*I.A. Lewis School*

*1000 Mitchell Avenue*

*Ruston, Louisiana 71270*

*Phone (318) 255-5963*

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*Fax (318) 251-1947*

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| [*ialewis.webs.com*](http://ialewis.webs.com/) |

*2018-2019*

*Student Handbook*

****

*Keshia Osborne, Principal*

*Dr.Sheri Robken, Assistant Principal*

*Melanie Lewis, Instructional Facilitator*

*Stanley Lewis, Discipline Coordinator*

**R.A.M.S.**

**Responsible**

**Approachable**

**Motivated**

**Successful**

**------------------------------------------------------**

***THE MISSION OF I.A. LEWIS SCHOOL IS TO SUPPORT***

***MASTERY LEVEL ACHIEVEMENT OF THE LOUISIANA STATE STANDARDS IN A CHALLENGING, SAFE, AND ORDERLY ENVIRONMENT.***

**Welcome**

The administration and staff would like to take this opportunity to welcome you to I.A. Lewis School. The information in this handbook has been compiled to help students succeed at this school. All policies and guidelines within this handbook apply to all school-sponsored events. The entire staff is here to assist students with their education. Come and share our RAM traditions and pride!

**2018-19 Student Handbook**

This Parent-Student Handbook has been prepared to provide essential information to students and parents/guardians. Please take a few minutes to review the contents. Be sure to sign the signature pages and indicate whether or not your student has permission to use the internet at school, attend field trips, and has permission to have his/her image displayed in public domains such as the newspaper, television, and/or school website.

*THIS IS AN EQUAL OPPORTUNITY SCHOOL AND IS DEDICATED TO A POLICY OF NONDISCRIMINATION IN EMPLOYMENT, TRAINING, SERVING, AND PARTICIPATORY ACTIVITIES. QUALIFIED STUDENTS, APPLICANTS, OR EMPLOYEES WILL NOT BE EXCLUDED FROM ANY COURSE OR ACTIVITY BECAUSE OF AGE, RACE, CREED, COLOR, SEX, RELIGION, NATIONAL ORIGIN, OR QUALIFIED HANDICAP. ALL STUDENTS HAVE EQUAL RIGHTS TO COUNSELING AND TRAINING. (Title VI, Title IX, Sec 504 Rehab Act 1973)*

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Appendix (Discipline Matrix)

**LINCOLN PARISH SCHOOL CALENDAR**

**2018-19**

|  |  |
| --- | --- |
| EVENT | 2018-2019 |
| STAFF DEVELOPMENT – DETAILS TO BE ANNOUNCED (9 MO SUPPORT STAFF ARE NOT INCLUDED) – NO STUDENTS | MONDAY, AUGUST 13 – TUESDAY, AUGUST 14, 2018 |
| ALL STAFF FACULTY MEETINGS AT SCHOOLS (9 MO SUPPORT STAFF ARE INCLUDED) – NO STUDENTS | WEDNESDAY, AUGUST 15, 2018 |
| FIRST DAY FOR STUDENTS – HALF DAY FULL DAY FOR ALL EMPLOYEES | THURSDAY, AUGUST 16, 2018 |
| FIRST FULL DAY FOR STUDENTS | FRIDAY, AUGUST 17, 2018 |
| LABOR DAY – CLOSED | MONDAY, SEPTEMBER 3, 2018 |
| COLUMBUS DAY - CLOSED | MONDAY, OCTOBER 8, 2018 |
| STAFF DEVELOPMENT DAY – NO STUDENTS | TUESDAY, OCTOBER 9, 2018 |
| END OF 1ST NINE WEEKS | FRIDAY, OCTOBER 19, 2018 |
| THANKSGIVING BREAK – CLOSED | MONDAY, NOVEMBER 19 – FRIDAY, NOVEMBER 23, 2018 |
| LAST DAY BEFORE CHRISTMAS – FULL DAY | WEDNESDAY, DECEMBER 19, 2018 |
| CHRISTMAS AND NEW YEAR’S BREAK – CLOSED | THURSDAY, DECEMBER 20, 2018–FRIDAY, JANUARY 4, 2019 |
| END OF 2ND NINE WEEKS AND 1ST SEMESTER | JANUARY 11, 2019 |
| MARTIN LUTHER KING, JR DAY – CLOSED | MONDAY, JANUARY 21, 2019 |
| PRESIDENTS’ DAY – CLOSED | MONDAY, FEBRUARY 18, 2019 |
| STAFF DEVELOPMENT DAY – NO STUDENTS | TUESDAY, FEBRUARY 19, 2019 |
| END OF 3RD NINE WEEKS | FRIDAY, MARCH 15, 2019 |
| SPRING BREAK – CLOSED | MONDAY, MARCH 25 – FRIDAY, MARCH 29, 2019 |
| EASTER BREAK – CLOSED | FRIDAY, APRIL 19 - MONDAY, APRIL 22, 2019 |
| \*LAST DAY FOR STUDENTS – FULL DAY END OF 4TH NINE WEEKS AND 2ND SEMESTER | THURSDAY, MAY 23, 2019 |
| \*INSTR. STAFF WORKDAY - HALF DAY (9 MO SUPPORT STAFF ARE NOT INCLUDED) | FRIDAY, MAY 24, 2019 |

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

**IAL School Day**

|  |  |
| --- | --- |
| Drop Off Time | 7:15 A.M. |
| School Starts | 7:45 A.M. |
| Dismissal | 3:05 P.M. |

Bell Schedules

|  |  |
| --- | --- |
| I. A. Lewis School  REGULAR BELL SCHEDULE | |
| PERIOD | TIME |
| HOME ROOM 1st | 7:45-8:36 |
| 2nd | 8:39-9:28 |
| 3rd | 9:31-10:20 |
| 4th | 10:23-11:12 |
| LUNCH/5th | 11:12-12:29 |
| 6th | 12:32-1:21 |
| 7th | 1:24-2:13 |
| 8th | 2:16-3:05 |
| CAR RIDERS | 3:05 |
| ALL BUS RIDERS | 3:08 |
| Earliest drop off by buses and cars is 7:15am | |
| Latest pick up by buses and cars is 3:30pm | |

|  |  |
| --- | --- |
| I. A. Lewis School  ib4e BELL SCHEDULE | |
| PERIOD | TIME |
| HOME ROOM 1st | 7:45-8:31 |
| 2nd | 8:34-9:20 |
| 3rd | 9:23-10:09 |
| ib4e | 10:12-10:37 |
| 4th | 10:40-11:26 |
| LUNCH/5th | 11:26-12:38 |
| 6th | 12:41-1:27 |
| 7th | 1:30-2:16 |
| 8th | 2:19-3:05 |
| CAR RIDERS | 3:05 |
| ALL BUS RIDERS | 3:08 |
| Earliest drop off by buses and cars is 7:15am | |
| Latest pick up by buses and cars is 3:30pm | |

**\*\*\*This schedule above will be in effect until we begin IB4E.\***

1st lunch shift is from 11:12-11:37

2nd lunch shift is from 12:04-12:29

I.A. Lewis Supply List

2018-19

|  |  |
| --- | --- |
| Prep Night  August 9th 2018  5:30-7:00 PM Parents and Students Invited | Receive Schedule  Meet Teachers  Pay $20 School Fee Complete Information Cards  Uniform Information  Tour School |

**ELA**

1 pack colored pencils

3 packs glue sticks

1 small package index cards

1 pack of black ink pens

**MATH**

24 pack of pencils

4 packs of loose-leaf paper

1 pack of colored pencils

1 hand held pencil sharpener

Erasers

**SCIENCE**

3-ring binder with loose-leaf paper

Pencils (to be kept by students & used in class)

Boys - 2 rolls of paper towels

Girls - 1 package of markers

**SOCIAL STUDIES**

2 boxes of colored pencils (1 for school and 1 for home)

1-1inch three-ring binder

1-3 brad plastic folder with pockets

3 packages of loose-leaf paper

1 box of tissues

1 Clorox wipes

2 boxes of pencils

1 eraser

1 hand-held pencil sharpener

1 pair of scissors

**PE Uniforms are sold at Ruston Locker Room**

**311 E. Georgia Ave. Ruston, LA (ph. 255-4003)**

Some supplies will need to be replaced throughout the year.

