



BOSSIER  
ELEMENTARY

**Student Handbook**  
**2021-2022**



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### **The Vision of Bossier Elementary:**

Bossier Elementary is a school of excellence in which everyone is safe, respected, valued and celebrated. Together we create 21st Century thinkers who continue to achieve success and are innovative in their thinking. Through collaborative efforts with teachers, parents, and the community we empower culturally aware individuals to become motivated leaders.

### **The Mission of Bossier Elementary:**

**Every Child, Every Day, Whatever It Takes!**

### **The Commitment of Bossier Elementary (COVID-19)**

Bossier Elementary and Bossier Schools are committed to partnering with our parents and families to provide our students with a safe learning environment and the continuation of a quality education during unprecedented times. This handbook is designed to provide you with the essential information you will need to help us accomplish our goals as a school. It is our intention for this handbook to provide a foundation for a system that may be adjusted in response to the COVID-19 pandemic or other unforeseen circumstances that may alter our regular routines and procedures as a school. In this fluid situation, as information regarding COVID-19 is received, the contents of this handbook may be adjusted with new policies and procedures required to meet our goals of safety and continued learning for all students. Revisions or updates to this handbook and/or new policies and procedures will be communicated through our school app and on our website throughout the school year. Please make sure that you are signed up to receive notifications through our BES app, Facebook, and our website regularly for updates as well. Thank you for your diligence, patience, and continued support.

We look forward to working together this year!

Bossier Elementary 2021-2022 Student Handbook  
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## School Schedule and Related Policies

|                        |                      |
|------------------------|----------------------|
| Breakfast for K-5..... | 7:45 a.m.- 8:05 a.m. |
| First Bell.....        | 8:05 a.m.            |
| Tardy Bell.....        | 8:10 a.m.            |
| Dismissal.....         | 3:10 p.m.            |

Students are **NOT** allowed on campus without a parent prior to 7:45. Parents will be referred to law enforcement if students are being left unattended before 7:45. Teachers are not responsible for their safety before this time. Kindergarten through fifth grade students who plan to eat breakfast at school should arrive by 7:45. Preschool students should report to their classrooms.

**Absences:** After five unexcused absences, a letter will be sent to Truancy at the District Attorney's office. Students are required to bring a doctor's note or other form of documentation within five days of an absence. Please see the Parish Handbook for guidelines.

**Tardies:** Students are tardy after 8:10. Students arriving after this time should be brought to the office by a parent or an authorized adult and signed-in before going to class. Excessive tardies will result in a referral to Truancy at the District Attorney's office.

**Check-out:** Any person checking a student out of school will be required to show a photo ID and must be listed on the registration form. Students may not be checked out between 2:40 and 3:10 unless an emergency arises or prior notification has been given by administration.

Please note the following in regards to check-in/out:

Check-in before lunch = tardy

Check-in after lunch = ½ day absent

Check-out before lunch = whole day absent

Check-out between lunch and 2:10p.m. = ½ day absent

Check-out 2:10-2:40 = p.m. tardy

Picked up after 3:25p.m. = p.m. tardy

### **Dismissal**

**Car Riders: Drop Off** is on the Third Street side ONLY (by the covered walkway). Please DO NOT use the faculty parking lot as a drop-off for students.

**Dismissal:** • Students are dismissed at 3:10 PM in an orderly manner. All school personnel work diligently to maintain the safety and supervision of our students. • **For the safety of your children, teachers may not accept phone calls requesting a dismissal change after 2:00 during the school day.** For the safety of your child, we will not make exceptions to this dismissal policy. • Each car must have a CAR TAG for parent pick-up. If you do not have a CAR TAG you must park and show your I.D. in the office to pick-up your child. This policy will be strictly enforced. • Louisiana state law requires proper safety restraint of children. Seat belts or car seats must be utilized for all children in your vehicle. Louisiana state law prohibits smoking on a school campus and in a car line. • Students in the Parent Pick-up car line should be picked up by 3:25 PM. After 3:25 PM, you will be required to come inside the school and sign out your child. If your child is picked up late more than five times, Truancy will be notified. If you are late picking up your child and/or we are unable to contact you by phone, we will ask for law enforcement assistance.

