENTARY PBIS RULES BY SETTING**

### **BUS/CAR AREA RULES**

1. Walk directly (on sidewalk) to your assigned area.
2. Bus riders enter room through front door, go to assigned seat and remain seated until dismissed by duty personnel.
3. Car riders must go to assigned bench and sit next to the last person seated, moving forward as bench is emptied.
4. Follow adult direction.
5. Use whisper voices in all pick up areas.
6. Keep hands, feet, and objects to yourself.

### **CAFETERIA RULES**

1. Wash hands before eating.
2. Whisper at all times.
3. Keep hands, feet, and objects to yourself.
4. One trip allowed through kitchen to select and collect all items needed.
5. Remain in your assigned order at all times.
6. Eat only food served to you.
7. Clean your area and properly dispose of all items given to you.
8. Cafeteria items remain inside the cafeteria.

### **PLAYGROUND RULES**

1. WALK to and from the playground on assigned walkway.
2. Use equipment appropriately.
3. Use respectful language and actions.
4. Rocks, sticks, pinecones, etc. remain on the ground.
5. Rough contact sports are prohibited. (tackling, tagging, etc.)
6. Respond quickly to the bell and direction of duty personnel.
7. All items must remain in hand once bell has sounded.

### **RESTROOM RULES**

1. Use the restroom and supplies properly and quickly.
2. Use whisper voices.
3. Keep the area graffiti free and clean for your classmates and yourself.
4. Keep hands to yourself and feet on the ground.
5. Adjust clothing to follow dress code and wash your hands before exiting.

### **SIDEWALK/WALKWAY RULES**

1. WALK to the right facing forward at all times.
2. Keep hands, feet, and objects to yourself at all times.
3. Follow adult direction.
4. Use zero voice unless directed by adult.
5. Respect displayed work on walls and doors.
6. Place book bags flat against the wall and out of doorways.

### **PE RULES**

1. Tennis shoes must be worn along with their school uniform.



### Minor Infractions

**The following infractions can be handled by the classroom teacher using the PBIS Flowchart:**

MINOR INFRACTIONS	DEFINITIONS
Dress Code	Student wears clothing that does not comply with the parish and school dress regulations
Disruption	Low intensity, but inappropriate actions or activities that interrupt the educational process. (passing notes, talking, etc.)
Defiance/Disrespect	Brief or low-intensity failure to respond to adult requests; rude distasteful comments and/or actions.
Horseplay	Active behavior which can become aggressive or lead to accidents.
Lying	Failure to tell the truth that does not result in another high-intensity infraction such as a fight, etc.
Inappropriate Language	Low-intensity instance of inappropriate language (verbal, written, or gestures) unintentional or non-threatening. Profanity or obscene language directed toward an individual is considered "major".
Property Damage/Misuse	Low-intensity damage to property belonging to others. Misuse of materials/items that can result in safety issues or harm to people/materials.
Forgery/ Cheating	Presenting something as their own and/or allowing others to copy assignments, signatures, etc. <b>The first offense is minor, others are major. Staple paper to minor offense, zero given on assignments/tests.</b>
Theft	Possession of, having passed on, or being responsible for removing someone else's property. (pencil, eraser, etc.)
Harassment/Teasing/ Bullying	Minor physical or verbal harassment that is not serious in nature. It does not involve punching, hitting, etc. that may cause serious injury. (Usually one sided)
Failure to Follow Classroom Procedures	Intentionally (after 2 <sup>nd</sup> request) failing to follow specific classroom procedures/directions.
Candy/Eating	Eating items not provided by an adult from the school. Must be consumed under that adult's supervision. (Gum prohibited.)
Other Minor Behavior	Low-intensity behaviors that do not fit in any other category listed above but violate school expectations.

## Major Infractions

**The following infractions will be handled by the office using the PBIS Flowchart:**

MAJOR INFRACTIONS	DEFINITIONS
Willful Disobedience	Student willfully refuses to comply with adult requests.
Disruption	High-intensity, but inappropriate actions or activities that interrupt the educational process.
Disrespect/Defiance	High-intensity refusal to follow directions, talking back/ socially rude interactions, and profanity/obscenity directed to an authority figure.
Profanity/Obscene Language	High-intensity use of inappropriate language. (verbal/gestures)
Injurious Conduct	Any action that causes or could have caused someone to be hurt. (physical or emotional)
Vandalism	Actions resulting in substantial destruction, disfigurement, or damage of property.
Written Profanity	Written /drawn profanity of a severe nature.
Safety Violations	High-intensity safety violation that could result in injury or major disruptions.
Skips /Leaves Class/Truancy	Student leaves or stays out of class/school without permission.
Theft	Possession of, having passed on, or being responsible for removing someone else's property.
Fighting/Physical Aggression	Actions involving serious physical contact where injury may occur.
Horseplay	Active behavior which can become aggressive or lead to accidents.
Harassment/Bullying	Student delivers disrespectful message (written, verbal, or gestures) to another person that includes threats and intimidation. Message includes negative comments based on race, religion, gender, age, and/or national origin; sustained or intense verbal attacks based on ethnic origin, disabilities, or other personal matters. (Usually one sided)
Weapons	Student in possession of any object that can be used to harm any person.
Other Serious Offense	High-intensity behaviors that do not fit any other category listed above.