\*\*\*Students will need a backpack.\*\*\*

**CONTACT SEQUENCE**

**Parents, to obtain information or discuss concerns related to your child’s education at I.A. Lewis School, please contact the individuals outlined in the steps below:**

**-----------------------------------------------------------------------------------------------------**

**Step 1**

**Your child’s teacher**

**Call the school secretary at 255-5963 or e-mail your child’s teacher****to find out when a conference can be set up.**

**-----------------------------------------------------------------------------------------------------**

**Step 2**

**Melanie Lewis**, **Instructional Facilitator**

255-5963

mlewis@lincolnschools.org

**-----------------------------------------------------------------------------------------------------**

**Step 3**

**Sheri Robken, Assistant Principal**

255-5963

srobken@lincolnschools.org

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**Step 4**

**Keshia Osborne, Principal**

255-5963

Douglas.osborne@lincolnschools.org

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**Step 5**

**Dr. Doris Lewis, Human Resources Director**

Lincoln Parish School Board Office

410 S. Farmerville St.

Ruston, LA 71270

dlewis@lincolnschools.org

(318) 255-1430

**After-School Activities**

There is a time to have fun at IAL. After our work is done, we often enjoy getting together after school for various activities such as athletic events, dances, parent/student involvement events, etc. All school expectations apply for these events and discipline consequences will be given to students who do not comply with these expectations.

**Announcements**

During morning announcements, students are expected to be seated and remain quiet.

**Application of Policy**

Students are held accountable for their actions at school and at all school-sponsored events whether on or off campus. Students will be under the direct authority of the administrators, teachers, and/or chaperones. Therefore, all school policies apply at school-related functions whether they occur on or off campus.

**Arrival/Dismissal**

Doors open for students at 7:15 (car riders & buses). Students should report immediately to either the cafeteria for breakfast or to the appropriate designated area. At the completion of breakfast, students will report to their designated area.

A student who is checking out before the end of the day will remain in class until called to the office. A student may not leave campus unless checked out by a parent/guardian or a person authorized by the parent/guardian. Students who leave the campus, classroom, or any supervised area without permission may be subject to an out-of-school suspension. Students may not be checked out after 2:30 unless prior notice has been given to the office. A student who is not returning home as they normally do must bring a signed note so that an administrator may sign, verify, and approve. This note should be turned into the office when the student arrives at school.

***Parents must provide a picture I.D. in order to check out a child. No party may check out a child who is not listed in the JPams as having authority to do so. No exceptions.***

***Parents/Guardians should provide a list (at the beginning of the school year) of all parties authorized to check out their child.***

**Assemblies**

At all times students should be polite and courteous. An indication of the quality of the school is the conduct of its student body at an assembly. Each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct includes, but is not limited to, whistling, inappropriate applause, or talking during a program. Students are to report to their regularly scheduled class and be taken from that class as a group to report to the assembly. Seating in the gym will be by classroom or as decided by the administration. Neither food nor drinks are allowed during assemblies unless concessions are sold. Students who violate standards of conduct during an assembly will face disciplinary action.

**Assignments**

A student’s success is dependent upon his/her own efforts and their completion of class work and homework. To help develop responsibility and self-discipline in completing assignments, students should:

1. Use student planners to write assignments, homework, projects, tests, etc.
2. Ask the teacher for complete instructions before leaving class.
3. Take all instructions, books, and materials needed to complete homework.
4. Have a special time each day to do homework.
5. Have a special place to work, free from noise and disturbances.
6. Check the work carefully when finished.
7. Review class work.
8. Put completed assignments together in one place so you will be less likely to forget them the next day.

**If a student fails to complete in-class and homework assignments, the teacher will notify the parent. Continued failure to complete assignments will result in the teacher requesting a parent conference.**

**Athletic & Extracurricular Activities**

I.A. Lewis School offers the following opportunities:

***Band, Basketball, Cheerleading (Girls), Cross Country, Fellowship of Christian Athletes, 4-H, Football (Boys), National Junior Honor Society and Student Council.***

It is our core belief that the above opportunities should be an integral part of the total educational process. It is our goal to ensure and enhance the quality of life for youth by providing fun, and competitive activities. Participation may be based on grades, attitude, teacher recommendations, and discipline history.

**ATHLETICS**

Athletics gives competitors the opportunity to gain self-confidence, life skills, good sportsmanship, ethical behavior and integrity. It is our goal that sports activities will produce young men and women who will be able to enter the community and become constructive, contributing members of society. Interscholastic athletics is a voluntary program. Participation is a ***PRIVILEGE***, and not a right. Accompanying that privilege is the responsibility of the student to conform to the school standards. Athletics are subject to the rules and regulations of I.A. Lewis School, and the Lincoln Parish School Board. We expect the behavior of those who participate to be of the highest order. This is particularly true of academic requirements, honesty, citizenship, and sportsmanship. Participation may be revoked if the student athlete does not conduct himself/herself appropriately. Student athletes should show support for fellow teammates and show good sportsmanship to game officials and opposing teams. Failure to comply could result in a temporary or permanent suspension from the team. Hazing/Harassment/Bullying in any athletic/activity program is unacceptable. Students engaged in these types of activities may be suspended from the program and from school.

Athletic Eligibility

Students must provide the following in order to participate in tryouts, practice, scrimmages, and games:

\*A valid birth certificate on file in the office.

\*An Athletic Parental Permission form.

\*A substance abuse agreement form.

\*Proof of Insurance. **IAL does not carry insurance for personal injury of athletes.**

\*A current Medical History/Physical Exam form signed by a physician, a parent/guardian, and the student. The form must be dated less than one year from the end of the playing season.

Athletic Academic Requirements

\* Students may not participate in athletics during a time in which they have two “F’s”. At that time, students will be placed on academic probation, and they may return to action when they no longer have two “F’s”.

\*1st time -All students are academically eligible for the fall semester.

\*Transfer students who enroll after the first grading period and must have at least a 1.5 GPA.

Attendance

A student/athlete may not participate or compete on a day in which he/she did not attend school or had an out-of-school suspension. Any student that has an in school suspension will also not be allowed to participate in an extracurricular activities on the day of the suspension. School-related trips are not considered absences. For absences due to illnesses, doctor’s appointments, funerals, etc., the parents should notify the school and be prepared to provide written documentation.

Criminal Offenses

Upon receipt of knowledge that a student has been charged with a criminal offense, a student may be temporarily suspended from athletic participation pending further investigation. The principal and head coach will consider the length of the suspension and possible reinstatement based on a review of the facts.