**Bus Riders: Drop Off** is on the Traffic St. side ONLY (in the curved driveway). This area is reserved for BUS TRAFFIC ONLY. Please do not park in the right lane between 7:00 and 8:30 a.m. or from 2:40 to 3:25 p.m. Tickets may be issued to drivers blocking the bus drop off.

**Walkers:** Students who walk home are dismissed by grade level beginning with Pre-K. NO student in grades PK-K will be allowed to walk alone without an administrative conference, in addition to written consent.

Older brothers or sisters who come to pick up younger siblings must be made aware of the dismissal procedures. Please ask them not to ride bikes on the sidewalks and to wait in the designated areas. Older siblings who do not follow procedures, who create a disturbance, or use inappropriate language or gestures, will be banned from campus. **No dogs or other pets are allowed in the pick-up areas or on campus.**

For your child's safety, please establish a regular routine for going home. If your child will follow different procedures on a given day, you must either send a note or make direct contact with your child's teacher. The child will follow usual procedures if the teacher does not receive a note or has not made direct contact with the parent. If an emergency arises, call the office before 2:00 to get a message to the child. Please do not leave a message on the office or classroom phone regarding a change.

## **Additional School Policies and Procedures**

**Parent Communication Folder:** Students in kindergarten through fifth grade will be issued "Parent Communication" folders which will be carried between home and school each Monday through Thursday. The folders will contain homework, daily behavior grades, class work, and/or other important information that students will need each day. The folders will be provided to the students. There will be a \$3.00 fee to replace a lost or damaged folder.

**Technology Supply Fee:** There will be a technology supply fee of \$10.00 for all students.

**Transferring:** Please notify the office at least two days in advance if you are transferring from our school.

**Unpaid Fees and Lost School Resources:** Students who have not paid fees or who owe money for lost library books will not be allowed to participate in select school field trips, field day, concessions, or end of the year activities.

**Birthdays:** Please contact your child's teacher to discuss birthday treats. Parties are held at the discretion of the teacher. If you choose to pass out birthday invitations at school, they must be given to every child in that classroom. Students may also purchase a "Birthday Shoutout" on our Marquee to be displayed on their birthday for \$10.

**Concessions:** Students earn the privilege of purchasing concessions by exhibiting good behavior/attitude. Concessions will be sold on the first Friday of the month.

**Medication:** Please be sure to notify the office when your child is taking medication. **Under NO circumstances is a child to bring medication of any kind (prescription or over-the-counter) to school.** See the Parish Handbook for guidelines.

- **Chapstick/Carmex:** These items will not be allowed at school. They are considered to be an ointment and a violation of Bossier Parish School Board policy. If a student is in possession of these items, they will be confiscated by the teacher.

**Water Bottles:** Students will be allowed to have labeled, unflavored water to have during the day at school.

**Any electronic toys or other valuables** should not be brought to school. If brought to school, these items will be confiscated and must be picked up by a parent within one week. Items that are not picked up will be discarded. **The Bossier Parish School District has established a policy regarding cell phones and other electronic devices. Please see the attached Parish Handbook for guidelines.**

**Volunteers:** If you are available to volunteer at the school in any capacity, we welcome your assistance. Volunteers that come on a recurring basis, must be fingerprinted and approved by Central Office.

**Visitors:** All visitors must sign-in at the office and receive a visitor's badge. In an effort to protect learning time, classroom visits will be made only with the permission of the principal, office personnel, or the teacher. Please call in advance to schedule a conference with your child's teacher.

**Parent Meetings:** Parents will be expected to attend all requested parent meetings.

## 2020-2021 Bossier Elementary Student Dress Code

All Bossier Parish schools have a mandatory school uniform policy.  
Students are expected to wear their uniforms each day.

