



2021-2022

Student Handbook

Welcome to Elm Grove Middle School! We are excited about the 2021-2022 school year. Striving for Excellence...It's a Matter of Pride is our vision for our students and community this school year. We believe that each student has the ability to be excellent in all they do and in order to accomplish this excellence they must display pride in every aspect of their daily life. This handbook is designed to give an overview of the actions and attitudes that we expect all Eagles to display.

School Address:

4301 Panther Drive
Bossier City, LA 71112

School Website:

<http://elmgrove.bossierschools.org/>

School Facebook Page:

<https://www.facebook.com/elmgrove.eagles>

Office Telephone:

(318) 759-2400

Fax:

(318) 759-2409

At the time of publication of this document, revisions to the Bossier Parish Schools District Handbook were not available due to legislative action. Once policies have been established, updated information will be published in the online version of the handbook available at www.bossierschools.org

HISTORY OF ELM GROVE

During a special school election, held August 9, 1918, voters approved a tax of five mills on the dollar for ten years to build and equip a school building in District 9 of Bossier Parish. Two acres of land were bought at \$250.00 per acre from A. Caplis in Elm Grove Louisiana. Construction began immediately on a two-story frame building with four large rooms for classrooms, a large auditorium, with a stage, a small library, and an office.

The school was named Ward One Junior High School and it opened in September 1921 with a principal and three teachers. During the years 1923 through 1925 new buildings were constructed, including a teacherage and home economics building and a small cottage for the principal's residence: W.H. and C.B. Hodges donated land for this expansion. Only one of these earlier buildings is still in use; this is the original two-story building which is now used for choir and the school's weight room. The teacherage was purchased by long time teacher, the late Mrs. Elston, and is not lived in by her husband one mile from the school.

In 1923 the junior high school became an accredited high school and was renamed Elm Grove Junior High School. Additional teachers were added as needed and by 1935 the high school had a faculty of seven. The facility accommodated the educational needs of south Bossier Parish for thirty-eight years.

A bond issue for school district twenty-seven was approved in 1957 and with this appropriation, Curtis Elementary was constructed and improvements were made to Elm Grove High School, including the construction of the gym, a cafeteria, and an additional wing to the main building. When Curtis opened in 1959, white elementary students were assigned to the new facility, white secondary students were assigned to Rusheon Junior High School and Elm Grove High School accommodated the black students of the area in grades one through twelve.

The facility was closed in February 1970 when the state of Louisiana abolished segregation and reorganized the school systems to include integration. In September of 1970, the facility was reopened for the seventh and eighth grade students of south Bossier Parish and renamed Elm Grove Middle School. The mascot became the Demons. In 1990, the mascot name was changed from the Demons to the Elm Grove Eagles.

The need to alleviate over-crowded classrooms in south Bossier Parish and the trend to establish middle schools were two main issues that brought a significant change to Elm Grove. In 1996, voters authorized the issuance of twenty-year bonds to make necessary improvements to existing schools and begin construction of two new schools. At this time, plans were made to move south Bossier Parish sixth grade students from Curtis Elementary School to Elm Grove Middle School. Construction began in 1996 with the addition of a twelve-room wing to accommodate the sixth grade students. The former gym area was redesigned to expand the existing cafeteria and accommodate a new band facility. A new gym was completed in April 1998.

Mission Statement

The Mission of Elm Grove Middle School is to educate and prepare all students to be self-motivated, progressive, and productive citizens in a global society.

School Vision:

“Striving for Excellence...It’s a Matter of Pride”

School Colors:

Red, Gray, & White

School Mascot

Eagle

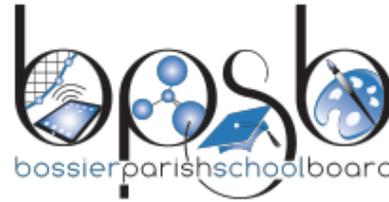


BOSSIER PARISH SCHOOL SYSTEM “AN EQUAL OPPORTUNITY EDUCATIONAL AGENCY”

Administration & Staff

Michael Pedrotty , Principal <i>Email: michael.pedrotty@bossierschools.org</i>	759-2405
Tanya Sullivan , Assistant Principal <i>Email: tanya.sullivan@bossierschools.org</i>	759-2406
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Janet Attaway , 7th Grade Counselor <i>Email: janet.attaway@bossierschools.org</i>	759-2410
Beth Eseman , 6th Grade Counselor <i>Email: beth.eseman@bossierschools.org</i>	759-2411
Tantea Hinderberger , 8th Grade Counselor <i>Email: tantea.hinderberger@bossierschools.org</i>	759-2417
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Sharon Pollock , Instructional Coach <i>Email: sharon.pollock@bossierschools.org</i>	759-2412





2021-2022

BOSSIER SCHOOLS CALENDAR

August 2021						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	●	●	▲	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2022						
S	M	T	W	T	F	S
						1
2	●	4	5	6	7	8
9	10	11	12	13	14	15
16	■	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2021						
S	M	T	W	T	F	S
			1	2	3	4
5	■	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

February 2022						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	■	22	23	24	25
26	27	28				

October 2021						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	[8]	9
10	■	■	■	■	■	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

March 2022						
S	M	T	W	T	F	S
			1	2	3	4
5	6	■	■	■	■	12
13	14	15	16	17	[18]	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2021						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	■	■	■	■	27
28	29	30				

April 2022						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	■	16
17	■	19	20	21	22	23
24	25	26	27	28	29	30

December 2021						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	[17]	18
19	■	■	■	■	■	25
26	■	■	■	■	■	

May 2022						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	▲	●	21
22	23	24	25	26	27	28
29	■	31				

- Teacher In-service - No Students
- ▲ Students First/Last Day
- [] End of Grading Period
- Holiday Break - Schools Closed

In the event of school closures, holidays may be eliminated or additional days may be added at the discretion of the Superintendent to meet the minimum number of instructional days. R.S. 17:354.1A(1).

Important Dates	
August 10-11	Teacher In-service - No Students
August 12	First day of school (Grades 1-12)
August 19	First full day of school for Kindergarten
August 26	First full day of school for Pre-K
September 6	Labor Day Holiday
October 8	End of First 9 Weeks
October 11-15	Fall Break
October 21	Grading Period 1 Report of Progress
November 22-26	Thanksgiving Break
Nov 30- Dec 17	LEAP 2025 High School Fall Testing
December 16-17	High School Semester Exams
December 17	End of First 18 Weeks
Dec 20-Dec 31	Christmas Break
January 3	Teacher In-service - No Students
January 4	Students Return
January 6	Grading Period 2 Report Cards
January 17	Dr. Martin Luther King Jr. Holiday
February 21	Presidents' Day
March 7-11	Spring Break
March 15-17	ACT (Grade 11) Computer-based testing
March 18	End of Second 9 Weeks
March 24	Grading Period 3 Report of Progress
April 25-May 25	LEAP 2025 Grades 4-8 computer-based testing
April 15-18	Easter Break
April 14-May 13	LEAP 2025 High School Spring Testing
April 27-29, May 2-3	LEAP 2025 Grade 3 paper-based testing
May 2-17	AP Exams
May 5	Last Day for High School Seniors
May 14	High School Graduation
May 18-19	High School Semester Exams
May 19	Last Day for Students/End of Second 18 Weeks
May 20	Teacher In-service - No Students
May 30	Memorial Day Holiday

Elm Grove Middle School 2021-2022 Bell Schedule

6th Grade Schedule	
1st Block	7:25-8:35
Flighttime	8:38-9:08
2nd Block	9:11-10:21
Lunch/Break	10:21-10:45
3rd Block	10:48-11:58
4th Block	12:01-1:11
5th Block	1:14-2:25

7th Grade Schedule	
1st Block	7:25-8:35
Flighttime	8:38-9:08
2nd Block	9:11-10:21
3rd Block (1st half)	10:24-10:57
Lunch/Break	10:57- 11:21
3rd Block (2nd half)	11:21-11:58
4th Block	12:01-1:11
5th Block	1:14-2:25

8th Grade Schedule	
1st Block	7:25-8:35
Flighttime	8:38-9:08
2nd Block	9:11-10:21
3rd Block	10:24-11:34
Lunch/Break	11:34-11:58
4th Block	12:01-1:11
5th Block	1:14-2:25

POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORT (PBIS)

Elm Grove Middle School promotes a positive learning environment through the establishment and implementation of school wide expectations which focus emphasis on **Ready, Responsible, and Respectful** behavior in all facets of the school program and extend into the community. The r³ logo can be seen throughout the school and community as a reminder of a common goal that promotes positive actions. A system of recognition and rewards is in place school-wide and in the classroom. Please review this section of the handbook for general information about procedures at Elm Grove Middle School that we hope will be helpful. The section that follows is the



Bossier Parish Student Handbook which contains detailed guidelines for Elm Grove students. Handbooks are available through the EGMS website. Paper copies are available upon request. Students are accountable for compliance with all procedures. Please review guidelines thoroughly.

POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORT (PBIS)

In 2003, the Louisiana Legislature passed the Juvenile Justice Reform Act 1225, which provides direction to the Board of Elementary & Secondary Education (BESE). The Education/Juvenile Justice Partnership Act legislated that: (1) BESE would formulate, develop and recommend a Model Master Plan for improving behavior and discipline within schools that includes the utilization of positive behavioral supports and other effective disciplinary tools; (2) Each city, parish, and other local public school board should be responsible for the development of school master plans for supporting student behavior and discipline based upon the model master plan developed and approved by BESE.

Positive Behavior Interventions and Support (PBIS) gives people a new way to think about behavior. On a school-wide level, PBIS relies on accurate and reliable discipline referral data to understand the behaviors occurring across campus. An analysis of the data allows a school team to identify the problem areas, brainstorm interventions such as where and what to teach, reward the students exhibiting the expected behavior, and communicate findings to the staff, students, and families. The PBIS process is a team-based approach that relies on a strong collaboration between families and professionals from a variety of disciplines regardless of the level implemented. PBIS provides a positive and effective alternative to the traditional methods of discipline. PBIS methods are research-based and proven to significantly reduce the occurrence of problem behaviors in the school, resulting in a more positive school climate and increased academic performance. PBIS is consistent with the Individuals with Disabilities Education Act, which advocates the use of positive behavior interventions and school-based disciplinary strategies that reduce or eliminate the need to use suspension and expulsion as disciplinary options.

Why Do We Need PBIS?

- Problem behavior is the single most common reason why students are removed from regular classrooms. Even though students with extreme problem behavior represent only 20% of school enrollment, they can account for more than 50% of behavioral incidents.
- Harsh punishment and zero tolerance policies have not been effective at either improving behavioral climate in schools, or preventing students with problem behaviors from entering the juvenile justice system.
- Three years after being excluded from school, almost 70% of these youth have been arrested.

Cohn, A. M. (2001). Positive behavioral supports information for educators. *National Association of School Psychologists*. Retrieved June 2, 2009, from http://www.nasponline.org/resources/factsheets/pbs_fs.aspx

STUDENT RULES FOR EACH CLASSROOM ARE A MATTER OF PRIDE!

1. **P** – Prepare for class by listening and following directions.
2. **R** - Raise your hand before speaking or leaving your seat
3. **I** – Initiate good relationships by respecting your classmates and your teacher
4. **D** – Do what is right by keeping your hands, feet, and objects to yourself
5. **E** – Encourage all to maintain a clean learning environment – No food or drinks.

All classrooms will adhere to these five general classroom rules. Teachers may add to these rules for their individual classroom but may not delete any rule on this list. Teachers can allow students to have a water bottle out during class. **The bottle must be clear and contain only clear liquid.** Any other beverages must be kept closed and in student's lunch box or backpack and only consumed during lunch time.

STUDENT ABSENCES AND EXCUSES

The Bossier Parish School Board recognizes that the fundamental right to attend the public schools places upon students the accompanying responsibility to be faithful in attendance. Regular attendance can be assumed to be essential for a student's successful progress in the instructional program.

The parent or legal guardian shall enforce the attendance of the student at the school to which the student is assigned.

Each school shall attempt to provide verbal notification to a child's parent, tutor, or legal guardian, and, if such verbal notification cannot be provided, then the school shall provide written notification to a child's parent, tutor, or legal guardian when that child has been absent from school for five (5) school days in schools operating on a semester basis, and for ten (10) days in schools not operating on a semester basis. The accumulation of days absent need not be consecutive.

No public elementary or secondary school pupil shall be permitted for any reason to absent himself/herself from school attendance during the school day upon his/her own authority, unless legally emancipated. The principal or designee shall make all reasonable efforts to verbally notify the parent or other person responsible for the pupil's school attendance of any such prohibited absence by a pupil.

TYPES OF ABSENCES

The days absent for elementary and secondary school students shall include *non-exempted excused absences, exempted excused absences, unexcused absences, and suspensions.*

1. *Non-exempt excused absences* are absences incurred due to personal illness or serious illness in the family (documented by acceptable excuses, including a parental note) which are not considered for purposes of truancy, but which are considered when determining whether or not a student is eligible to make up work and tests, receive credit for work completed, and receive credit for a course and/or school year completed.

2. *Exempted excused absences* are absences which are not considered for purposes of truancy and which are not considered when determining whether or not a student is eligible to make up work and tests, receive credit for work completed, and receive credit for a course and/or school year completed.
3. *Unexcused absences* are any absences not meeting the requirements set forth in the excused absences and extenuating circumstances definitions, including but not limited to absences due to any job (including agriculture and domestic services, even in the student's own home or for their own parents or tutors) unless it is a part of an approved instructional program. Students shall be given failing grades for those days missed and shall not be given an opportunity to make up work.
4. *Suspensions* are non-exempt absences for which a student is allowed to make up his/her work and is eligible for consideration for credit provided it is completed satisfactorily and in a timely manner. The absence shall be considered when determining whether or not a student may or may not be promoted, but shall not be considered for purposes of truancy. Students absent from school as a result of any suspension shall be counted as absent.

EXTENUATING CIRCUMSTANCES

Exceptions to the attendance regulation shall be the enumerated extenuating circumstances below that are verified by the Supervisor of Child Welfare and Attendance or the school principal/designee where indicated. These exempted absences do not apply in determining whether a student meets the minimum minutes of instruction required to receive credit.

1. Extended personal physical or emotional illness as verified by a physician or nurse practitioner licensed in the state.
2. Extended hospital stay in which a student is absent as verified by a physician or dentist.
3. Extended recuperation from an accident in which a student is absent as verified by a physician, dentist, or nurse practitioner licensed in the state.
4. Extended contagious disease within a family in which a student is absent as verified by a physician or dentist licensed in the state.
5. Quarantine due to prolonged exposure to or direct contact with a person diagnosed with a contagious, deadly disease, as ordered by state or local health officials.
6. Observance of special and recognized holidays of the student's own faith.
7. Visitation with a parent who is a member of the United States Armed Forces or the National Guard of a state and such parent has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting. Excused absences in this situation shall not exceed five (5) school days per school year.
8. Absences as verified by the principal or his/her designee as stated below:
 - A. Prior school system-approved travel for education;
 - B. Death in the immediate family (not to exceed one week); or,
 - C. Natural catastrophe and/or disaster.

For any other extenuating circumstances, the student's parents or legal guardian must make a formal appeal in accordance with the due process procedures established by the school system.

Students who are verified as meeting extenuating circumstances, and therefore eligible to receive grades shall not receive those grades if they are unable to complete makeup work or pass the course.

MAKE-UP WORK AFTER ABSENCE

When you are absent from school, you are expected to make-up any work you missed – regardless of the reason. It is the student's responsibility to ask his/her teachers for any make-up work. This contact with the teacher is made on the first day the student returns to school. **The student shall be allowed one day for each day of absence (not counting the day of return) to complete all missed work.**

SCHOOL-APPROVED ACTIVITIES

Students participating in school-approved field trips or other instructional activities that necessitate their being away from school shall be considered to be present and shall be given the opportunity to make up work.

WRITTEN EXCUSES

For a student to be eligible to receive credit and make up work following an absence, the student shall be required in each instance to submit parental confirmation of the reasons for the absence. If a student is tardy or absent, the parent or guardian must submit a written excuse, signed and dated, to school authorities upon the student's return to classes, stating the reason for the student's absence from school. A doctor's, dentist's, or nurse practitioner's written statement of student's incapacity to attend school shall be required for those absences for three (3) or more consecutive days due to illness, contagious illness in a family, hospitalization, or accidents. All excuses for a student's absence, including medical verification of extended personal illness, must be presented within five (5) school days of the student's return to school, or the student's absence shall be considered unexcused and the student is not allowed to make up work missed.

ACT 745

Upon receipt of the fifth unexcused absence or fifth unexcused tardy, a student will be referred to the Bossier/Webster Parish Truancy Assessment and Service Center (TASC). The TASC assists the Bossier Parish School System in enforcing compliance of all attendance laws. The TASC program is sponsored by the Bossier/Webster Parish District Attorney's Office. A referral to TASC may result in the following:

1. A home visit by an attendance officer.
2. An attendance hearing.
3. A referral to Teen Court.
4. A petition to Juvenile Court filed with the District Attorney's Office.