School Discipline

\*Students will not be excused from detention or in-school suspension for athletic participation. Coaches may discipline athletes for missed practices, games, or competitions due to being placed in detention or ISS.

\*Students may not participate in athletics for the duration of an out-of-school suspension and may participate only after attending school for one full day. Athletes on suspension may not attend home or away athletic events as spectators. A student-athlete will forfeit his/her privilege to participate in athletics upon his/her 2nd suspension. The administration reserves the right to disqualify a student-athlete after their first suspension, depending on the nature of the suspension.

\*Students assigned to in-school suspension are ineligible for athletics until he/she has attended school for one full day.

Multiple Sports

Student athletes are encouraged to participate, when possible, in multiple sports. Coaches shall not establish expectations “out of season” which would prohibit or restrict a student’s participation in another sport. A student who is removed from a sport for disciplinary reasons or quits a sport to avoid disciplinary action will not be allowed to participate in another sport until the 1st sport’s season ends. An athlete may leave a sport, however, if he/she is leaving the sport “in good standing” and he/she can attain clearance from the athletic committee comprised of the principal, athletic director, and head coaches of both sports. An athlete who wishes to participate in a second sport must be cleared by the coach of the first sport for payment of fees, return of equipment, etc.

Transportation

Team members must ride to and from activities on school provided transportation (when available) under the supervision of school personnel. However, students may return home from an event with a parent/guardian if the parent signs a release form with the head coach at the conclusion of the athletic contest.

**Attendance/Truancy Consequences**

Students are expected to be in attendance for every school day scheduled by the Lincoln Parish School Board. State law requires that students attend 170 of 180 days of school during the school year (allowed 10 days of absence). Excused admits are given for medical appointments, personal illness (medical excuse from doctor required), death of a relative (bring copy of obituary or funeral program), or religious holidays. Make-up work is guaranteed only for excused absences. Excused and unexcused absences will be added to the total number of absences. Out-of-school suspensions are counted as absences. When students are absent, parents need to call the school and inform the office of the absence by 8:30 AM. If a student has excessive absences, the Truancy Department of the District Attorney’s office will contact parents.

**Absences are classified as:**

1. Temporarily excused

2. School related absence

3. Extenuating circumstances

4. Unexcused

5. School suspensions and expulsions

**Extenuating circumstances:**

1. Extended illness or injury as verified by a physician

2. Extended contagious disease as verified by a physician

3. Prior approved travel

4. Death in the family (not to exceed one week)

5. Other emergency circumstances may be appealed to the school principal.

**Steps to follow when absent:**

1. Have your parent or guardian phone the school (318-255-5963) and inform the office of your absence before 8:30am of the day of the absence.
2. Have parent/guardian write an excuse giving your name, date, days of absence, reason, with his/her signature.
3. A doctor’s excuse is required for a student returning after any contagious illness or after a student has been absent five consecutive days due to illness.
4. Students have until the second day after returning from an illness to present an excuse and receive an excused absence to class. Excuses may be presented in the office between 7:15 - 7:55 A.M. and during lunch (11:00am-12:00pm).
5. Ask all teachers for make-up assignments. Assignments that are not made up will be reflected in the student grade report.
6. If an unusual family need arises that will result in student absence, parents must contact the school principal in writing to request consideration for an excused absence.
7. It is the student’s responsibility to obtain an excuse and to get their makeup work or assignments. Students are allowed time equal to the number of days absent to complete make-up work.

**Perfect Attendance Awards Policy**

Students will be eligible for a perfect attendance award only if they have missed no days of school, have never checked-out, and have never been late to school.

**Bad Weather Procedures**

If school has to be dismissed early due to an emergency (bad weather, etc) the buses will run and the early dismissal will be announced on local radio stations. Students that ride buses will be placed on their regular bus unless a parent has made prior arrangements in the office ahead of time.

**Bathroom Procedures**

Students have scheduled bathroom breaks during the day, at the beginning of the school day, during their lunch break, and during PE. Hall passes will allow for additional ***necessary*** bathroom breaks during the day. However, we discourage excessive walking of the halls during the day to ensure maximum academic learning opportunities.

**Book Bags**

Clear or mesh book bags are recommended. No rolling backpacks unless with a doctor’s written order.

**Bicycles on Campus**

Bicycles may be ridden by students and parked near our bike rack. This is a privilege, and if abused, the right to ride a bicycle may be taken away. It is recommended that bicycles be locked during school hours.

**Bullying or Harassment**

Bullying is not tolerated at I. A. Lewis School. Students are encouraged to tell teachers or administration of any bullying activities. All reports will be investigated confidentially. Conferences will be held with students and parents, and conduct in violation of this prohibition will result in severe disciplinary measures. Harassment on the basis of sex is a violation of state and federal law. I. A. Lewis School will not tolerate any sexual harassment on the part of any student towards another student or staff member. Harassment does not only depend upon the perpetrator’s intention, but also upon how the person who is the target perceives the behavior or is affected by it. Conduct in violation of this prohibition will result in severe disciplinary measures.

**Bus Regulations and Safety**

Transportation is provided for all Lincoln Parish students. All students must follow the rules of conduct set down by the Lincoln Parish School Board. Each fall the child is given a copy of these rules in the student handbook. These rules are reviewed and explained by the homeroom teacher and sent home to the parents for a signature.

Students who come to school on the bus will return home on the bus unless they have a note from their parents signed by the principal. Notes should be brought to the office when the student arrives at school. It should also contain a contact number where a parent can be reached. Students who ride buses are to go immediately to the buses as soon as they are dismissed from school in the afternoon.

Fighting on a school bus causes dangerous interference with the safe operation of the bus and places all occupants in a life-threatening situation. Violence on the bus shall not be tolerated. Therefore, disciplinary action taken as a result of fighting or violence on the bus shall be severe. Disciplinary action may result in an out-out-school suspension, bus suspension, or expulsion hearing. The length of the bus suspension shall be commensurate with the infraction. Repeated fighting and violence on the bus may result in permanent removal from the bus.

**Bus Conduct Expectations**

1. While waiting for and boarding the school bus:

1. Arrive at the bus stop ON TIME.
2. If a sidewalk is not available, walk on the left side of the road facing traffic to designated bus stop.
3. Wait on the sidewalk or stand well back from the road while waiting for the bus to arrive.
4. Avoid pushing, shoving, scuffling, and other forms of horse play at the bus stop.
5. Respect private property and avoid unnecessary noise that may disturb nearby residents.
6. Form a single line. Avoid pushing, shoving or breaking in line. g. Use caution when boarding the bus. Watch for slippery steps. and use handrails when available.
7. Locate a seat promptly and sit down.

2. While riding a school bus:

1. Remain seated at all times unless unloading.
2. Do not mark or deface the bus in any way.
3. Keep the aisle clear of feet, books, and other objects that may obstruct passage.
4. At all times keep head, hands, arms, and body inside the bus.
5. Do not throw objects inside or outside of the bus.
6. Avoid any unnecessary disturbing noises or activities that may distract the driver.
7. The use of alcoholic beverages, drugs, tobacco, and profane language in any form will not be tolerated.
8. Report any behavior, which is unsafe, harmful, obscene, or offensive to the bus driver.
9. Eating and drinking is prohibited while riding the bus.
10. Students will not abuse the privilege to ride a school bus. Be courteous and understanding of one another. The school bus is a classroom on wheels. You should respect the bus driver, occupants of other vehicles and pedestrians encountered on the bus route as well as other students on the bus.
11. Accept responsibility for bus cleanliness. Neither eating nor drinking will be allowed on the bus.