### BOYS

**TOPS:** navy, white, or light blue polo or oxford shirts

**BOTTOMS:** navy or khaki pants or shorts

### GIRLS

**TOPS:** navy, white, or light blue polo or oxford shirts, white uniform blouses

**BOTTOMS:** navy or khaki pants, capris, shorts, skorts, skirts

**DRESSES:** khaki or navy jumpers with uniform blouses underneath

Skirts or dresses can be no shorter than 3 inches above the knee.

**SPIRIT SHIRTS** may be worn Monday through Friday.

### ACCESSORIES

**TIGHTS:** Girls' tights are allowed.

**T-SHIRTS:** T-shirts worn under uniform shirts and visible at the neckline must be a solid uniform color- navy, white, light blue, or khaki.

**SWEATERS:** Sweaters must be white or navy.

**OUTERWEAR:** NO HOODIES. If your coat or jacket has a hood on it, the student cannot wear the hood in the classroom.

**SHOES:** Students should choose footwear that is appropriate and comfortable for school wear. These may include tennis shoes, regular street shoes, or dress shoes. No beach shoes, slides, backless shoes, wedges, high heels, or open toe shoes. If crocs are worn, students

MUST wear them with the strap on the back. TENNIS SHOES ARE RECOMMENDED FOR P.E. CLASS AND RECESS.

### Additional Dress Code Policies

1. Students are not permitted to wear any form of headwear inside the school building.
2. Boys are not permitted to wear earrings. Girls may not wear large earrings (principal's discretion).
3. Students may not wear large necklaces or chains to school.
4. Shirts must be tucked in pants. **No sagging clothing is allowed.**
5. Shoes must be tied or fastened securely.
6. When rain boots are worn to school, students should bring school shoes to change into.
7. Visible temporary tattoos are not permitted.

## **Bossier Elementary Parental Involvement Plan**

**A positive, productive interaction between the home, the school and the community is important for the continued success of Bossier Elementary. The staff at Bossier Elementary is dedicated to offering parents a variety of opportunities to get to know their child's school, and to work hand in hand with teachers in educating children.**

1. Parents are invited to participate in school functions, such as Open House/Meet the Teacher, Academic Celebrations, Grandparents' Day, Field Day, and Family Fun Nights.
2. School calendars/newsletters are sent home monthly informing parents of events, student achievement, classroom activities and school policy information. The school web page, Facebook, Class Dojo, and the BES app is updated regularly and important school activity dates are posted on the school's marquee.
3. Parents are regularly informed of their child's academic progress and participation in the school-wide Positive Behavior Intervention Support Plan through weekly take home folders, phone calls, emails, and parent-teacher conferences.
4. Parents are informed by letter/conference when their child is placed in academic interventions and after school tutorial programs.



5. The school counselor encourages communication between home and school, seeking to involve families in the educational process and providing feedback to the school on family issues.
6. The student handbook is provided and signed digitally during enrollment. Parent compact will be provided by the school stating school and parish guidelines.
7. Within the first few weeks of the opening of school, families are invited to a Back to School Night to welcome parents, explain classroom policies/procedures, and convey academic and Positive Behavior Intervention Support expectations.
8. Monthly calendars of Parent Center activities are sent home to keep parents informed and encourage active participation in their child's education.
9. Parents are invited to volunteer to assist in various capacities throughout the school.

## **Title I School Parent Compact**

The Bossier Elementary School and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) (participating children), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.

### **School Responsibilities:**

Bossier Elementary School will:

- Maintain and foster high standards of academic achievement by employing highly qualified teachers and paraprofessionals and providing ongoing professional development for all staff members.
- Maintain and foster a supportive and effective learning environment by implementing Positive Behavior Interventions and Supports (PBIS).
- Provide parents reasonable access to school personnel by inviting them to volunteer and participate in school activities
- Provide parents information on his/her child's academic progress at least twice each grading period.
- Hold annual parent/teacher conferences and other conferences as needed to support student learning.