BPSB Policy: JB

TARDY POLICY

A student is tardy to class if the student is not in the classroom when the bell to begin class ceases. A student is tardy to school if the student is not in his/her first period class when the bell to begin class ceases at 7:20 a.m. Tardy shall also mean leaving or checking out of school unexcused prior to the regularly scheduled dismissal. Habitual tardiness on the part of students is a violation of policy and are given the following consequences:

# of Tardies	Administrative Action
1 – 4	Warning
5 - 7	After School Detention
8 – 9	GASP
10 - ↑	GASP or Suspension + Loss of PBIS rewards

CHECKING IN/OUT OF SCHOOL

Any student arriving after 7:25 a.m. or checking-in to school must be accompanied to the office by the person bringing them to school. If that person is not their parent, they must verify that the student's parent has given permission for them to bring the student to school. The individual will sign the student in, which the student cannot do alone. They will then be admitted to class when the school is satisfied that the parent is aware of the situation. Checking out requires that the parent or designee (eligible persons should be listed on file in the office in advance) enter the office to sign the student out and present a picture ID. **Students will not be allowed to check out of school between 1:50 and 2:25. Parents must make arrangements to check students out prior to 1:50 or must wait until school is dismissed at 2:25.**

ARRIVAL TIME

Students are allowed to arrive on campus at 7:05 AM each day. **Students should not arrive on campus before that time as they will be unsupervised.** A bell at 7:05 AM and the presence of teachers on duty will indicate the time students are allowed on campus. **Students who eat breakfast should go directly to the cafeteria.** Students who are not eating breakfast should go directly to their 1st Block classroom.

DEPARTURE TIME

All students should leave the buildings by 2:25 PM. unless participating in a supervised extra-curricular activity. Students that ride a bus are to report immediately to their assigned bus. Buses will load and depart immediately after school is dismissed. All car riders must be picked up promptly by 2:25 PM. and follow procedures specified for parking and loading students. Walkers and bike riders should promptly leave campus.

CAR LINE PROCEDURES

As part of our ongoing efforts to ensure student safety and building security, we ask that you adhere to the following car rider procedures:

- All cars should pull up as far as possible so that students can be dropped off efficiently and to keep traffic moving. When you drop your student off, please have him/her enter and exit the vehicle from the right side of the vehicle. Please be careful when exiting vehicles.
- Please do not leave your car unattended in the car line.
- Adhere to Louisiana law regulating the use of cell phones in a school zone.
- **Students are not allowed to be dropped off on Panther Drive in front of the school. (Unless instructed to do so by traffic flow directors or SRO.) Disciplinary action could occur for students who are habitually dropped off on Panther Drive.**

OnCourse

Students can look up their grades and email their teachers.

Common gradebook symbols:

- **Dash (-):** reflects a grade that has not been entered in the gradebook by the teacher and it is not counted as a zero.
- **Missing:** reflects a grade that the teacher has not received yet and is counted as a zero until the assignment has been turned in. The timeframe for accepting missing assignments are subject to teacher discretion.
- **Excused:** the teacher has excused this assignment
- Assignments will not calculate into the overall grade percentage until the due date posted on the assignment has passed.

PARENT COMMUNICATION/CONFERENCES

AT RISK STUDENTS

Parents will be contacted by the teacher via email or phone at progress report time during each nine-week grading period via email or phone call for any student who may be “at risk” to fail any core subject. A conference may be requested at the end of the nine-week progress report for any student that receives a grade of “F” in any core subject. An academic action plan will be developed during the first parent conference which outlines steps for the student, parent, and teacher to address deficiencies.

This process will be continued for each semester grading period. A parent conference will be requested by the principal or his designee during the 4th nine-week progress report for any student deemed “at risk” for failing for the year.

CONFERENCES

All teacher conferences will be scheduled through the counselors’ offices. Please feel free to call for conferences or for any assistance we might offer.

- 6th grade - Mrs. Eseman 759-2411
- 7th grade - Mrs. Attaway 759-2410
- 8th grade - Mrs. Hinderberger 759-2417

GRADING SCALE

The **district** grading scale is used for all four nine weeks grades and final grades.

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

The following grading scale is used for **Algebra I, AIM, and APP** courses for all four nine week's grades and final grades.

A	90 - 100
B	80 - 89
C	70 - 79
D	60 - 69
F	0 - 59

For more information please see the district grading policy at www.bossierschools.org

STUDENT CONDUCT

The Bossier Parish School Board expects students to be well behaved while attending school or any school activity and conduct themselves in an appropriate manner at all times. Every teacher and every other school employee shall be authorized to hold every student to a strict accountability for any disorderly conduct, and discipline policies shall be applicable, in school or on the playgrounds of the school, on the street or road while going to or returning from school, on any school bus, during intermission or recess, or at any school-sponsored activity or function.

Students have the responsibility to know and respect the rules of the school system. Students shall comply with all Board policies and school regulations, student codes of conduct, and directions of principals, teachers, and other authorized school personnel during any period of time when the student is under the authority of school personnel.

The School Board shall demand reasonable student behavior and administer discipline with fundamental fairness without regard to gender, race, ethnic origin, religion or political belief. All students shall be afforded the basic rights of citizenship recognized and protected for persons of their age and maturity. Students shall exercise their rights and responsibilities in accordance with rules established for orderly conduct of the school's mission. Students who violate the rules of conduct shall be subject to disciplinary measures designed to correct the misconduct so that an environment conducive to learning can be maintained.

Moreover, the School Board reserves the authority to discipline students for behavior that may constitute a material disruption of the educational process such as audio, video, or other materials/information that may appear on the Internet or be transferred over electronic devices.

STUDENT CODE OF CONDUCT

While the School Board cannot reasonably be expected to develop a *Student Code of Conduct* in such detail as to anticipate every type of misconduct that could possibly occur, the Board shall develop and maintain a *Student Code of Conduct*, which shall enumerate the necessary discipline action to be taken against any student who violates the *Code of Conduct*. It shall be in compliance with all existing policies, rules, and regulations of the Louisiana Board of Elementary and Secondary Education and all state laws relative to student discipline.

Prior to the beginning of each school year, all schools of the Bossier Parish School District shall provide each student, and his/her parent, tutor, or legal guardian with a *Student Handbook* or similar document that identifies and explains discipline policies, rules or regulations, and procedures that are parish-wide and/or specific to that school, as well as outline the consequences for students who violate the *Student Code of Conduct* or any school policy, regulation, or procedure. Such consequences may include, but may not be limited to, oral or written reprimands, parental contact, removal of the student from the classroom, detention, corporal punishment, in-school suspension, suspension from school, assignment to an alternative school, recommending expulsion from school, or any other disciplinary measure authorized by the principal in conjunction with state law and/or Board policy.

CODE OF CONDUCT

The Bossier Parish School Board and system believes in the philosophy that education is the foundation for building and improving a better way of life and enables each individual student to face the challenges of the global society. Student's conduct plays a vital role in being a successful contributor to society.

The Bossier Parish School Board expects students to be able to perform at his/her fullest potential. In order to develop competent, responsible, motivated individuals, the School Board must provide a safe environment that is conducive to learning. Therefore, students shall be expected to know and understand the following general rules of conduct and apply these rules on a daily basis. Students shall be expected to:

1. attend school whenever classes are in session,
2. respect all school personnel and other students at all times,
3. be on time for school and all classes,
4. refrain from harassing, intimidating, or bullying anyone at school,
5. know the rules, policies, and procedures of the school they attend and follow them at all times, and, in general, conduct themselves at all times in a manner that is educationally and socially acceptable at school and in society.

While the School Board cannot reasonably be expected to develop a student code of conduct in such detail as to anticipate every type of misconduct that could possibly occur, all students shall be charged with the responsibility to conduct themselves in a manner appropriate to good citizenship that is founded on the basic concept of respect and consideration for the rights of others.

SCHOOL RULES AND REGULATIONS

Each school shall be authorized to develop specific rules and regulations as needed, consistent with policies of the School Board, which relate to the general welfare of the student body at that school. All students shall be notified at the beginning of each school year of school rules regarding their conduct and treatment of teachers, employees, and other students. Students shall be held strictly accountable for

their conduct in accordance with state and federal laws and regulations, Board policies, and rules of the school they attend.

Ref: La. Rev. Stat. Ann. §§ [17:81](#), [17:223](#), [17:416](#), [17:416.1](#), [17:416.12](#), [17:416.13](#)

[Tinker v. Des Moines Independent Community School District](#), 393 U.S. 503 (1969)

[Griffin v. Tatum](#), 425 F.2d 201 (1970)

[Dunn v. Tyler Independent School District](#), 460 F.2d 137 (1972)

Bossier Parish School Board

SCHOOL BUS CONDUCT

School bus guidelines have been adopted by the Bossier Parish School Board in order to provide safe transportation to and from school. It is a privilege, not a right, to ride Bossier Parish school buses. All Board policies are strictly enforced on school buses. The bus operator, together with the principal, assumes full responsibility for the discipline of students who ride the bus. Should an infraction occur, the bus operator will notify the principal in writing. The principal has the sole authority to determine punishment, if warranted.