**RHS Transfer Bus Policy**

Students who ride a transfer bus to Ruston High School must be on their best behavior at all times. Students are not to run or stand in the driveway where buses load/unload. Students should refrain from horseplay at all times. Students should never leave the pavilion at RHS and never go into any building at the high school. Students should pay attention to what’s going on with the buses at all times instead of socializing. Students must learn the place where their transfer bus stops for pickup and be waiting there every day. It is imperative that students watch closely for their bus when it arrives. Students should keep their possessions with them at all times and always place any trash in the proper containers and never on the ground.

**REMEMBER THAT VIOLATING BUS EXPECTATIONS MAY RESULT IN OUT OF SCHOOL SUSPENSION OR BUS SUSPENSION.**

**Candy/Gum**

Students are not allowed to bring candy or gum on the school campus. We will sell concessions and teachers will sometimes give student rewards, but students should not bring these items from home or have them on the bus.

**Cell Phone Policy**

Students shall be allowed to possess a cell phone on school campus during the instructional day. However, the use of cell phones shall be strictly prohibited unless authorized by the principal or school designee. Cell phones shall be turned off at all times and not displayed in any way and shall be stowed in the student’s locker, school bag, purse, or pants pocket. It shall not be allowed for the phone to be left hanging on the outside of a pocket on a clip or holster. Possession and/or use of other electronic and telecommunication devices such as iPods, iPads, MP3 players, CD players, by students shall be strictly prohibited unless authorized by the principal or school designee. The school will not be responsible for lost or stolen cell phones or electronic devices.

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 that may result in loss of life, injury, or property damage. *Use* or *operation* of an electronic telecommunication device shall mean the device is either visible, turned on or is in a mode capable of receiving or transmitting signals.

Cell phones will be confiscated from students under the following circumstances:

\*The cell phone rings in class

\*A student attempts to make a call, send/receive a text, or use the camera feature

anywhere on campus

\*A student attempts to use the phone to gain information (cheat) while testing

\*A student attempts to use the phone for any purpose while inside any building on campus

Discipline for improper cell phone use will be as follows:

1st offense- $5 fine

The cell phone is confiscated, parent contacted, and the phone will be held by until the end of the day

2nd offense-$10 fine

The cell phone is confiscated, parent contacted, and the phone will be held by until the end of the day

3rd offense-$15 fine

The cell phone is confiscated, parent contacted, and the phone will be held by until the end of the day

**All confiscated phones must be given to administration with the SIM card intact. Students who refuse to give the phone and/or SIM card to administration may be subject to immediate suspension.**

**Check-In/Check-Out Procedures**

**If your child is later than 7:45 A.M., you must accompany your child to the office to sign him or her into school.** The person who takes the student from the school campus MUST come into the office AND show a photo ID in order to sign them out. Please refrain from checking a student out early on a regular basis. Also, please do not call the office often to leave messages for students. We hesitate doing this because it causes us to have to interrupt classes. We will NOT call students to the phone. We will NOT allow students to call home to ask about transportation, remind parents of appointments, or answer questions about an event at school, etc. Please make arrangements at home before school day starts. No child can be checked out after 2:30 P.M. If you need to check out your child, do so before 2:30 P.M. After 2:30 P.M. you will need to get in the car line.

**Code of Conduct/Positive Behavior Plan**

*(Please review thoroughly with parents)*

**R = Responsible: Be responsibly focused, well behaved, and positive at all times.**

**A = Approachable: Approach each day with a positive attitude.**

**M = Motivated: Motivate yourself and others to do their very best at all times.**

**S = Successful: To be successful at I.A.L. you must have a plan that involves achieving personal goals!**

**Student School-Wide Expectations**

1. Respect rights, responsibilities and property of others.

2. Carry out your student responsibilities.

3. Refrain from all horseplay. Keep hands, feet and objects to yourself at all times. (even if you are “JUST PLAYING”)

4. Keep body free from any writings or markings.

5. Follow directions.

**Student Responsibilities**

1. Keep track of your own work and responsibilities.

2. Be on time for class and begin your work promptly.

3. Ask for help if you need it.

4. Complete assignments and turn work in on time.

5. Accept responsibility for your actions (do not make excuses).

**Assembly Expectations**

* We will walk quietly in a straight line with our teacher to the gym.
* We will sit with our class in our assigned area.
* We will respect and listen to speakers, performers, etc., quietly.
* We will leave when dismissed the same way we entered .

**Bathroom Expectations**

* We will quickly use the restroom and flush after each use.
* We will wash our hands thoroughly.
* We will dispose of trash properly.
* We will keep our walls and stalls free of graffiti.

**Cafeteria Expectations**

* We will eat silently during breakfast and talk quietly at lunch.
* We will follow our teacher’s prompt before leaving the cafeteria.
* We will make one trip to the salad bar.
* We will clean up after ourselves including items dropped on the floor.

**Classroom Expectations**

* We will be prepared and participate in the lesson.
* We will be seated before the tardy bell begins.
* We will complete our assigned homework.
* We will promote an environment that is conducive to learning.

**Hallway Expectations**

* We will walk in a line.
* We will stay on the right side of the hallway.
* We will walk silently.
* We will keep our hands and feet to ourselves.

**Recess Expectations**

* We will get water, use the restroom before going outside for recess.
* We will stay away from vehicles and not stand in the driveway.
* We will not participate in physical horseplay or throw any objects.
* We will line up quietly and walk in a line to back to class silently when it is time to go in.

**Discipline**

I.A. Lewis has a school-wide discipline plan and matrix based on positive behavior. Each teacher supports the Positive Behavior Intervention & Support (PBIS) management system and students and parents are expected to do the same. **This plan includes warnings before students are referred to the office.** The plan will be followed consistently with all students. The parent is the first and BEST disciplinarian so we encourage your support. Sometimes parents will have the opportunity to change negative attitudes and/or behavior before an office referral is necessary. A student having an office referral or suspension will affect his/her participation in sports/extra-curricular activities.

**Notes**

Writing, receiving, or possessing handwritten or electronic notes containing threats, inappropriate language, or potentially harmful statements is strictly prohibited. Such notes are a constant source of tension, ill feeling, and conflict. A student that receives such a note should immediately turn it over to a teacher or administrator.

The following is a list of consequences that **COULD** result from an office referral:

• Parent Contact

• In-School Suspension

• Out-of-school suspension

• Refer to district hearing officer

• Any other reasonable punishment outlined by the principal and/or designee

**NOTE:** Students will be allowed to makeup work from ISS and OSS.

An **AUTOMATIC** office referral will result from: profanity/indecency, open defiance, fighting or attempting to fight,causing a fight, possession of weapons, drugs, alcohol, tobacco products, obscene materials, leaving campus without permission, stealing, vandalism, gambling, harassment, etc. Students who fight will be suspended unless the principal or designee determines there were extenuating circumstances.

Students can be suspended for bringing any item determined to be obscene to school such as:

condoms, obscene pictures, or magazines, etc.

**HORSEPLAY** is not allowed at school. Students are to keep their hands and feet to themselves at all times. The excuse “we were just playing” will not be accepted.

**Expulsion**

Students that receive 4 out-of-school suspensions must be recommended for expulsion. Before a student may return to school after the second out-of-school suspension, the parent(s) and student must have a conference with the administrator at the school. Before the student may return to school after the third out-of-school suspension, the parent(s) and student will be required to meet with one of the district discipline coordinators. These conferences will be to communicate with the parents in an attempt to prevent an expulsion from school.