## XVI. DISCIPLINE PLAN

- A. The administration at Park Vista Elementary has implemented a defined discipline plan applicable to all students. Four minor infractions or a major infraction will result in suspension from school.
- B. Due process will be followed in all disciplinary actions for students and parents.
- C. Students in detention will be given constructive work or write PBIS rules.
- D. The following procedures shall be followed in referring students to the office for detention, suspension, or other:
  1. Minor Infractions **\*\*See definitions on previous pages\*\***
    - a. The student will receive a verbal warning.
    - b. The student will receive 1<sup>st</sup> offense or write-up for a minor infraction.
      - Loss of privileges or extra work will be assigned.
    - c. The student will receive 2<sup>nd</sup> offense or write-up for a minor infraction.
      - A longer loss of privileges or extra doubled work will be assigned.
      - Parent Contact will be made (Phone/Behavior Notification)
    - d. The student will receive 3<sup>rd</sup> offense or write-up for a minor infraction.
      - Parent contact will be made (Phone/Behavior Notification) for a Parent Conference.
    - e. Upon the 4<sup>th</sup> minor infraction, the student will be send to the office for further actions.
  2. Major Infractions **\*\*See definitions on previous pages\*\***
    - a. Certain serious offenses will result in detention or suspension in most cases. If an in-school suspension is scheduled, the parent **MUST** come to school to get the paperwork. The parent **MUST** report to alternative site to register for the in-school suspension days. Otherwise, the child will receive out of school suspension days.
    - b. JCAMPUS will make an automated call concerning the disciplinary actions being taken by the school. Please ensure your HOME number is updated to receive JCAMPUS calls.

## XVII. DISCIPLINE

- A. Act 194 of 1970, Section 11, Section 223, and Subsection of Section 416 of Title 17 of the Louisiana Revised Status of 1950 are hereby amended and re – enacted to read as follows:

Every teacher is authorized to hold every pupil to a strict accountability for any disorderly conduct in school, on the playgrounds of the school, on the street or road while going to or returning from school, or during intermission or recess.

School principals may suspend from school any pupil who is guilty of willful disobedience; who treats with intentional disrespect a teacher, principal, superintendent, member or employee of the school board; who makes against any one of them an unfounded charge; who uses unchaste profane language; who is guilty of immoral or vicious practices or of conduct or habits injurious to his associates; who uses tobacco or alcohol beverages in any form in a school building or on the school grounds; Who disturbs the school and habitually violates any rules; who cuts, defaces, or injures any part of public buildings, or any property belonging to said buildings; who writes any profane or obscene language or draws obscene pictures in or on any school material or on any public school material or on any public school premises, or on any fence, sidewalk, or building on the way to or from school; who is found carrying firearms, knives, or other implements which can be used as weapons, the careless use of which might inflict harm or injury; who throws missiles on the school grounds liable to injure other pupils or who instigates or participates in fights while under school supervision; who violates traffic and safety permission or who leaves the class during class or detention hours without permission; or who is habitually tardy or absent; or who commits any other serious offense.

Notice in writing of the suspension and the reason therefore shall be given to the parents of the pupil suspended. 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. The decision of the superintendent of schools on the merits of, as well as the term of the suspension, shall be final, reserving the right of the superintendent of schools to remit any portion of the time of the suspension. 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 damages or until directed by the superintendent of schools.

### B. PARK VISTA POLICY

Discipline is important to all persons involved with a school, good discipline helps to insure a proper climate for learning and learning is what students are in school to gain.

Self – discipline is vitally important to all students. Although schools make an effort to help students learn self – discipline, **the ultimate responsibility for student conduct rests with the student and his/her parents.** It is the daily responsibility of the school personnel to keep any single person from interfering with the total learning involvement of other students. When a student fails to discipline himself to follow established rules of the school, it becomes the school's responsibility to discipline the student.

In those cases where corrective action becomes necessary it should be clearly understood by the student and his/her parents that the purpose of all disciplinary action is to correct and improve student behavior. It serves to teach the student that education is a right qualified by compliance with reasonable rules and regulations.

As prescribed by law, every teacher is authorized to hold every pupil to a strict accountability for any disorderly conduct in school, on the playground of the school, on any street, road, or school bus going to or returning from school and during intermission or recess periods. It is the final responsibility of the principal to maintain discipline at each school or at each school function.

With this in mind, the staff at Park Vista Elementary School has adopted PBIS in regards to classroom behavior and discipline.