### **Parent Responsibilities:**

As a parent, I will support my child's learning by:

- Making sure I get my child to school daily and on time.
- Providing a study space at home, reviewing my child's homework, class work and other school correspondence on a regular basis.
- Attending parent teacher conferences to discuss my child's progress, and volunteering at school functions as time permits.
- Limiting the amount of television my child views by doing activities at home that will enhance classroom learning.
- Assisting my child in following the guidelines in the Bossier Elementary Student Handbook.

### **Student Responsibilities:**

As a student, I will share the responsibility to improve my academic achievement by agreeing to:

- Attend school daily and on time with the necessary materials so that I am ready to learn.
- Practice the Bossier Elementary School Behavior Expectations (*Careful, Prepared, and Respectful*) in all areas of the school as outlined in the Bossier Elementary School Student Handbook.
- Complete and return all class work and homework, and ask for help if I need it.
- Give my parents or the adult who is responsible for my welfare all notices and information received by me from my school every day.

## **Positive Behavior Intervention Support Plan**

Our school has established a Positive Behavior Intervention Support Plan. The goal of this plan is to create a positive environment where students, staff, and parents work together in a safe, cooperative atmosphere of mutual respect.

Our school-wide behavior expectations are that students are **Careful, Prepared, and Respectful**. We call this **CPR!**



All students are taught the expectations and the school rules that we follow to

demonstrate them. The chart on the following page shows you our expectations and the rules for all areas of the school.

We use a system of motivational activities and incentives to encourage positive behavior. Our plan also includes interventions and consequences for inappropriate behavior. Your child’s teacher will provide you with detailed information on the manner in which this plan is implemented in the classroom.

Please refer to the Parish Handbook for other important information related to discipline policies and procedures.

### **Bossier Elementary Behavioral Expectations and School Rules**

| <b>Location</b>       | <b>Careful</b>                                                                                                                                                                            | <b>Prepared</b>                                                                                                                                                                                                                   | <b>Respectful</b>                                                                                                                                              |
|-----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Classroom             | <ul style="list-style-type: none"> <li>· Keep hands and feet to self</li> <li>· Ask permission to leave area</li> <li>· Keep walkways clear</li> <li>· Follow safety practices</li> </ul> | <ul style="list-style-type: none"> <li>· In seat and ready</li> <li>· Homework completed and/or folder signed</li> <li>· Have all books/materials</li> </ul>                                                                      | <ul style="list-style-type: none"> <li>· Follow the directions</li> <li>· Use good manners</li> <li>· Use all equipment and materials appropriately</li> </ul> |
| Playground/<br>Recess | <ul style="list-style-type: none"> <li>· Walk to and from the playground</li> <li>· Stay within boundaries</li> </ul>                                                                     | <ul style="list-style-type: none"> <li>· Stay in assigned area</li> <li>· Listen for directions from duty teacher</li> <li>· Line up quickly when the bell sounds</li> <li>· Check uniform when leaving the playground</li> </ul> | <ul style="list-style-type: none"> <li>· Play fairly</li> <li>· Include everyone</li> <li>· Respect personal space</li> <li>· Be courteous</li> </ul>          |
| Hallways              | <ul style="list-style-type: none"> <li>· Walk facing forward</li> <li>· Keep hands and feet away from the wall</li> </ul>                                                                 | <ul style="list-style-type: none"> <li>· Flip and zip</li> <li>· Line up on the right side of the hallway</li> </ul>                                                                                                              | <ul style="list-style-type: none"> <li>· Respect personal space</li> <li>· Hold the door for the person behind you</li> </ul>                                  |