**Corporal Punishment**

Corporal punishment is not allowed at I. A. Lewis School.

**Dress Code**

The purpose of a dress code is to ensure an effective learning environment, to maintain a favorable school image, and promote positive self-images among students. Cleanliness and neatness are key elements to an effective dress code and are vital to a student’s preparation to learn.

**Attire for all Students**

A. Apparel should be worn as designed (belts buckled, pants at the waist, shoestrings tied, Velcro fastened,

shirts buttoned, etc.), and be free of holes and tears. Excessively tight clothing will not be permitted.

B. Shirt tails must be tucked in.

C. See-through apparel cannot be worn.

D. Caps, hats, and skull/wave caps shall not be worn or carried on campus or the bus.

E. Sweat bands, scarves, bandanas, picks, combs or visors are not to be worn or carried on campus/bus.

F. Students may wear toboggan caps & gloves to school during cold or inclement weather provided they are not worn inside any school building.

G. Unnatural hair color is not permitted, (blue, purple, green, etc.) Hair must be clean and combed neatly out of eyes. If brushes or combs are needed, they must be left in the P.E. lockers. If they are brought out in

class, they will be taken.

H. No bracelets (including hair/rubber bands), or necklaces. Fidget spinners and fidget cubes are not allowed unless it is included in the student’s IEP.

**Dress Code that applies to male students**

A. Pants shall fit and be worn at the waist. **SAGGING WILL NOT BE ALLOWED!**

B. Oversized coats and trench coats shall not be worn.

C. Males may not wear earrings or any other visible body piercing jewelry. This includes nose, lip, tongue, eyebrow, etc…piercing.

**Dress Code that applies to female students**

A. Clothing that allows the showing of undergarments shall not be worn.

B. Girls may wear one set of appropriate stud earrings, but all other visible body piercing jewelry is not allowed. This includes nose, lip, tongue, eyebrow, etc. piercing.

C. No makeup can be worn or brought to school. No perfume or body spray should be used or brought to school due to other’s allergies. Body glitter is not allowed.

D. Fake nails or nail overlays are not allowed.

**Detailed Dress Code/Uniform Policy**

Pants/Shorts/Capris Colors – Khaki or black

Fabric - Cotton or cotton polyester twill (no knit, rayon, denim or jeggings).

Shorts must measure no more than 2” above the knee.

No cargo pants, bell-bottoms, hip huggers, labels, or logos.

Pants should not be overly tight in the fit. (Admin. judgment)

Shirts Colors – Solid White, Red, or Black polo style shirt.

Shirts must be tucked in at all times.

**BLACK ON BLACK IS NOT ALLOWED (BLACK (PANTS/BLACK SHIRT).**

School spirit shirts sold by the school can be worn in lieu of a school uniform shirt.

Styles – Polo with collar (long sleeve or short sleeve)

Girls’ polos may have rounded collars.

Skirts/Skorts/Jumpers Colors – Khaki or black (May be pleated)

Fabric – Cotton or cotton polyester twill. No knit, rayon or denim.

Length: Must measure no more than 2” above the knee.

Side, front or back slits must be no higher than 2” above the

knee. Skirts, skorts and jumpers must be worn with uniform shirt.

The test to see if a skirt is appropriate is: stand straight and put your arms to your side with palms facing inward. If you cannot touch your legs, then your skirt is appropriate length.

Socks Colors – Matching socks. Socks may have a small logo.

Undergarments Must not be visible through clothing.

Only white or black short sleeve t-shirts are allowed under uniform shirts.

Belts **Color**: **Solid black, blue, brown, red, or white belts.** No designs, spikes, or

studs. Belts MUST be worn at the waist, visible, and buckled at all times.

Must not hang down from the waist.

If pants have belt loops, a belt must be worn.

Belt buckles must be plain and not oversized.

Shoes **Tennis shoes and Tom Brand-style shoes ONLY** - Laces must be laced completely and tied or Classic

Tennis shoes are required for P.E.

Velcro straps **must be fastened**.

Coats/Jackets/Sweaters Jackets may be of windbreaker style or traditional short coat style.

Starter jacket with logos (i.e. New Orleans Saints, Dallas Cowboys, etc.) are not allowed. Solid color jackets with small logos are permitted.

If students wear sweaters, sweatshirts or any type of jacket that will remain on during the day, it must be **solid** red, gray, or black and may have a small logo.

Sweatshirts Crew neck long sleeved sweatshirt with no pockets or hood  
             Color:  White, Red, Black or approved official IAL or Ruston sweatshirt

A school uniform shirt must be worn under the sweatshirt  
No company logos or emblems are allowed.

No writing is allowed anywhere on the sweatshirt including name, nickname, or number.

**\*STUDENTS MAY NOT WEAR “HOODIES” OF ANY OTHER TYPE OF CLOTHING THAT CONTAINS A HOOD.**

**Spirit Days**

Certain **announced** days will be designated as jeans/spirit days. On these days, students may wear appropriate jeans with a uniform shirt or other designated shirt for spirit days. Students will be informed of these days well in advance. **Jeans should be only black or blue, free of holes and tears, and should fit properly (sagging, low-cut, or excessively tight fitting jeans are not allowed).**

The dress code will begin the first day of school and will be enforced all year. On first offenses, parents will be called to bring correct clothing. Dress code violations will be handled as stated in the Discipline Code of Conduct. Students may be assigned to detention for dress code violations.

**There will be zero tolerance for dress code violations.**

Uniforms can be purchased at Fred’s in Ruston and Grambling, Ruston Locker Room, Dollar General, Wal-Mart, and other local stores. You may want to shop early to make sure they are available.

For questions/concerns, please call (318) 255-5963.

**Electronic Equipment and Toys**

No student, unless authorized by the school principal or his/her designee, shall use, operate, or have in their possession, any electronic telecommunication device including facsimile system, radio paging service, mobile telephone service, intercom, or electro-mechanical paging system in any school building, or on the grounds (except if stored in a motor vehicle) thereof, or on any school bus used to transport public school students during the school day. No electronic toys, cards, etc. are allowed at school. This includes virtual pets, game boys, CD-man, yo-yos, Pokémon cards, baseball cards, Dragon ball pictures, CD’s, etc. Anything that distracts from a student's learning will be taken. If a student chooses to bring these type items to school, the item will be taken and kept in the office.

**Fidget spinners and fidget cubes are not allowed unless it is included in the student’s IEP.**

**Emergency/Crisis Procedures**

In accordance with the I. A. Lewis Crisis Management Plan, drills will be held throughout the year to prepare students for emergency situations. In the event of an emergency, crisis management policies will be followed.

A tornado procedure has been set up for the school. Students will be told what they should do in the case of a tornado, because any delay could mean the difference between injury and safety. When the tornado alarm is sounded, all students and teachers will report to their assigned areas of safety. There will be NO talking during a tornado drill. Students will move quietly and quickly to their assigned areas of safety so that they can hear instructions from the principal or teachers. In the event of a tornado, the safety of the students of IAL will be improved if all follow these instructions.

A fire drill plan is posted in each room. Teachers will instruct students as to what to do during fire drills. When the fire alarm sounds, students will leave the room. No one is to pass another or break in line. Running is not permitted. The first to reach an outside door is to hold it open until all have left the building. Students are not permitted to talk during a fire drill and are to remain at least 150 feet (50 yards) away from the building until the all clear signal is given by the principal or an authorized representative indicating that it is safe to return to the building.