The responsibility for supervision of students begins at the bus stop in the morning and ends when students exit buses at the end of the day. On-time delivery and student safety are the primary goals of each bus operator.

When riding the school bus, every student will:

1. Follow the Bus Transportation rules as directed by the bus operator and the student's principal.
2. Report to the assigned bus stop at least 5 minutes before the scheduled arrival time; the bus stops will be assigned by your student's bus operator.
3. Not bring on the bus objects that are too large to be held in the student's lap or to fit under the seat (including large band instruments, projects, and other large objects).
4. Assist the bus operator in maintaining a clean and sanitary bus; students who damage/destroy buses are appropriately disciplined/assessed for damages.
5. Not exit the bus at a different stop from their assigned stop without written authorization from the principal. The note must be presented to the operator at the start of the afternoon run.
6. Remain seated with backs against the seat, backpacks in lap, facing forward in the student's permanently assigned seat, while the bus is in motion and during stops for other students. The bus operator is responsible for seat assignments.
7. Only talk quietly to your neighbor. Vulgar language and bullying of other students will not be tolerated.
8. Adhere to the dress code for each school.
9. Not eat on the bus. (Students may carry water on the bus in plastic bottles)
10. Not extend arms out of windows or doors; not throw objects out of windows.

NOTE: A violation of a bus rule may result in loss of bus privilege and or disciplinary action. All buses are equipped with video cameras that constantly monitor student passengers. Bus operators are permitted to make reasonable rules for the safe transportation of students.

See Transportation website for additional bus safety tips.

**ELM GROVE MIDDLE SCHOOL
DRESS CODE POLICY
2021- 2022**

Tops:

- Long- or short-sleeved collared polo style shirts in red, white, gray, black, or navy blue. Polo shirts should be buttoned.
- Long- or short-sleeved undershirts or turtlenecks in red, white, gray, or black may be worn under polo shirts, and should be tucked in.
- “Spirit Shirts” may be worn on any day of the week, and must be red, gray, or black.
- Any school club shirt is also considered a spirit shirt.
- Homemade spirit shirts in red, gray, or black may be worn on Fridays only.
- Solid white blouse with a straight hem to be worn with plaid skirt.
- No gym shirt may be worn as a uniform shirt.
- All tops must be worn to the waist. They must cover the midriff at all times, with no skin or undergarments visible. If they are not tucked in, they must not fall so low as to obscure the pants pockets. Tops that are too long must be tucked in at all times.

Bottoms:

- Khaki, black, or navy slacks, shorts, skirts, skorts, Capri pants, and joggers made of twill cloth are approved for school use, as are school approved plaid (red/navy) or navy pleated skirt or jumper.
- Sweatpants, warmups, wind pants, yoga pants, pajama pants, scrubs, athletic shorts, and the like are not approved. Nor are cargo style shorts/pants or painter pants.
- Shorts, skirts, and skorts must not be shorter than 3” above the knee.
- If leggings are worn, they must be red, white, black, or navy, and be long enough to cover the leg all the way to the ankle. If leggings are worn, they must be worn underneath school approved bottoms. All length requirements must be met for skirts and shorts even if leggings are worn.
- All bottoms must be worn at the waistline, with no sagging and no undergarments visible. If bottoms are too loose to stay at the waist, a belt must be worn at all times.
- If a belt is worn, buckles should not be oversized, ornamental, electronic or displaying inappropriate/suggestive symbols or language.

Outerwear:

- **SOLID** red, gray, black, white, or navy waist-length coats or sweaters only.
- Any outerwear purchased through EGMS is acceptable.
- Logos, labels, and monograms may not exceed 3”x 3”
- NO HOODIES; NO SHERPAS.
- An approved school uniform shirt must be worn under all outerwear.

Shoes:

- Shoes must be worn at all times, preferably tennis shoes.
- No soccer sandals, beach shoes, flip-flops, slides, or house shoes/slippers
- All sandals must have substantial strap(s) (Minimum of 2”) across the tops and/or a strap on the back.

Headwear:

- No hats will be permitted on school campus during school hours.
- No bandanas will be permitted.
- Beanies may be worn **outside** during cold weather days only.

Jewelry:

- Items that detract from the instructional program or present a health and safety concern will not be permitted.
- Pierced ears are acceptable as long as dress code guidelines are met. Earrings larger than 2” in diameter or earrings with sharp/pointed ends are not allowed.
- **OTHER FORMS OF BODY PIERCING (i.e. lips, nose, eyelids, tongue, or other body parts) WILL NOT BE ALLOWED.**

Hairstyles:

- The following will not be permitted: inappropriate designs cut into hair, notched/shaved eyebrows, or any hairstyle or unnatural color that detracts from or disrupts the school environment.
- Hair must stay out of a student’s eyes.

Cautions:

- IDs must be worn on lanyards or clipped to the collar.
- Clothing must not be ripped or torn, worn backwards, or worn inside out.
- No visible tattoos.
- Outerwear-type clothing does NOT take the place of the required uniform top.
- If a student is out of dress code and the violation is not addressed promptly, this does not mean the violation is met with approval.

Major uniform violations such as unapproved hair color, designs in hair, revealing clothing (too tight, short, etc.), drug/alcohol/gang related clothing or imagery etc. will result in student being placed in GASP until the issue is resolved. In addition to GASP placement, the student is subject to further disciplinary action for violating school rules including after school detention, Saturday Detention, GASP, and/or suspension.

NOTHING RELATIVE TO APPEARANCE OR BEHAVIOR THAT IS A DISTRACTION TO THE LEARNING ENVIRONMENT WILL BE TOLERATED. VIOLATIONS WILL BE ADDRESSED BY THE ADMINISTRATION. AN ATMOSPHERE THAT IS FREE OF DISTRACTIONS AND CONDUCIVE TO LEARNING FOR ALL STUDENTS IS OUR GOAL.

ID POLICY

Students are required to wear an approved Elm Grove Middle School identification (ID) card throughout the normal school day. The ID should be attached to the collar area of their shirt or on a lanyard at all times. The ID will be used to check books out of the library, access the lunch/breakfast account in the cafeteria as well as for easy identification of students by the faculty and staff.

One ID is supplied to each student without cost. ID Badges are not to be decorated, deformed, or altered in any way. Mutilated IDs will be confiscated and must be replaced at the student’s expense. All replacement IDs cost \$5. Any student not wearing an ID or with an altered ID will receive a uniform violation (see Uniform Violation Policy for disciplinary consequences).

Any student without an ID may purchase a temporary ID for \$1 (cash only). Temporary IDs may only be purchased before first hour and are valid for one day. No dress code infraction will be issued if a temporary ID is purchased prior to first hour.

DRESS CODE VIOLATIONS

Students review the Student Handbook during the first week of school and are given a copy of the Student Handbook upon request if a digital one will not suffice. Parents/guardians and students must sign a contract stating that they have read the student handbook. This contract is located at the back of the Student Handbook and is returned to the student's teacher after being signed within the first week of school.

Students who are given dress code infractions will be issued an infraction armband that must be worn the entire school day. Any student who removes their armband will be given another armband and receive another infraction.

Any student enrolling after the first week of school must review the student handbook and return the signed contract to school.

Consequences will be based on the number of uniform violations that the student has received. Uniform violations are **cumulative** for the entire nine-week period.

# of Infractions	Administrative Action
1 – 2	Warning
3 - 4	Parent Call
5 – 6	Lunch Detention
7 - 9	After School Detention
10+	GASP or Suspension + Loss of PBIS rewards

Major Behavioral Incidents

Discipline incidents of such severity that warrant administrative intervention.
(Additional State Codes not published in the Student Handbook may apply)