|                               |                                                                                                                                                                                                     |                                                                                                                                                                                                                                 |                                                                                                                                                                 |
|-------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Cafeteria                     | <ul style="list-style-type: none"> <li>· Keep all food to self</li> <li>· Sit with feet on floor, bottom on bench, and facing table</li> <li>· Get adult help for accidents and spills</li> </ul>   | <ul style="list-style-type: none"> <li>· Wash your hands using soap and water</li> <li>· Get all utensils when first going through the line</li> <li>· Keep your hands in your lap until your entire class is seated</li> </ul> | <ul style="list-style-type: none"> <li>· Respect personal space</li> <li>· Use quiet voices</li> <li>· Use polite conversation</li> </ul>                       |
| Arrival and Dismissal Areas   | <ul style="list-style-type: none"> <li>· Enter and exit the building walking in line</li> <li>· Sit properly in your seat on the bus</li> <li>· Stay on the sidewalks and use crosswalks</li> </ul> | <ul style="list-style-type: none"> <li>· Enter and exit the building in uniform</li> <li>· Have all of the materials you need when you arrive and leave</li> </ul>                                                              | <ul style="list-style-type: none"> <li>· Enter and exit quietly</li> <li>· Go directly to assigned areas</li> <li>· Follow directions the first time</li> </ul> |
| Bathrooms                     | <ul style="list-style-type: none"> <li>· Keep feet on floor</li> <li>· Use soap and water properly</li> <li>· Wash hands</li> <li>· Put towels in garbage can</li> </ul>                            | <ul style="list-style-type: none"> <li>· Stay in line, flipped and zipped, ready for your turn</li> <li>· Use quiet voices</li> <li>· Return to line or classroom promptly</li> </ul>                                           | <ul style="list-style-type: none"> <li>· Keep hands, feet, and objects to yourself</li> <li>· Give people privacy</li> <li>· Flush toilet after use</li> </ul>  |
| Gym                           | <ul style="list-style-type: none"> <li>· Use all equipment and materials appropriately</li> <li>· Seek help with conflicts</li> </ul>                                                               | <ul style="list-style-type: none"> <li>· Walk in quietly in a line flipped and zipped</li> <li>· Sit in assigned area</li> <li>· Dismiss quietly in a line flipped and zipped</li> </ul>                                        | <ul style="list-style-type: none"> <li>· Use good sportsmanship</li> <li>· Follow adult directions</li> <li>· Be patient</li> </ul>                             |
| Special Events and Assemblies | <ul style="list-style-type: none"> <li>· Lower and raise chair seats with hands</li> <li>· Walk up and down bleachers in the gym</li> </ul>                                                         | <ul style="list-style-type: none"> <li>· Walk in quietly</li> <li>· Sit in assigned area</li> <li>· Wait for dismissal signal</li> </ul>                                                                                        | <ul style="list-style-type: none"> <li>· Use audience manners</li> <li>· Sit on bottom</li> <li>· Respect personal space</li> </ul>                             |

## Classroom Managed Behaviors

| Minor Problem Behaviors                                             | Definitions                                                                                                                                                                                                                                                                 |
|---------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 - Attitude / disrespect / rolling eyes / smacking lips / defiance | Brief or low-intensity failure to respond to adult requests                                                                                                                                                                                                                 |
| 2 - Not returning papers / materials                                | Student does not return a paper with proper signature (as in homework folder, report cards, teacher note)                                                                                                                                                                   |
| 3 - Out of seat                                                     | Student gets out of his/her seat without permission                                                                                                                                                                                                                         |
| 4 - Talking back                                                    | Low-intensity instance of talking back to a teacher with disrespectful tone or arguing with a teacher                                                                                                                                                                       |
| 5 - Hitting / kicking / pushing others                              | Non-serious, but inappropriate physical contact (as in punching each other without intent to do physical harm, wrestling, "horseplay," pulling hair, pushing, kicking, or tripping)                                                                                         |
| 6 - Off task                                                        | Student does not maintain appropriate focus during a lesson or works on something that does not pertain to the current lesson                                                                                                                                               |
| 7 - Dress code violation                                            | Student wears clothing that does not fit within the dress code guidelines practiced by the school/district (as in wearing the wrong color shirt, wearing a skirt or shorts that are too short, not wearing a belt, failure to keep shirt tucked in, or shoes tied/fastened) |

