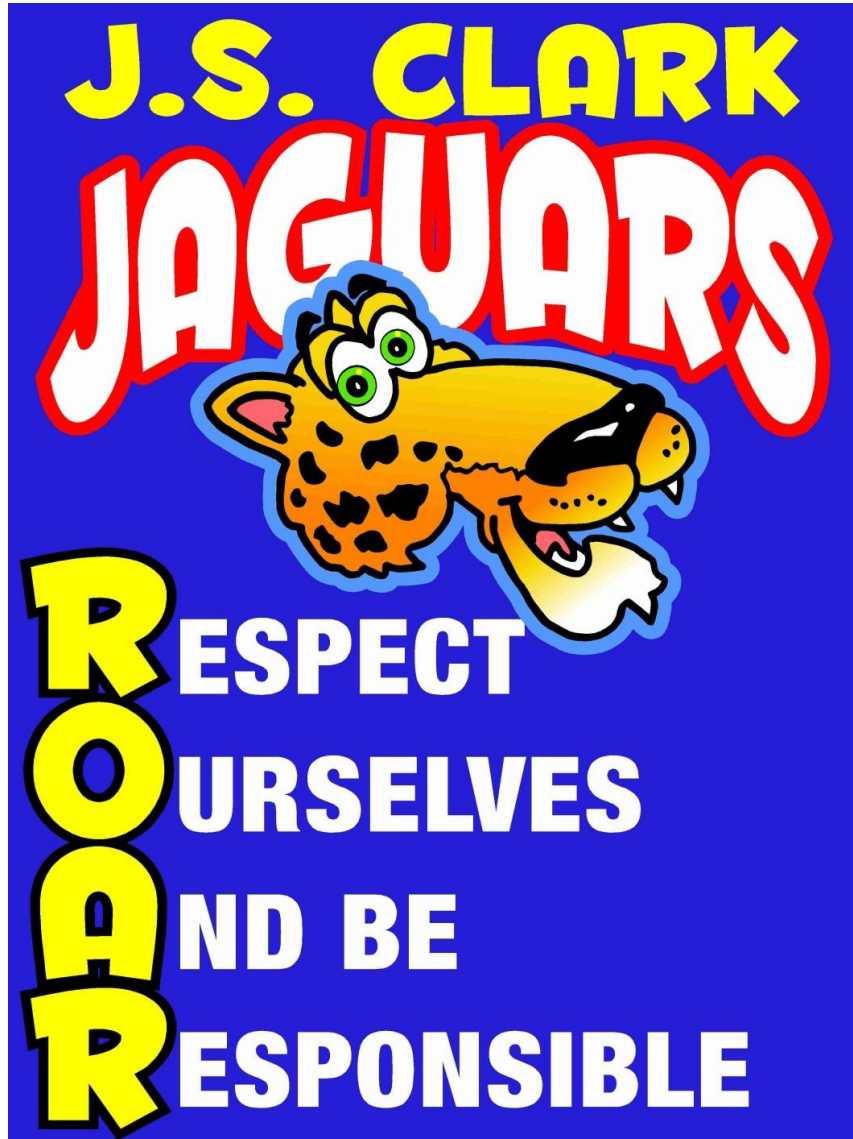


J.S. Clark Magnet Elementary School

Math  Science  Technology



2013 - 2014

**J. S. Clark Magnet School
1207 Washington Street
Monroe, LA 71201
Phone: (318) 322-8976
Fax: (318) 338-7983**

Welcome to the 2013-2014 School Year

August brings us to another school year full of challenges and expectations. The 2012 – 2013 school year was very rewarding and our students finished again with excellent test scores and achievements. Our staff, students, and parents are to be commended on a wonderful job! Our goal is to show continuous growth, and we will strive each year to accomplish that goal as we move into the integration of National Common Core Standards with increased emphasis on literacy and reading fluency across the curriculum.