**Field Trips**

The classroom teacher or administration will plan field trips. Students are given participation guidelines prior to field trip. The student permission slip at the end of this handbook serves as the only permission slip that we will use during the 2018-19 school year. If student behavior on the field trip does not follow discipline guidelines, the student may be brought back to school, and money will not be refunded.

**Grading/Curriculum/Promotion**

The evaluation of student achievement is an important part of the teaching process. This grading scale matches the Lincoln Parish Pupil Progression Plan. Report cards will be sent each nine weeks. You will also receive progress reports at the midpoint of every nine weeks grading period.

The grading scale at I.A. Lewis School is:

100-93 = A Excellent

92-85 = B Good

84-75 = C Average

74-67= D Poor/Unsatisfactory

Below 66 = F Failing

I = Incomplete

**Promotion Plan**

I.A. Lewis follows the guidelines of Lincoln Parish Pupil Progression Plan.

**Hall Passes/Office Visits**

Students are not allowed in the halls during class without a hall pass.

**Homework Policy/Make-Up Work**

Students are expected to turn in homework assignments on time. Most teachers give homework participation grades, and therefore, not doing homework will affect student’s grade. Students are allowed to make up any work missed during an excused absence. The student will have the number of days absent to make up work. For example: Your child is absent one day, your child has one day to make up any work missed, two days absent, they have two days to make up work. Any other reason for absence must receive prior approval by the school. If a student arrives late in the morning, they MUST get an admit slip from the office before going to class. If a student is out MORE than one day consecutively, assignments can be obtained by calling the school by 8:30 A.M. Do not request work if a student is only out for one day. The student can ask for makeup work when he/she returns the next day.

**Honor Roll**

At the end of the 1st and 2nd semester, students will be recognized in the following ways:

4.0 GPA- Principal’s List

3.50-3.99 GPA-A Honor Roll

3.00-3.49 GPA-A/B Honor Roll

**Insurance**

All students participating in cross country, football, basketball, and cheerleading must have insurance coverage to participate. **The Lincoln Parish School Board does not offer liability insurance.**

**Library**

A fine of 5 cents per day will be charged for overdue library books. The maximum fine is $1.00. If a book is lost, damaged or destroyed, a student must pay the current replacement cost of the book.

**Lost and Found**

All articles, which are found, should be taken to the office. Students may check for missing clothing in the Lost-and-Found box, which is located in the multi-purpose room. Other items will be kept in the office. Students are encouraged to label all personal items for easy identification. Unclaimed items are periodically donated to charity.

**Lunchroom/Cafeteria Procedures**

The school cafeteria is a vital part of the school. To encourage good nutrition, a well-balanced meal is offered at a reasonable price. Those who qualify have access to free or reduced breakfast and lunch upon approval of application. Students may bring your lunch from home and eat it in the cafeteria. Milk is also sold in the cafeteria.

If a student has a food allergy, the office, school nurse and cafeteria manager should be notified and provided documentation from a doctor.

Students who bring their lunch to school must have them packed in a lunch box and the drink must be in a sealable plastic container. Soda cans and bottles are not allowed in the cafeteria.

Lunch that is delivered to school for a student must be contained in a similar fashion. Lunches contained in fast food bags and cups may not be consumed on campus.

Students are to go to the lunch line in an orderly fashion and wait your turn to be served. There should be no running to the cafeteria or breaking in line. If a student breaks in line or runs, he/she will be sent to the end of the line. After finishing lunch, trays, milk cartons, napkins, straws and utensils are to be deposited in the wastebasket. Leave the table and floor clean. Food will not be taken from the cafeteria area. Cafeteria expectations are to be followed at all times. There is NO billing system at I.A. Lewis School.

**Medication**

The Louisiana State Legislature passed a law concerning medication administration in public schools. (R.S. 17:436, Act 87)  The Lincoln Parish School Board adopted its Medication Policy to comply with this law.

Medications at school:

* Will be restricted to those which cannot be administered before or after school.
* Must be transported to and from school by a parent or guardian. (*DO NOT SEND MEDICATION WITH YOUR CHILD)*
* Must be in a pharmacy-approved container **with a prescription label.**  This label should include a prescription number, child’s name, name of medication, dosage and frequency, physician’s name, date, and pharmacist’s name.
* Will be restricted to a 30 day supply.
* Must be in correct dosage form.  If a child is to receive a ½ pill, the pills must already be cut in half.
* Must have the first dose given at home.

**Certain OTC (Over-The-Counter) medications may be administered to students at school if prior consent forms have been signed.  The OTC medications include Tylenol, Ibuprofen, Benadryl, Neosporin, cough drops, etc.**

PARENTS:  If your child is taking medication during school hours, *YOU MUST HAVE A MEDICATION FORM ON FILE AT SCHOOL.*

The Lincoln Parish School Board Medication Form includes:

* a **MEDICATION ORDER**from a LA licensed physician or dentist
* a **PARENTAL CONSENT**

These Medication Forms are available at schools and at local physician’s offices.  If you bring medication to give to your child at school, you must check in with the school office.  ***See Section II for more information regarding Health and Medical.***

**Messages to Students/Telephone Use**

Students will use the office phone ONLY in emergencies and with staff permission. A student may notuse the phone for items that were left at home. We will not call students to the phone. Students may not ask to use other phones located in the building. All requests must come through the office. Students will be given messages at the end of the next class period.

**Parent Conferences**

Parents should call the office a day ahead of time (24 hrs.) to set up Parent-Teachers conferences. You must notify the school of which teacher or teachers you would like to speak with during their planning period or after school.

**PARENT AND FAMILY ENGAGEMENT**

A major goal of our school’s Parent and Family Engagement program is to encourage greater involvement of parents in the education of their children by developing strong partnerships with teacher, principals, other staff, and the community to improve academic achievement. Our school policy for Parent and Family Engagement will put into operation programs, activities and procedures for the **involvement of parents and family members** in all of its schools with Title I, Part A programs, consistent with section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities and procedures will be planned and operated with meaningful consultation with engagement of parents and families of participating children. The school district will be governed by the following statutory **definition of parental involvement**, and expects that our school site will carry out programs, activities and procedures in accordance with this definition:  ***Parental involvement means the participation of parents in regular, two-way, and meaningful              communication involving student academic learning and other school activities****, including ensuring—*

*(A) that parents play an integral role in assisting their child’s learning;*

*(B) that parents are encouraged to be actively involved in their child’s education at school;*

*(C) that parents are full partners in their child’s education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;*

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

**Parties and Special Deliveries**

Only administration and teachers are allowed to plan parties for classes. Students may not plan surprise parties for teachers or classes. Special deliveries are permitted at I.A. Lewis School, but balloons, baskets, flowers, and glass items are not allowed in the classrooms or on any bus. Students should be picked up in cars if they have a delivery containing these items.

**Pick-Up/Dropoff Procedures/Car Riders**

Students being brought to school in the mornings should be dropped off on the side of the school where the benches for car riders are located. **Please do not drop students off in front of the school.** **This area is a restricted zone for bus drop off/pickup only. Also, the earliest drop off time for car riders is 7:15am**. In the afternoons, car riders will be brought to the benches and will be the first students that are dismissed. Parents are to line up in the driveway on the side of the school (Gilman Street entrance by the new wing) to pick up their child. Please do not park in any other area on the campus and expect your child to come to you. Also, do not come in and get your child from the car rider line and walk them out to your car. This is not fair to parents that are waiting in the line each day. Set an example for your child by following the procedures. These procedures have been set strictly for the safety of our students. We want to load 4 cars at a time in the pick-up line, so please pull up as far as you can so that four cars can load at once. If your child is later than 7:45 A.M., you must accompany your child to the office to sign him or her into school.