CODE	INCIDENT	DEFINITION
1	Willful Disobedience	Deliberate choice to break a rule or disobey a directive given by a person in authority.
2	Treats an authority with disrespect	Talking back, mocking, gesturing. Any act which demonstrates a disregard or interference with authority or supervising personnel.
3	Makes an unfounded charge against an authority	Accusing a member of school staff of an act that is unlawful and/or a violation of school rules or policy not supported by evidence. False statements or representations about individuals or identifiable groups of individuals that harm the reputation of the individuals or the group by demeaning them or deterring others from associating or dealing with them.
4	Uses profane and/or obscene language	Vulgar verbal messages, words, or gestures that include swearing or name calling.
5	Is guilty of immoral or vicious practices	Isolated incident that is an unwelcome act or comment that is hurtful, degrading, humiliating, or offensive to another person with a sexual, physical, or racial component. Act that is dangerous, aggressive, or would be perceived as disturbing and not conforming to approved standard of social behavior and/or local community norms.
6	Is guilty of conduct or habits injurious to his/her associates	Any intentional but not malicious act that causes injury, damage, or pain to another.
7	Use/Posses any controlled dangerous substance governed by the Uniform Controlled Dangerous Substances Law	The possession, use, cultivation, manufacture, distribution, intent to distribute, concealment, sale, or purchase of any drug, narcotic, controlled substance, or any paraphernalia linked to the above on school grounds, at school-sponsored events, or on school transportation vehicles.
8	Use/Possess tobacco and/or lighter	The possession, use, purchase, intent to distribute, concealment, distribution, or sale of tobacco products on school grounds, at school-sponsored events, or on school transportation vehicles.
9	Use/Possess alcoholic beverages	The possession, use, purchase, intent to distribute, concealment, distribution, or sale of alcohol products on school grounds, at school-sponsored events, or on school transportation vehicles.
10	Disturbs the school and habitually violates any rule	Behavior causing major disruption of instruction or any school activity and/or repeatedly violating any school rules in any area, including but not limited to sustained loud talking, yelling or screaming, noise with materials, and or sustained out-of-seat behavior.
11	Cuts, defaces, or injures any part of public school building/vandalism	Damage, destruction, or defacement of property belonging to the school or others.
12	Writes profane and/or obscene language or draws obscene language	Writes or draws pictures, words, or images that are considered indecent or offensive (e.g., graffiti, letters, notes, posters, etc.)
13	Possesses weapon(s) prohibited under federal law	Any firearm, ammunition, explosive device, or knife or other object that may place a person in reasonable fear or apprehension of serious harm that is in the possession of a student or contained in the student's belongings, locker and/or storage space.
14	Possesses firearms, knives, or other implements not prohibited by federal law	Any instrument or object not prohibited by federal law that may place a person in reasonable fear or apprehension of serious harm that is on a student's person or contained in the student's belongings, locker and/or storage space.

15	Throws missiles liable to injure others	Throws any object toward a person that is either heavy, sharp and/or otherwise perceived to be harmful or with such velocity and force that it would cause physical harm or precipitate a fight or campus disturbance.
16	Instigates or participates in fights while under school supervision	Involvement in and/or promotion of any act of force and/or physical violence that can be expected to cause harm or injury to another person.
17	Violates traffic and safety regulations	To break any law that pertains to the obstruction and flow of traffic and/or safety regulations.
18	Leaves school premises or classroom without permission	Leaving school campus and/or assigned classroom or location without permission and/or failure to return to school/class.
19	Is habitually tardy and/or absent	Reporting late to school or class when the day/period begins without permission.
20	Is guilty of stealing	Taking or obtaining the property of another without permission or knowledge of the owner without violence.
21	Commits any other serious offense	Any serious, harmful incident resulting in the need for law enforcement intervention not previously classified.
23	Assault and/or Battery	Aggressive action directed at school staff or students, which may involve threats and/or unwanted physical contact, while on school grounds, or at a school related activity, including a situation where a staff member is intervening in a fight or other disruptive activity
31	Pocket knife or box cutter (<2.5")	Possess pocket knife or box cutter with a blade length less than 2.5 inches.
32	Serious bodily injury	An injury that involves a substantial risk of death; extreme physical pain; protracted and obvious disfigurement; or protracted loss of impairment of the function of bodily member, organ or faculty
33	Use/Possess OTC or Rx medication in a manner other than prescribed or authorized	The use, possession, and/or distribution of any over-the-counter medicine (whether prescribed or not) or prescription medicine without permission from school officials
34	Possess body armor	Possession, including the wearing of any type of gear that could be used in the commission of a crime
35	Bullying/Harassment	Unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student.
36	Cyber Bullying/Cyber Harassment	Unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, through any use of technology; Cyber bullying can occur on or off school property.
38	Forgery	To use, make, or reproduce another's signature
39	Gambling	Wagering money or property.
42	Unauthorized use of Technology	Use of pager/cellular telephone (texting/talking), camera or video device or other communication devices during the school day.
43	Improper Dress	Out of dress code or ID violation
44	Academic Dishonesty	Cheating that occurs in relation to a formal academic exercise and may include plagiarism, fabrication, or deception

45	Trespassing Violation	Unauthorized entering onto school property by an individual who has been given prior legal notice that entry onto or use of the property has been denied, or who remains on the property once notified of the request to leave. This includes unauthorized presence of a student on school property while on a restrictive access, suspension, or expulsion.
46	Failure to Serve Assigned Consequence	Failure to serve Detention, Time Out Room, Saturday School, Suspension or other assigned consequences.
47	Misusing Internet/Violates Electronic/Technology Policy	Violating the district Internet Use Policy
48	Sexual Harassment	Intimidation, bullying, or coercion of a sexual nature

DISCIPLINE PLAN

Mission Statement

The Mission of Elm Grove Middle School is to educate and prepare all students to be self-motivated, progressive, and productive citizens in a global society.

Defining Discipline

The students, teachers, administrators, counselors, and parents share the responsibility for administering the Elm Grove Middle School Discipline Plan and working together on a daily basis to review and understand Elm Grove Middle School goals for responsibility and behavior.

Beliefs related to school wide discipline

Teaching and learning of the intended curriculum is the highest priority at Elm Grove Middle School. A students' instructional time should be valued and guarded. The following statements reflect this commitment to instructional time.

- Everyone in the school community must be treated with respect.
- Standards/expectations of student conduct should be well publicized and known to everyone.
- General standards of student conduct should be consistent across the school, while allowing individual teachers to have their own classroom expectations.
- The misbehavior of one student will not be allowed to interfere with the learning opportunities of another student.
- The misbehavior of one student will not be allowed to interfere with a teacher's responsibility to teach all students.
- In the handling of unacceptable student behaviors, all staff must focus on the judgment of the behavior and not on the judgment of the student as an individual.
- Changing unacceptable behavior to acceptable behavior takes time and is a continuous process that involves all stakeholders in the students' educational process.
- Every discipline situation is an opportunity to teach expected behavior.
- Successful discipline occurs when students demonstrate self-discipline and make appropriate choices without coercion.

Range of Possible Consequences:

The challenge of determining a range of potential consequences is to develop a means for staff to be consistent in dealing with unacceptable behavior and yet, retain the flexibility to decide what type of response would be the most appropriate and effective. With that in mind and with a commitment to a progressive discipline plan, the following list of consequences for office referrals is given as a general guideline.

After School Detention

- ASD is held in Room 31 on C Wing unless otherwise posted.
- Hours for ASD are from 2:30 to 3:30, Monday through Thursday. Be on time. Late arrivals will not count as full time served.
- If detention time needs to be changed, it is the responsibility of the student's parent to contact an administrator (Mr. Bryant @ 759-2407 or Ms. Sullivan @ 759-2406) prior to the assigned date.
- Each student must bring school related work with him/her to the detention session. If he/she does not have work, he/she will be assigned work. The student must stay busy.
- Failure to attend ASD on the date(s) assigned will lead to further action including GASP, Saturday detention, or suspension if protocols have not been followed.
- If the student is absent from school on the date(s) assigned, ASD must be made up on the first day he/she reports back to school (unless he/she returns on Friday, then he/she must make it up on the following Monday).
- **There is no school provided transportation for detention, thus parents will need to arrange transportation.**

Saturday Detention

Saturday Detention has been designed by Elm Grove Middle School administration in an effort to encourage students to follow the campus behavior expectations and help them avoid missing valuable instructional time. Saturday Detention is designed as an alternative to in-school suspension (GASP) and out of school suspension so students' instructional time is preserved.

- Saturday detention is held in the Elm Grove Middle School Library.
- School uniforms are required. Hours for Saturday detention are from 8:00 AM. to 10:00 AM. Be on time. Late arrivals will not count as full time served.
- If detention time needs to be changed, it is the responsibility of the student's parent to contact an administrator prior to the assigned date. (Mr. Bryant @ 759-2407 or Ms. Sullivan @ 759-2406)
- Each student must bring school related work with him/her to the detention session.
- Failure to attend Saturday detention on the date(s) assigned will lead to further action if protocols have not been followed.
- Failure to follow the rules of Saturday detention could lead to further disciplinary action.

Guided Alternative to Suspension Program (GASP)

Guided Alternative to Suspension Program (GASP) is a program designed to keep students in school after a suspendable offense rather than sending them home. The student may continue his schoolwork in a quiet, isolated environment monitored by a school paraprofessional. The student is counted as present during his/her stay in GASP and is not penalized academically.

Out-of-school Suspension

Out-of-school suspension may be used for violation of school rules and regulations. **Carefully review the parish handbook section of this document.**

Guidelines and consequences are very explicit.

This discipline plan provides students, teachers, administrators, counselors and parents with a clear understanding of the procedures for handling unacceptable behavior at Elm Grove Middle School. Teaching and practicing acceptable behaviors at school and home are essential to establishing a pattern of appropriate choices and positive behavior.