|                                            |                                                                                                                                                                                                                                                                                                      |
|--------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 8 - Inappropriate language / gestures      | Low-intensity instance of inappropriate language or gestures (as in cursing or gesturing at another student or within a conversation in a non-threatening manner)                                                                                                                                    |
| 9 - Not following directions               | Low-intensity instance of not doing what the teacher has instructed (as in disruptive, uncooperative behavior, or failure to participate)                                                                                                                                                            |
| 10 - Inappropriate personal items          | Students in possession of inappropriate items at school (as in electronic devices, toys, playing cards, baseball cards, etc.)                                                                                                                                                                        |
| 11 - Sleeping                              | Student is sleeping or repeatedly putting head down                                                                                                                                                                                                                                                  |
| 12 - Food / Drink / Candy / Gum            | Student is in possession of food, drink, candy, or gum at school                                                                                                                                                                                                                                     |
| 13 - Incomplete homework                   | Student fails to complete work as assigned by the teacher                                                                                                                                                                                                                                            |
| 14 - Talking                               | Student is talking while instructed not to do so                                                                                                                                                                                                                                                     |
| 15 - Not flipped and zipped                | Student does not cross arms and/or refrain from talking while walking in the hallway                                                                                                                                                                                                                 |
| 16 - Disruptive / throwing objects         | Low-intensity, but inappropriate and occasional disruptions ( as in passing notes, laughing inappropriately, throwing objects)                                                                                                                                                                       |
| 17 - Stealing / lying / cheating / forgery | Student is in possession of, having passed on, or being responsible for removing someone else's property / student delivers a message that is untrue, is deliberately not being honest or signs a person's name without that person's permission / possession of stolen tokens, pencils, books, etc. |
| 18 - Destroying property / misuse          | Low-intensity misuse of or damage to property (as in breaking a pencil, tearing another person's paper, writing on the wall)                                                                                                                                                                         |

## Office Managed Behaviors

| Major Problem Behaviors                          | Definitions                                                                                                                                                                                                                                                                                                                                                                                  |
|--------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 01 - Willful disobedience                        | <b>Deliberate</b> choice to break a rule or disobey a directive given by a person in authority after multiple interventions have failed to modify the behavior (documentation required).                                                                                                                                                                                                     |
| 02 - Treats an authority with disrespect         | <b>Talking back, mocking, gesturing.</b> Any act which demonstrates a disregard or interference with authority after multiple interventions have failed to modify the behavior (documentation required).                                                                                                                                                                                     |
| 03 - Makes an unfounded charge against authority | <b>Accusing</b> a member of school staff of an act that is unlawful and/or a violation of school rules or policy that is not supported by evidence. <b>False statements or representations</b> 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. |
| 04 - Uses profane and/or obscene language        | <b>Vulgar</b> verbal messages, words or gestures that include: swearing, name calling or use of obscene words to a teacher or to a student in a threatening manner with intent to do harm.                                                                                                                                                                                                   |
| 05 - Is guilty of immoral or vicious practices   | Isolated incident that is 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 standards of                                                                                                   |