**Planners**

All students are required to have their planners with them at ALL times. This helps with home/school communication. Students will write each day a short “student friendly” version of the main objective for each class as well as the homework that day in their planner. Lost planners must be replaced at a cost of $5.

**Progress Reports/Report Cards**

Progress Reports will be sent out mid-nine weeks and Report Cards will be sent each nine weeks.

|  |  |  |
| --- | --- | --- |
| Nine Weeks Ending Date | Progress Reports Sent | Report Card Issued |
| Friday, Oct. 19, 2018 | Thursday, Sept. 20, 2018 | Thursday, Oct. 25, 2018 |
| Friday, Jan. 11, 2019 | Thursday, Nov. 29, 2018 | Thursday, Jan. 17, 2019 |
| Friday, March 15, 2019 | Thursday, February 7, 2019 | Thursday, March 21,2019 |
| Thursday, May 23, 2019 | Thursday, April 11, 2019 | Thursday, May 23, 2019 |

**Safety**

All steps are taken to ensure the safety of your child at school. We have cameras that monitor activity throughout our building.

**School Closings**

Occasionally school may be closed because of inclement weather or other unusual circumstances. Please do not call the school or school personnel. The following TV/radio stations will be notified by school officials: KNOE-TV, KTVE-TV, KTBS-TV, KSLA-TV, KPCH-FM 97.7, KXKZ-107.5 FM, and KRUS-1490 AM

**Tardy Procedures**

Promptness is very important. You need to plan ahead to be on time for school. Tardiness is a habit and affects schoolwork. **Upon the third tardy to school, a parent will receive a letter from the attendance officer that will serve notice that, upon the fifth tardy to school, the parent may be subject to a citation that may lead to an appearance in court.**

**Teaching and Learning Time**

The administration is committed to protecting instructional time. Announcements will only be made at the beginning and end of the day. Periodically, administration may make announcements during the day if needed.

**Technology Policy:**

**Acceptable use Policy for School Computer Systems and the Internet – Student Use**

In an effort to provide students the vast resources accessible through a computerized information resource system such as the Internet, the Lincoln Parish School Board believes it is necessary for all persons to become aware of acceptable uses of computers. The academic benefit of having access to resources from all over the world must be weighed against objectionable materials found on the Internet.

**Internet Safety**

The Lincoln Parish School Board shall incorporate the use of Internet protection measures, either hardware or software, that are designed to restrict or filter access to specific areas or sites on the Internet. Such measures provide protection against access by minors or adults to Internet resources that are or contain obscene, pornographic, pervasively vulgar, excessively violent, or sexually harassing, or material harmful to minors (with respect to Internet access by minors), or otherwise inappropriate in an educational environment.

It is the policy of Lincoln Parish School Board that all Internet access from within Board facilities be filtered with no exceptions. In the case of Internet access by minors, the filtering mechanism may not be disabled for any reason. However, the School Board does not prohibit employees or students from having unfiltered or unrestricted access to Internet or online services of newspapers with daily circulation of at least 1000, for legitimate scientific or educational purposes approved by the Board. For access by adults, the filtering mechanism may be, but is not required to be disabled, to enable bona fide research.

The Board recognizes that filtering or blocking technology is not 100% effective. School administrators may request the blocking of additional sites that are deemed inappropriate for their students. This request shall be in writing to the district technology coordinator. The possibility exists that all inappropriate content may not be blocked or that a determined person may find a method to partially or completely circumvent the filtering or blocking method.

If a person feels an Internet site has been blocked in error, a written request from the school or central office department head must be submitted to the District Technology Coordinator, who will review the site in question. If it is deemed that the site is wrongly blocked, the site will be opened. If there is any question about the appropriateness of the site, the Coordinator shall make a recommendation to the Superintendent for a final decision.

In addition to filtering requirements, the Board shall maintain regulations which:

* Prohibit access by minors to inappropriate matter on the Internet and World Wide Web;
* Address the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications, such as Instant Messaging;
* Prohibit unauthorized access, including what is now known as hacking, and other unlawful on-line activities by minors online;
* Prohibit unauthorized disclosure, use, and dissemination of personal information regarding minors; and
* Institute measures designed to restrict minors’ access to materials harmful to minors.

Guidelines are provided so that internet users are aware of the responsibilities they are about to assume. Responsibilities include efficient, ethical, and legal utilization of network resources. The student and parent or guardians shall sign an Acceptable Use of Computers and Internet Agreement, which shall be required before any student shall be allowed to use school system computers. The student and/or parent/guardian signatures shall be legally binding on all parties and shall indicate they have read the terms and conditions carefully and understood their significance.

**Accountability**

Student use of school computers or the School Computer System (SCS) shall be reserved for academic purposes only. All students using a school computer or a computer network located on school property, or computers accessing the Internet shall be accountable for its use. This shall include, but not be limited to (a) unauthorized use resulting in expenses to the school; (b) equipment damage; (c) use of unauthorized software; (d) privacy and copyrights; (e) tampering; (f) accessing obscene and objectionable materials; (g) sending or soliciting inflammatory, abusive, harassing, vulgar, or obscene messages or language; and (h) any action that is deemed inappropriate by the supervisory personnel. Student or class files on the network are analogous to school lockers, that is, these accounts will be treated as district property subject to control and inspection, rather than private property which cannot be searched without just cause. The teacher shall assign access codes or passwords when it is needed. The teacher shall keep a record of these accounts in case an inspection is warranted. Use of the Internet and/or the SCS is considered a privilege and any inappropriate use may result in appropriate disciplinary action and loss or privileges to use the Internet and the SCS. No student will be allowed to use the Internet and/or the SCS unless a signed consent form is on file.

**Unauthorized and Illegal Use**

Students must be under the supervision of a teacher, monitor, principal, librarian, or supervisor while using the School Computer System (SCS) or any school computer. Tampering with selection menus, procedures, or icons for the purpose of misleading or confusing other users shall be prohibited. Any use by any person of the SCS that incurs expenses to the school other than the monthly user fees and rates shall be strictly prohibited. Furthermore, the computer system shall not be used for commercial, political or religious purposes.

Use of the network for any illegal activities shall also be prohibited. Illegal activities include (a) tampering with computer hardware or software, (b) unauthorized entry into computers and files (c) knowledgeable vandalism or destruction or equipment, and (d) deletion of computer files. Such activity is considered a crime under state and federal law.

**Privacy and Copyrights**

All students must adhere to the Copyright Law of the United States (P.L. 94-553) and to the Congressional Guidelines that delineate it regarding software, authorship, and copying information. The unauthorized copying or transfer of copyrighted materials may result in the loss of network privileges. Reposting personal communications without the original author’s prior consent shall be prohibited. To do this is a violation of the author’s privacy. All persons who willfully violate copyright laws do so without the sanction of the Board and at their own risk and assume all liability and responsibility. However, all messages posted in a public forum such as news groups or list serves (a means or broadcasting an E-mail message for the purpose of maintaining a discussion list) may be copied in subsequent communications, so long as proper attribution is given.