With classroom instructional time and teaching being the highest priority, the administration reserves the right to alter consequences at Elm Grove Middle School to meet the needs of individual students.

Please discuss the discipline guidelines with your child and reinforce our stance of “Zero Tolerance” on threats, weapons, alcohol, drugs, inappropriate or gang-related behavior, and fighting. Possession or handling of drugs, weapons or alcohol while under school jurisdiction will result in immediate suspension with the recommendation for expulsion (possibly for one calendar year). Any knowledge of threats, bullying, weapons, alcohol, or drugs on campus should be reported to the office immediately.

SRO Officer

We have a School Resource Officer on campus to assist us in maintaining a safe secure atmosphere for learning. The officer assists in all school matters and students are encouraged to enlist his assistance with daily needs. The SRO officer is a Bossier Parish Deputy and fully authorized to carry out the responsibilities of a law enforcement officer at all times.

Bullying

Elm Grove Middle School has a NO bullying policy. We take bullying very seriously whether it is verbal, physical, or cyber bullying. We ask any person being bullied or any student aware of bullying to report this activity to school personnel immediately. Your name will be kept confidential. Our goal is to have a safe, secure, and bully-free campus and community. Students are prohibited from making threats toward students, administrators, school board members, other school board employees, and/or school property. Also, any student who is involved in spreading information that is harmful or hurtful about someone will be disciplined accordingly.

Students who bully other students are subject to disciplinary action.

[Act 861](#), enacted during the 2012 Louisiana Legislative Session, requires that all school districts in the state to adopt an official policy prohibiting bullying of students while on school property, at a school sponsored or school-related activity or event, on a school bus or van, at any designated school bus stop, and in any other school or private vehicle used to transport students to and from schools, or any school-sponsored activity or event.

The Act defines bullying as any **PATTERN** of obscene gestures; written electronic or verbal communications that threaten harm; taunting; malicious teasing; physical acts, not limited to hitting, kicking, pushing, or damaging personal property; and **REPEATEDLY** shunning or excluding students from activities.

School employees are required to undergo at least four hours of training on how to detect and curb bullying, including the relationship between suicide risk factors and bullying. In addition, the law requires teachers and other school staff to utilize a variety of prevention and intervention tools and resources to create environments of safety, respect, and expectations of appropriate behavior.

Under the new law, school officials who receive a complaint of bullying are required to verbally report the allegation to the principal the day of the incident and in writing within two days of the incident. The principal is required to notify the students' parents and launch an investigation within one school day and complete the investigation within ten days.

The Louisiana Department of Education developed a Bullying Prevention Toolkit of resources that are designed to assist school districts with their efforts to effectively address bullying in schools and all components of [Act 861](#).

SCHOOL FIELD TRIPS

Students that have maintained good attendance, good behavior, and have not been suspended from school or the bus during the semester or assigned detention and/or GASP for the last two school weeks prior to the field trip or event may be eligible to go on the trip or participate in the event. **Each grade level or sponsor may have specific guidelines for certain trips that will be sent home with the students in the permission slip before a trip.** If overnight or out-of-town trips are taken, the administration will establish and enforce additional specific guidelines for the trip.

LOST AND FOUND

Anyone who finds a lost or misplaced article should immediately turn it in at the office. **Under no circumstances should any item that has been found be taken from school property. Keeping items that do not belong to you will result in serious consequences (usually GASP or suspension).** Students looking for lost possessions should check at the front office. If lost and found articles are not claimed within a reasonable amount of time, they will be discarded or donated to Goodwill. Students are encouraged to write their names on all personal belongings and clothing.

STUDENT VALUABLES

Students are cautioned not to bring large amounts of money to school. Students must be responsible for any items brought to school. Lost or stolen items are very difficult to recover. Listed and bolded in the following paragraphs is the **EGMS BYOT Policy that will be strictly enforced.**

ELM GROVE MIDDLE SCHOOL BYOT POLICY (BYOT)

PURPOSE

Elm Grove Middle School is committed to moving toward a 21st century learning environment and recognizes that state standards require the inclusion of technology for a well-balanced curriculum to prepare students for learning in a global, digital society. As a part of this commitment, we are endeavoring to achieve a 1:1 student-to-device ratio as quickly as possible in order that students have access to a school provided device (chromebook). Until that time, it may be necessary on isolated occasions for students to use their own devices (e.g. laptops, iPads, smart phones, e-readers), but this should not be the norm. School staff shall retain the final authority in deciding if, when, and how students may use personal electronic devices in classrooms during the school day.

PLAN

Students and staff at EGMS may bring their personal devices **for instructional use only (and at the teacher's discretion)** while at school. While using personal devices, students and staff shall be expected to follow the same acceptable use policies for conduct and ethics that are outlined in the *Student Acceptable Use of Computers and Networks*. In addition, the policy states that bringing devices to school

is optional, and each student is responsible for his/her own personal property **Elm Grove Middle shall not be held accountable for the devices due to damage, loss, or theft**. At the beginning of each school year, students shall be given a copy of the district's acceptable use policy, and shall sign an agreement stating that they understand and agree to the rules of conduct.

Students should connect mobile learning devices to the district's wireless (not wired), filtered network. Devices must be equipped with up-to-date virus software, compatible network card, and be configured properly. Connection of any personal electronic device is subject to all regulations and procedures of the school board. Students are to ensure that their mobile learning devices are in working order, fully charged, and have wireless capability. Bossier Parish School Board or EGMS cannot provide any technical assistance on personally-owned devices. EGMS cannot guarantee the opportunity to charge any personal device. It is the responsibility of the user to have a properly charged device before school.

SECURITY AND DAMAGES

The responsibility to keep any personally-owned device safe and secure rests entirely with the individual owner. Elm Grove Middle is not responsible for any device damaged or stolen while on school property. It is recommended that all devices be labeled or otherwise identified before being brought to school.

PRIVILEGES AND RIGHTS

In the classroom, students have the right to bring and use their devices in the following ways **with teacher permission**:

- Taking notes,
- Using the calendar to keep track of assignments,
- Researching: using the Internet to investigate questions/find solutions to problems,
- Using a calculator function,
- Using e-readers for in-class reading (library books, class novels, etc.), including all devices containing e-reading apps/capabilities, such as Kindle, Nook, iPad, Sony, laptops, tablets, and smartphones
- Taking photos (**for instructional purposes only**) for class projects and class notes on the board; photos taken outside of the classroom are prohibited and will result in confiscation of the device, and
- Making videos: (i.e. video projects).

GUIDELINES

In addition to Bossier Parish District Student Acceptable Use Policy, student code of conduct, board policies, building policies and administrative guidelines already in place, there are additional guidelines/policies users should be aware of:

- **Student cell phones must be powered off and placed in the student's backpack upon arrival on campus, and must remain powered off and in the student's backpack for the entire school day, unless a teacher requests that they be used for instructional purposes. If a student cell phone is seen or heard at any other time, it will be addressed as a behavioral infraction.**
- Students are prohibited from using electronic devices to capture, record, or transmit audio or images (i.e. pictures/video) of any student, staff member, or other person on school property or while attending a school-related activity without the express prior notice and explicit consent for the capture, recording or transmission of such audio or images. Using an electronic device to capture, record or transmit audio or images of an individual or group without his/her/their consent is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use an electronic device to violate the privacy rights of another person may have their device confiscated. Additional consequences may apply at the discretion of the principal or administration.

- Student use of any electronic device while in class, and while participating in school activities is restricted to academic or instructional purposes as determined by the instructor. During these times, the use of such devices for personal, business, or entertainment purposes is prohibited (i.e. no games, texting, etc.).
- Headphones or airpods are NOT to be used during school at any time unless student is listening to instructional content as instructed by the teacher.
- Smart watches may be worn but must adhere to the same guidelines as other electronic devices.

FREQUENTLY ASKED QUESTIONS

STUDENTS:

I brought my device to school to use in the classroom, but my teacher said I could not use it in his/her classroom. Can I still use my device?

Answer: No. The classroom teacher has the final say in his/her classroom.

When I have my device at school, how do I access the wireless network?

Answer: Most devices will detect the wireless network automatically and prompt you to accept the terms of the Wireless User Agreement.

My device is not prompting me to join the wireless network; is there another way to connect?

Answer: Usually your device will have an area for network settings that will allow you to enter the posted network information manually. You will need to consult your user manual.

I am having difficulty connecting my device to the wireless network. Can I get an Elm Grove Middle staff member to help?

Answer: Your device is your responsibility. EGMS staff members are not responsible for troubleshooting personal devices.

Can I print to the school district's printers and copiers from my personal device?

Answer: No. For security reasons, you cannot connect to the internal network. You will need to open the file on a district-owned device and get permission from a staff member to print.

My device was stolen / damaged at school. What should I do?