|                                                                              |                                                                                                                                                                                                                                                                                           |
|------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                              | social behavior and/ or local community norms.                                                                                                                                                                                                                                            |
| 06 - 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.                                                                                                                                                                                                     |
| 08 - Uses or possesses tobacco or lighter                                    | The <b>possession, use, purchase, intent to distribute, concealment, distribution or sale</b> of tobacco products on school grounds, at school-sponsored events, or on school transportation vehicles.                                                                                    |
| 09 - Uses or possesses alcoholic beverages                                   | The <b>possession, use, purchase, intent to distribute, concealment, distribution or sale of alcohol</b> products on school grounds, at school-sponsored events, or on school transportation vehicles.                                                                                    |
| 10 - Disturbs the school or habitually violates any rule                     | Behavior causing <b>major</b> disruption of instruction or any school activity and/or repeatedly violating any school rules in any area, includes but is not limited to <b>sustained loud talking, yelling or screaming; noise with materials; and/or sustained out-of-seat behavior.</b> |
| 11 - Cuts, defaces, or injures any part of public school buildings/vandalism | <b>Damage, destruction, or defacement of property</b> belonging to the school or others.                                                                                                                                                                                                  |
| 12 - Writes profane and/or obscene language or draws obscene pictures        | <b>Writes or draws pictures, words, or images</b> considered indecent or offensive.                                                                                                                                                                                                       |
| 15 - Throws missiles liable to injure others                                 | <b>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.</b>                                                             |
| 16 - Instigates or participates in fights while under school supervision     | A <b>hostile confrontation</b> with physical contact involving two or more individuals.                                                                                                                                                                                                   |
| 17 - Violates traffic and safety regulations                                 | To break any law that pertains to the <b>obstruction and flow of traffic</b> and/or safety regulations.                                                                                                                                                                                   |
| 18 - Leaves school premises or classroom without permission                  | <b>Leaving</b> the 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                                       | <b>Reporting late</b> to school or class when the day/period begins without permission.                                                                                                                                                                                                   |
| 20 - Is guilty of stealing                                                   | <b>Taking</b> or obtaining the <b>property of another</b> without permission or knowledge of the owner without violence.                                                                                                                                                                  |
| 21 - Commits any other serious offense                                       | Any other serious offense not covered by any other of these codes. (Must provide written details of offense)                                                                                                                                                                              |
| 35 - Bullying/Harassment                                                     | <b>Unwanted and repeated</b> written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student.                                                                                                                                |
| 36 - Cyberbullying/Cyber Harassment                                          | Unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, <b>through the use of technology.</b> Cyber bullying can occur on or off school property.                                             |
| 38 - Forgery                                                                 | To <b>use, make or reproduce</b> another's signature.                                                                                                                                                                                                                                     |

|                                                                  |                                                                                                                                                                                                                                                                                                                                                                     |
|------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 39 - Gambling                                                    | <b>Wagering money or property.</b>                                                                                                                                                                                                                                                                                                                                  |
| 42 - Unauthorized use of technology                              | Use of pager/cellular telephone (texting, talking), camera or video device or other <b>communication devices</b> during the school day.                                                                                                                                                                                                                             |
| 43 - Improper dress                                              | Out of <b>dress code or ID</b> violation.                                                                                                                                                                                                                                                                                                                           |
| 44 - Academic dishonesty                                         | <b>Cheating</b> that occurs in relation to a formal academic exercise and may include plagiarism, fabrication, or deception.                                                                                                                                                                                                                                        |
| 45 - Trespassing violation                                       | <b>Unauthorized entering</b> 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                       | <b>Failure to serve</b> detention, time out room, Saturday School, suspension or other assigned consequences.                                                                                                                                                                                                                                                       |
| 47 - Misusing internet / violates electronic / technology policy | <b>Violating</b> the district Internet Use Policy.                                                                                                                                                                                                                                                                                                                  |

## STUDENT OF THE YEAR

The Student of the Year Awards Program is designed to recognize outstanding elementary, middle/junior high, and high school students. This program is an excellent opportunity to recognize those students in 5<sup>th</sup>, 8<sup>th</sup>, and 12<sup>th</sup> grade who have demonstrated excellent academic achievement, leadership ability, and citizenship. The Students of the Year Awards Program is sponsored by the Louisiana State Superintendent through the State Department of Education and the State Board of Elementary and Secondary Education.