The School Board directs that:

1. Unlawful copies of copyrighted materials shall not be produced on Board-owned equipment or within Board-owned facilities.

2. Unlawful copies of copyrighted materials shall not be used on Board-owned equipment, within Board-owned facilities, or at Board sponsored functions.

3. Information about copyright law and guidelines shall be made available to all employees.

**Installing Prank Software**

Students should avoid the knowing or inadvertent spread of computer viruses and/or worms. Computer viruses and/or worms are programs that have been developed as pranks, and can destroy valuable programs and data. To reduce the risk of spreading a computer virus and/or worm, students shall not import files or programs from home or from unknown or disreputable sources. If a student obtains software or files from remote sources, proper procedures should be followed to check for viruses and/or worms before use. Deliberate attempts to degrade or disrupt the system or the performance of the network or a spreading of computer viruses and/or worms shall be considered criminal activity under state and federal law. No software shall be loaded without the permission of the administration.

**Objectionable Materials**

Profanity or obscenity shall not be tolerated on the network. All users should use language appropriate for school situations as indicated by school codes of conduct. Offensive or inflammatory speech should be avoided. The rights of others must be respected both in the local network and the Internet at large. Personal attacks are an unacceptable use of the network. If a user is a victim of a harsh, critical, or abusive statement, the user should bring the incident to the attention of a teacher or system administrator. It is usually better not to respond. Furthermore, retrieving and/or viewing pornographic or obscene materials shall not be allowed.

The SCS shall be used for academic purposes only. Conduct that is in conflict with the responsibilities outlined in this document will be subject to loss of network privileges. Special restrictions by the school or district may be implemented in order to meet special needs provided that School Board policy is not violated.

**Use of the Internet**

The Internet is a vast global computer network that provides access to major universities, governmental agencies, other school systems, municipalities, commercial providers of data banks, and marketing services. Acceptable use of these resources shall be consistent with the philosophy, goals, and objectives of the Lincoln Parish School Board. Any person using computers or other electronic information resources shall be required to use such equipment and resources in a responsible, legal manner and must have a consent form on file. The Board retains the right to monitor all computer usage and files for compliance to all regulations and/or procedures. Accordingly, regulations for participation by anyone on the Internet shall include, but not be limited to, the following:

1. Appropriate language and manners, which demonstrate honesty, ethics and respect for others, shall be required.
2. Individual students shall not be permitted to have E-mail accounts. Only classes as a whole or teachers and administrators may be permitted to have an E-mail account. Only appropriate teacher or class messages shall be allowed.
3. No personal addresses, personal phone numbers, or last names shall be permitted on the Internet. Only first names and last initials shall be used to identify students and/or faculty in photographs posted on the Internet. Schools must obtain parental permission prior to posting student photographs on the Internet. Pseudonyms, impersonations, and anonymity are not permitted.
4. Illegal activities, including copyright or contract violations, shall not be permitted on the Internet.
5. Students shall not be allowed access to online instant messenger programs, chat rooms and/or other forms of online communication.
6. The Internet shall not be used for commercial, political, illegal, financial, or religious purposes. Violations shall be reported to a teacher or an administrator immediately.
7. Threatening, profane, harassing, or abusive language shall be forbidden.
8. Use of the network for any illegal activities is prohibited. Illegal activities include (a) tampering with computer hardware or software, (b) unauthorized entry into computers and files, (c) knowledgeable vandalism or destruction of equipment, and (d) deletion of computer files. Such activity is considered a crime under state and federal law.
9. No user is permitted to knowingly or inadvertently load or create a computer virus and/or worm or load any software that destroys files and programs, confuses users, or disrupts the performance of the system. No third party software shall be installed without the consent of the assigned administrator.
10. Resources offered by the Internet and paid for by the Board may not be willfully wasted.
11. A student may not attempt to access any Internet resource without the prior consent of the teacher.
12. Invading the privacy of another user, using another’s account, posting personal messages without the author’s consent, and sending or posting anonymous messages shall be forbidden.
13. Accessing pornographic or obscene materials, or using or sending profanity in messages shall be forbidden.
14. Perusing or otherwise accessing information on manufacturing bombs or other incendiary devices shall be forbidden.
15. Any subscription to list services, bulletin boards, or on-line services shall be approved by the Superintendent or his/her designee prior to any such usage.

Use of the Internet is a privilege, and any inappropriate use may result in appropriate disciplinary action and loss of privileges to use the Internet. Disciplinary action may include but is not limited to loss of computer use, monetary reimbursement, suspension, detention, or suspension room assignment. This shall apply to all students.

**Textbooks**

Students must pay for lost or damaged textbooks before they can register at Ruston Junior High School. Textbooks may also be checked out in the office for home use. All books should be returned before the end of school.

**Visitors**

Due to safety concerns, parents/guardians or volunteers are required to check in through the main office before going on campus. All visitors to our campus will be required to wear a VISITOR badge. Teachers will be notified prior to visitors being allowed to proceed to the classrooms.

**Volunteers**

I. A. Lewis School appreciates community volunteers to assist with school activities. All volunteers must sign in at the office upon arrival.

**Withdrawal/Transfer Procedures**

Parents should call the school office immediately if a student is withdrawn from I.A. Lewis. Students should:

1. Secure a note of authorization from your parent or guardian.

2. Obtain appropriate forms from the office.

3. Have forms filled out by the teachers.

4. Return all books.

5. Pay all fees and fines.

6. Take completed forms to the office for final clearance.

**Zero Tolerance (All parties involved will be subject to disciplinary actions)**

**I. A. Lewis School has zero tolerance for the following:**

* Drugs
* Weapons
* Fighting
* Bullying
* Sexual Harassment
* Theft

**Student/Parent Signature Page**

*Please sign this sheet immediately. It will remain a part of our permanent records.*

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**STUDENT SECTION:**

I have read the information in the I. A. Lewis Handbook. I understand each section of the handbook including district guidelines and policies.

I agree to:

-attend school daily (except when absent for reasons due to illness or other excused reasons)

-arrive at school on time each day

-demonstrate significant effort toward completing all required homework assignments

-follow the school and classroom expectations

I have read the Lincoln Parish School Board’s Acceptable Use Policy For School Computer Systems and the Internet — Student Use. I agree to follow the rules contained in these policies, I understand that if I violate the rules, my Internet privileges can be terminated and I will be subject to suspension and/or other disciplinary measures.

I give permission for my photo, writing, artwork, etc. be published on the World Wide Web, local newspaper, Channel 20, or other public forum throughout the year.

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

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**PARENT SECTION:**

I have read the information in the ***(I.A. Lewis School***) handbook. I understand each section of the handbook including district guidelines and procedures.

I agree to ensure that my child:

-attends school daily (except when absent for reasons due to illness or other excused reasons)

-arrives at school on time each day

-completes all required homework assignments

-follows the school and classroom expectations

-I also agree to attend all required parent and teacher or principal conferences

I have read the Lincoln Parish School Board’s Acceptable Use Policy For School Computer Systems and the Internet — Student Use. I hereby release the Lincoln Parish School Board, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child’s misuse, or inability to use, the Lincoln Parish School Board’s system, including, but not limited to claims that may arise from the unauthorized use of the system to purchase products or services. **I give permission for my child’s photo, writing, artwork, etc. be published on the World Wide Web, local newspaper, Channel 20, or other public forum throughout the year.**

**I also give my child permission to attend IAL field trips during the 2017-18 school year.**

Parent/Guardian Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Child’s Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Homeroom teacher\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_