Answer: While the Bossier Parish School Board or Elm Grove Middle cannot be responsible for damage or theft of personal technology devices, you should report the theft or damage to the building SRO like you would any other theft or damage to personal property.

Why am I filtered on my own device? Shouldn't I be able to see what I want to on my own device?

Answer: Internet filtering is a requirement of all public schools, per The Children's Internet Protection Act (CIPA). This requires all Internet access to be filtered regardless of the tool used while in a public school. Your device may be yours, but you are in a public school building and using the district's network to connect to the Internet. We are required to filter that connection.

I have an Internet data plan through a cellular carrier or other similar company (3G/4G etc.) on my device. Can I use that resource to access the Internet while on district property?

Answer: No. While on district property, you are required to use our filtered Internet connection.

Will I still be held accountable for violating the Bossier Parish School District's Student Acceptable Use Policy on my own device?

Answer: Yes. The Acceptable Use Policy applies to your actions while on district property and is independent of the device.

PARENTS:

I will be permitting my student to bring a device to school. Will he/she be accessing the same resources as a school device?

Answer: No. Students will only access the Internet and any web-based resources like Accelerated Reader, Nova Net, etc. through a filtered connection. *NOTE:* Some devices (like the iPad) don't support all technologies, such as Flash, which may be required to access some district-provided web resources.

Am I required to load any additional software before my student brings his/her device to school?

Answer: No. Anti-virus software, however, is always advised. The technology staff retains the right to disable access to any problematic device. The Bossier Parish School District or Elm Grove Middle School cannot be responsible for damage or data loss on your personal device.

I would like to allow my student to bring a device to school, but not have access to the Internet. Is this possible?

Answer: You are responsible for conveying your expectations to your student, and you may manage his/her device as you see fit. There are many software programs you can use to "lock down" your student's device. It is, however, not the Bossier Parish School District's or EGMS's responsibility to ensure your student follows your rules. It is also not a requirement that student devices be connected to our wireless network; they may use devices **without** an Internet connection. Our policy does state that students may not use any other network or service to connect to the Internet while on district property; they must use our filtered wireless network for Internet connectivity.

My student's device was stolen or damaged, what recourse can I take?

Answer: The Bossier Parish School District or Elm Grove Middle cannot be responsible for any theft or damage to personally-owned devices, but any theft or vandalism should be reported to building SRO.

What are the rules my student will need to follow while using his/her device?

Answer: Your student will be responsible for following all district rules, regulations, and policies as well as following the Bossier Parish BYOT Handbook. Staff members may also choose to limit, restrict, or prevent student device use in his/her individual classroom as he/she determines.

My student neither owns a device nor would I be willing to allow my student to bring a device to school. Will my student be penalized or miss out on instruction?

Answer: Absolutely not! Bossier Parish Schools and EGMS staff members will not require the use of a personally-owned device for instruction.

TECHNOLOGY SYSTEMS AND NETWORKS USE FOR STUDENTS

(1) The board provides computer network and Internet access for its students solely for educational purposes, which include classroom activities and assignments, directed student research, interpersonal communication, collaborative projects, and dissemination of successful education practices, methods and materials. The computer network is not a public access service or a public forum. A student and his/her parent must complete an Acceptable Use Contract prior to a student being allowed to use the Internet.

(2) Students may use the computer network and Internet access subject to guidelines the superintendent may require or approve. Violations of any of the guidelines of the Acceptable Use Contract may subject a student to disciplinary measures, including suspension or expulsion.

ELECTRONIC AND SOCIAL MEDIA CONTRACT

All EGMS students and parents will be asked to sign the electronic and social media contract **on page 31**. This contract will be covered by teachers and will be required for any student participating in the EGMS BYOT initiative. Students will not be allowed to use their personal devices within the confines of the classroom unless the contract is signed by students and parents.

A copy of this contract will be sent home for your review and signature during the first week of school.

Elm Grove Middle School Bring Your Own Technology (BYOT) Guidelines and General Information

Upon agreeing to the following guidelines, procedures and general information with regard to the Elm Grove Middle School Bring Your Own Technology (BYOT) program, your student may bring his/her own personal device to school in order to use the device with selected lessons.

Guidelines

- **Student cell phones must be powered off and placed in the student's backpack upon arrival on campus, and must remain powered off and in the student's backpack for the entire school day, unless a teacher requests that they be used for instructional purposes. If a student cell phone is seen or heard at any other time, it will be addressed as a behavioral infraction.**
- Students must adhere to the Student Code of Conduct, Student Handbook, Acceptable Use Policy (AUP) and all Board Policies, particularly Internet Acceptable Use.
- Each teacher has the discretion to allow and regulate the use of personal devices in the classroom.
- Students must use the *BPS network* which is filtered in compliance with federal and state regulations. Students are not permitted to use their own 3G/4G network.
- Students are responsible for their own device. The school nor district is not responsible for support or repairs to the device.
- Personal devices must be charged prior to bringing them to school. Charging within the classroom will be left to discretion of the teacher.
- Personal information (including home/mobile phone number, mailing address, and user password) and that of others must remain private.
- Students must notify a counselor or teacher if aware that technology is being used to hurt, harass, threaten, embarrass, frighten or bully others.
- The technology may not be used to record, transmit or post images or video unless authorized by the teacher or administrator to do so.
- Students understand that bringing devices on premises or infecting the network with a Virus, Trojan, or program designed to damage, alter, destroy, or provide access to unauthorized data or information is in violation of the AUP policy and will result in disciplinary actions.
- Students can only access files on the computer or Internet sites which are relevant to the classroom curriculum and suggested by a teacher.

Applications

Elm Grove Middle School has researched key applications for instruction and learning. Teachers may request that students download 'free' Apps for use in the classroom. Apps should be downloaded at home and only with the permission of the parent/guardian.

BYOT Student/Parent Signature

Student Pledge for BYOT Use

1. *If I bring my phone to school, I will power it off and place it in my backpack as soon as I arrive on campus. It will remain powered off and in my backpack for the entire school day, unless a teacher directs me to use it for instructional purposes.*
2. I will charge my device before coming to school.
3. I will use my personal device only with the permission of my teacher or administrator.
4. I will only access the Internet using my school network.
5. I will take care of my device while at school so that it does not get lost or broken.
6. I will not share any personal information or passwords.
7. I will not use my device to hurt, threaten, harass, embarrass, humiliate, frighten or bully anyone.
8. I will not take or post any photos or videos without my teachers' permission.
9. I will follow all rules in the Student Code of Conduct while using my device at school.
10. I understand that nothing I do over the school network is private.

I agree to the rules set forth in the BYOT Guidelines and the Student Pledge for BYOT use.

Student Name (Please Print):

Student Signature: _____ Date: _____

Parent Permission/Signature

I authorize, _____, to bring his/her electronic device to school for use in the BYOT program, and agree that my child will comply with all Elm Grove Middle School policies and guidelines.

In signing below, I acknowledge that I have received and reviewed the guidelines with my child. I understand and agree that Elm Grove Middle School is not responsible for any damage or loss associated with my child's device. I understand that this privilege is designed for educational purposes and that a violation of the device guidelines, and/or any other Bossier Parish School Board policy or regulation dealing with electronic devices may result in my child losing the privilege to participate in the BYOT program for a length of time commensurate with the nature of the violation, as well as other school discipline.

I also understand that it is impossible for EGMS to monitor all activity on personal devices and the student, parent and/or guardian will not hold EGMS, the BPSB, its members, or any individuals employed by the Bossier Parish School Board responsible for damages related to my child's use of the device or for content viewed by any student on the device including via a personal 3G/4G connection.

As a parent, I understand that my child will be responsible for abiding by the above guidelines. I have read and discussed them with him/her and he/she understands the responsibility they have in the use of bringing their personal technology to school.

Parent Name (Please Print):

Parent Signature: _____ Date: _____

CODE OF CONDUCT FOR STUDENTS IN EXTRA-CURRICULAR ACTIVITIES

Elm Grove Middle School students participating in extracurricular activities must conduct themselves as good citizens, serving as good role models to other students and to the members of the community. Students who wish to participate must refrain from activities that are illegal, immoral, unhealthy, or highly inappropriate. Participation in extracurricular activities is a privilege, not a right. Conduct unbecoming of a student participant will be addressed by the activity sponsor/coach and the school administration. Violations of written or stated policy may result in disciplinary action ranging from probation to dismissal from the activity and/or disciplinary action by the administration depending on the severity of the student's action(s).

The student code of conduct for extra-curricular activities applies to all clubs, organizations, and athletic arrival programs whether operating on or off the campus of Elm Grove Middle School.

This policy supersedes all other written policies and constitutions of any activity or organization.

ATHLETICS

All extra-curricular activities, including clubs, organizations, and athletics, are provided by schools to enhance the students' school experience. All such activities fall under the jurisdiction of the school's principal, who shall be the final authority in decisions governing these activities, including, but not limited to, interpretation of written and/or unwritten rules, policies, and procedures, this may result in student sanctions or disciplinary consequences as a result of violations.