### Selection Procedures:

Each school will form a Student of the Year Committee, composed of the principal, assistant principal, counselor, and no less than two teachers. The committee will first qualify semi-finalists based on the criteria below:

- Minimum cumulative grade point average of 3.5
- Standardized test scores pertinent to grade level (ex. iLEAP and LEAP for elementary and middle; ACT and EOC for high school)
- Minimum of 2 Advanced labels on iLEAP/LEAP scores from 3<sup>rd</sup> to 5<sup>th</sup> grade for 4<sup>th</sup> grade candidates and from 6<sup>th</sup> to 8<sup>th</sup> grades for 8<sup>th</sup> grade candidates
- Minimum of 2 Excellent labels on high school EOC tests
- Minimum of 25 on ACT

Semi-finalists will then submit a resume of their accomplishments which will include the following:

- 5<sup>th</sup> Grade
  - List of Activities/ Community Service/Citizenship both in and outside of school
  - List of Recognition/Awards earned both in and outside of school
- 8<sup>th</sup> Grade
  - List of Activities/ Community Service/Citizenship both in and outside of school
  - List of Recognition/Awards earned both in and outside of school
  - List of Leadership roles in and outside of school
- 12<sup>th</sup> Grade
  - List of Activities/ Community Service/Citizenship both in and outside of school
  - List of Recognition/Awards earned both in and outside of school
  - List of Leadership roles in and outside of school

A rubric provided by the district will be used to score and rank students in all of the above categories. Top-scoring students from among this group will be asked to complete an impromptu writing sample. The committee will use a rubric provided by the district to score the writing sample. The combined resume and writing scores will be used to further qualify students to move to the next level of the selection process.

In the next level of the selection process, qualified students will be individually interviewed by the selection committee. A rubric provided by the district will be used to score the interview. The student with the highest combined resume, writing, and interview score will be selected as Student of the Year at the school level. In the event of a tie, the committee will conduct a second interview to make the final determination.

The student selected as Student of the Year at each school will be required to assemble an academic portfolio which will be used as part of the selection process at the district, regional, and state levels. The school level committee will assist the candidate in assembling and submitting the academic portfolio to the district Student of the Year coordinator. A list of portfolio requirements will be provided to the Student of the Year and his/her parents.

#### **Selection Procedures at the District, Region, and State Levels:**

The names of students selected at the school level are submitted to the district Student of the Year coordinator. Each school is responsible for ensuring that the candidate's portfolio is delivered to the district coordinator by deadlines established each year.

The district committee will consist of the following:

- One elementary district coordinator
- One middle school district coordinator
- One high school district coordinator
- One central office administrator/supervisor
- Three community members representing business/industry/labor/civic organization/military or similar.

The committee will review and score each of the candidate's portfolios. The combined scores of the committee judges will be used to determine the semi-finalists at the district level. The list of semi-finalists will be announced to all school principals via email before the end of the school day on the day of judging. Principals at the schools whose candidates are semi-finalists will also be telephoned by the district coordinator before the end of the school day on the day of judging.



Students competing at the district level will be invited to the Bossier Instructional Center where they will complete a writing sample, based on a question provided by the district coordinator. They will also be interviewed by the district selection committee.

Each candidate's portfolio score will be combined with scores on the writing sample and interview, and the top-scoring candidate at each grade level will be selected as the Bossier Parish Student of the Year.

District winners will be announced to all school principals via email before the end of the school day on the day of judging. Principals at the schools whose candidates are selected as the district winners will also be telephoned by the district coordinator before the end of the school day on the day of judging.

District winners will compete at a regional competition and will be notified of the location and date of that competition by the principal of his/her school. Parents of students who move on to compete at the state level of competition will be contacted directly by the state coordinator with details and dates for the state competition.

District, regional, and state winners from the Bossier Parish Schools district will be officially recognized at a Bossier Parish School Board meeting. Parents and students will be notified in advance of the date, place, and time.

**Procedure for Resolving Issues and Disputes:**

A dispute at the school level may be brought to the attention of the school principal for resolution. The issue or dispute must be submitted to the principal in writing within 5 days of the final selection of the candidate at the school. The principal will have 5 days to respond. If the principal's decision does not resolve the issue or dispute, the decision can be appealed in writing to the district school superintendent or superintendent designee within 5 days of the decision rendered by the principal.