#### XVIII. SUSPENSION PROCEDURES

- A. An administrator will make every effort to investigate all aspects of a discipline problem.
- B. Prior to any suspension, an administrator shall advise the student in question of the particular misconduct of which he/she is accused as well as the basis for such accusation. The pupil shall be given an opportunity at this time to explain his/her version of the facts to the administrator.
- C. An administrator shall make every effort to contact the student's parents or guardians, notify them of the suspension.
- D. A report of the suspension will be sent home (with student) to the parent or guardian preferably on the day of the suspension. If this is not possible, definitely no later than the following school day, additional copies shall be sent to the Office of Child Welfare and Attendance. In addition, a copy will be kept on file.
- E. If the parent or guardian of the suspended student wishes to contest the suspension, the parent or guardian may submit a written or personal request to the Office of Child Welfare and Attendance to review the matter. This must be done within five (5) school days after receipt of written notification of the student's suspension.

## XIX. BODY LICE (PEDICULOSIS) INFESTATION POLICY

- A. All students suspected of having body lice will be subject to an examination by the school nurse or other trained school personnel.
- B. All cases of identified body lice will be sent home for treatment that has been proven effective against lice infestation.
- C. Students must be free of nits/eggs before returning to school. This will be determined by the school nurse or other trained school personnel by examination of the student upon re – entry.
- D. Following proper treatment, a student should not be out of school for more than three days. Any student absent longer than a three day period should be referred to the Supervisor of Child Welfare and Attendance on form C – 15.

## XX. STUDENT INSURANCE

St. Landry Parish School System offers an accident insurance policy for students. If interested please use the school board's website or contact the office for more information.

### **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 or 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. Recent Board approved Metal Detector Guidelines will also apply to these searches.

### **GUIDELINES FOR RANDOM SEARCHES**

- I. TEAM LEADER (Principal/Assistant Principals)
  - A. Review procedure for random search with team members.
  - B. Announce to class of random search. Do not allow students to go into personal articles once you enter the room.
  - C. Have students place personal articles (purses, book bags, and jackets) on top of their desk and line up in two lines in the hallway (out of view of searches in the room).
  - D. Search students with hand-held detector.
  - E. Retrieve names and contraband after each room is searched.
  - F. Turn in names and contraband to the school principal at the end of the search.
- II. TEAM MEMBER #1 (CLASSROOM TEACHER)

- A. Monitor students in the hallway.
- B. Other duties as requested by the Team Leader.

III. TEAM MEMBER #2 (PRINCIPAL /ASSISTANT PRINCIPAL COACH & ETC.)

- A. Search students' purses, bags, and jackets.
- B. Report findings to team leader(s) in confidentiality.
- C. Make written reports as requested.
- D. Other duties as requested by the Team Leader.

IV. PURPOSE

The purpose of random searches is to confiscate drugs and/or weapons (guns, knives, box cutters, or other dangerous implements)

1. DO NOT DISCUSS FINDING WITH ANYONE AT ANYTIME. No one other than the search team members and student should be made aware of what contraband has been found.
2. CONFIDENTIALITY IS OF UTMOST IMPORTANCE.

V. WHEN DRUGS AND WEAPONS ARE FOUND

- A. Call in Principal and/or Team Leader.
- B. Teacher will identify who sits in the seat that the item was found.
- C. Secure bag, purse, or jacket (so that student cannot grab item).
- D. Call student in question.
- E. Student will be escorted to the office by a Principal or Team Leader.
- F. Continue the search as scheduled.
- G. All team members are to make written reports of the incident (name, item confiscated, and other pertinent information).

VI. WHEN OTHER CONTRABAND IS FOUND (electronic communication devices, mace, tobacco, lighters, etc.). Search teams are to follow these specific guidelines when contraband is found:

- A. Teacher will identify seating assignments.
- B. Write name of student and contraband on writing pad.
- C. Secure contraband. Tag with student's name attached.
- D. Team Leader will instruct the teacher to tell student to report to Principal's office after class. "DO NOT discuss with anyone."
- E. Assign female staff member to search girl's purses & book bags.
- F. Turn in name of student with contraband to the Team Leader after completing the search on the rooms.
- G. Team Leader will turn in a list of students with contraband to the Principal.

## Title I

The Title I Program in St. Landry Parish serves students in grades Kindergarten through eight in the areas of reading and mathematics. Students chosen to participate and receive Title I services are those who for whatever reason are achieving below grade level performance and then lets them exit the program.

Three objectives are used to determine Title I eligibility. These are: A student's standardized achievement test score, teacher recommendation, and student's attendance. Points are assigned for each category and student receiving the most points are ranked and served.

An important component of the Title I program is parental involvement. Parent participation is essential if we are to have an effective program. Support and training of parents rank as a high priority. To insure this involvement a parent coordinator works full time with this component.