STATEMENT OF COMPLIANCE

Each student in grades 4-12 and each parent or guardian of a student in grades 4-12, shall annually sign a Statement of Compliance. The statements of compliance are as follows:

The student agrees to:

1. Attend school regularly,
2. Arrive at school on time,
3. Demonstrate significant effort toward completion of homework assignments, and
4. Follow school and classroom rules.

The parent or legal guardian agrees to:

1. Ensure his/her child's daily attendance at school,
2. Ensure his/her child's arrival at school on time each day,
3. Ensure his/her child completes all assigned homework, and
4. Attend all required parent/teacher/principal conferences.

Failure by a student and/or parent or guardian to sign the respective Statement of Compliance may result in disciplinary action.

BPSB Policy: JCD

RIGHTS AND RESPONSIBILITIES

PARENT RIGHTS

Throughout this handbook, the term "parent" will include single parent, legal guardian, or person having lawful control of the student. Any parent(s) who does not have custody of a child may not be consulted on any matters pertaining to his/her child's education or discipline.

Parents have the responsibility/right to do the following:

1. Provide for the physical needs of their child.
2. Be knowledgeable of school policies and academic requirements of school programs.
3. Be afforded due process in all proceedings.
4. Encourage their child to participate in the learning process and obey the rules.
5. Have their child attend school regularly and promptly report and explain absences and tardiness to the school.
6. Cooperate with school administrators, teachers, and all school employees.
7. Notify school authorities of any learning problem or condition that may relate to their child's education.
8. Participate in meaningful parent-teacher conferences to discuss their child's progress and welfare.
9. Review educational records.
10. Return signed card/materials and school assignments with their child as requested.
11. Maintain up-to-date home, work, and emergency telephone numbers and other pertinent information at the school.
12. Ensure that their child is appropriately dressed for school and school-related activities.
13. Encourage and lead their child to develop proper study habits at home.
14. ensure that their child attends a school tutorial program when required or as the need arise
15. Participate in school-related organizations and activities.
16. Pick up their child from school when requested by school authorities (for disciplinary or other reasons).
17. Provide adequate supervision for their child during periods of suspension or expulsion.
18. Understand that they are legally liable for property damage caused by (a) negligent conduct of their child and/or (b) willful or malicious conduct of their child.

DANCE RULES

The following information applies to all dances held at Elm Grove Middle School. Failure to comply with the stipulations set forth in the following paragraphs could result in disciplinary actions.

Dances held at Elm Grove Middle School are strictly for **Elm Grove Middle School students only**. Students from other schools will not be allowed. There is ZERO tolerance for ANY behavior that the EGMS Staff and event chaperones feel is unacceptable during the EGMS event. If a student acts in an inappropriate manner, parents and/or authorities will be called and the student will be immediately escorted out of the dance, unable to return. If a student decides to leave the building at any time during this event, he /she WILL NOT be able to re-enter.

Additionally, proper dress is required at the events and a student may be declined entrance for any attire that is deemed inappropriate by the EGMS administration.

Running, pushing and other rough physical contact is not tolerated. This includes the “mosh pit” style of dancing (bumping, slamming, lifting others up...etc.)

Students shall dance in a manner that does not create inappropriate body contact with another student. Students may not dance or have contact with another student from behind. Students shall face the student(s) they are dancing with or dance independently. A visible gap of space between individuals dancing is required at all times. Dancing suggestively, grinding, having lively hands, or any type of dancing that appears sexually explicit will not be tolerated. Students dancing “back-to-front” or in any kind of sexually-based manner will be immediately removed from the dance, have a conference with the principal and parents will be contacted

If a student is found in violation of any of these rules, there will be NO REFUNDS given or any other expenses reimbursed that the student may have incurred for the event.

All dances are held from 7:00 pm until 9:00pm. Attendees will not be allowed entrance into the event after 7:30. At 9:00, parents are expected to pick up attendees promptly. EGMS Staff members and chaperones are not responsible for attendees who are waiting for a ride or need a ride 20 minutes after the end of the dance. Parents are not allowed to enter the gym when dropping off students and are only allowed in the foyer (concession area) when picking students up from the dance.

HELPFUL LINKS FOR PARENTS

Bossier Parish Schools

<http://www.bossierschools.org/>

Louisiana Department of Education

<https://www.louisianabelieves.com/>

Khan Academy

<https://www.khanacademy.org/>

OnCourse Home Page

<https://www.onscourseconnect.com/account/login?ReturnUrl=%2f>

Accelerated Reader

<https://hosted230.renlearn.com/211394/homeconnect/login.aspx>

School Lunch

<https://www.applyforlunch.com/Home/PickDistrict>

National Suicide Prevention

<http://www.suicidepreventionlifeline.org/>

National Bullying Prevention Center

<http://www.pacer.org/bullying/nbpm/unity-day.asp>

COVID-19 GUIDELINES:

If COVID-9 restrictions are required, the following guidelines may be put into effect. These restrictions may be subject to change, based on state and district requirements.

TEMPERATURE CHECKS

All students will have their temperature taken by the use of a temporal thermometer by their 1st period teacher. Students who register a temperature between 99.4 and 100.3, will be isolated and have their temperature rechecked after 10 minutes. If the students are fever free, they will be allowed to attend school. Students who register a temperature above 100.4 will be isolated and a parent or guardian will be called to pick up the student. The student will then follow the sick day guidelines.

SICK DAY GUIDELINES

Students should stay home if they have any or a combination of the following symptoms;

- Fever 100.4 or greater
- Coughing
- Shortness of breath or difficulty breathing
- Chills, shaking with chills, muscle pain, headache, sore throat, loss of taste or smell or an unexplained rash
- Vomiting or diarrhea

Anyone affected should call their physician or primary care provider for guidance regarding symptoms if testing for COVID-19 is warranted. Affected person(s) must follow up with a medical provider to obtain a clearance note prior to returning to school/work.

CLOSE CONTACTS

Individuals who were in close contact of the person(s) may be identified and contacted as part of the Office of Public Health (OPH) contact tracing process.

- Close contact of a case is a person(s) who was less than 6 feet away from the person(s) for more than 15 minutes, determined by the OPH contact tracing process.
- Close contacts will be asked to stay home and monitor symptoms for 14 days.
- Any person(s) living with someone who experiences any of the symptoms of COVID-19, whether they have a positive test or not, should report to the school Principal.
- Anyone who has been in close contact to a confirmed case or symptomatic individual with a known exposure should quarantine at home for 14 days past their last exposure to the case.
- A symptomatic person who tests negative for COVID-19 should wait until at least 24-hours after their symptoms resolve to return to school (in consultation with their physician).

POSITIVE COVID-19 TEST

End self-isolation when;

- At least 10 days have passed since symptoms first appeared **and**
- At least 24 hours have passed since the resolution of fever without fever reducing medications **and**
- Other symptoms (e.g., cough, shortness of breath) have improved
- If asymptomatic, it has been at least 10-days since positive test collection date

MASKS

Students are required to wear masks while attending school and on school busses. Masks worn by students must be appropriate for school. Masks that are determined to be inappropriate for

school will be confiscated and an appropriate mask will be given to the student. School administration determines whether or not a mask is appropriate. Masks must be worn in such a manner as to completely cover the nose and mouth at all times.

TRANSPORTATION

School Buses

In addition to following the rules and regulations regarding the safe transportation to and from school each day, students will;

- Maintain social distancing at bus stops
- Wear masks while riding the bus
- Students will go directly to their 1st period class upon unloading the bus
- School busses will begin unloading 20 minutes before the first bell or upon their arrival time

CAR RIDERS/WALKERS

Students will not be allowed to depart from their vehicle prior to 20 minutes before the first bell. Those students will be directed by a member of the staff to report directly to their 1st period class. Students who walk or ride bikes to school will not be allowed to enter the campus prior to 6:50 AM. Upon their arrival they will be directed to report to their 1st period class.

BREAKFAST

Students will pick up breakfast from a table under the covered area and proceed to their 1st period class to eat.

LUNCH SHIFTS

Students will be dismissed for lunch via the intercom classroom by classroom. Students will come through cafeteria lines to pick up meals. Social distancing in lines is required. Students who bring lunch or using the microwave will wait in lines at the back of the cafeteria while maintaining social distancing. Students will return to their classrooms to eat lunch.

DISMISSAL

Students will be dismissed via the intercom by bus numbers, car riders and walkers. Students are to go directly to their bus, car or home upon dismissal. There will be no loitering on the campus after school.

RESTROOMS

All restrooms will be closed for cleaning during class changes. Students will be permitted to use the restrooms before class, during class time, and during lunch with the permission of the teacher.