We take a moment to recognize the honors and awards received by staff and students during this past year. Our students were consistently recognized for achievement in many local and national art contests. J. S. Clark Magnet repeated this year as an Accelerated Reader Master School and continued to be recognized by the Magnet Schools of America as an example of a successful and sustaining magnet program. We have done well and will strive to continue our success.

We thank our PTO for their continued support. The Spring Fling was a great success! The funds from this support our “A” Team to reward good conduct grades, Doughnuts for Dads, and Staff Appreciation Week. We invite all parents to become more actively involved in the PTO.

As you can see by the goals for 2013- 2014, there are changes coming in our school. These changes reflect our need to continue our academic growth and school improvement.

- *Continued improvement in achievement test scores at all grade levels*
- *Continued Implementation of the Positive Behavior Plan in all grade levels and aspects of school*
- *Implementing a systematic RTI (Response to Intervention) Plan for all grade levels*
- *Add extracurricular activities during the school day to enhance the educational process*
- *Implement two school wide units that emphasize project based learning*
- *Evolve from a math science technology magnet school into a STEM (Science Technology Engineering Math) centered theme*

This handbook has been prepared as a guide to inform you of those statutes that govern the student body. It is our expectation that parents review this handbook with the students to establish expectations. Please read the parent contract carefully. The school, child, and parent share in the educational responsibilities. Your support is a valuable resource to us. You are always welcome. If you have any questions or concerns, please contact the school.

Christie Taylor, Principal
Dr. Susan Cole, Program Coordinator

MISSION STATEMENT

One Goal One Purpose Excellence in Education

(Revised, 2007)

CORE BELIEFS

WE BELIEVE:

- ❖ Children are our most valuable resource.
- ❖ All children can learn and must be provided equitable opportunities to learn.
- ❖ Students learn best when they are actively engaged in the learning process.
- ❖ Our curriculum must be comprehensive in that it builds skills necessary for success in a culturally diverse society.
- ❖ All students and staff members have the right to work and learn together in a safe and orderly environment.
- ❖ A student's self-esteem is enhanced by a positive relationship and mutual respect among students and staff.
- ❖ Continuous professional improvement and growth opportunities for all staff members are crucial to the success of any educational program.
- ❖ Partnerships among students, parents, community, and schools are vital for the development of all children.

GOALS

J. S. Clark Magnet School emphasizes the education of the whole child—physically, socially, emotionally, and intellectually. We take pride in highlighting the best of the past, present, and future educational values. Traditional American values in education are emphasized: patriotism, responsibility, pride, and respect for self and others.

The Desired Learner Outcomes are as follows:

- ❖ Students will maintain high achievement as evidenced by standardized test scores.
- ❖ Students will demonstrate responsible citizenship and decision making skills.
- ❖ Students will exhibit self-reliance, respect for authority, and the property of others.
- ❖ Students will gain knowledge through technology in preparation for a rapidly changing society.
- ❖ Students will acquire problem solving and critical thinking skills through activities in classrooms and specialized labs.
- ❖ Students will work to their maximum potential regardless of any exceptionality.
- ❖ Students participate in activities that demonstrate partnership between home, school, and community.

CURRICULUM OVERVIEW/ACTIVITIES

J.S. Clark Magnet School’s ultimate objective is to ensure the mastery of skills at the students’ individual levels through a hands-on approach to learning. The science, math and computer curriculum is much more comprehensive than that usually offered at the regular elementary school level. The curiosity of young students in grades Pre-K through 6 is developed, while providing comprehensive and academically challenging instructional activities. Activities focus on the integration of math, science, computers, and aviation/aerospace as they relate to the scientific process, applied mathematics, and problem solving. The program utilizes sophisticated technology in a child-centered, interactive environment. Special activities include, but are not limited to, the following:

PROGRAMS

STEM Education
Accelerated Reading
Accelerated Math
DARE
Gifted Education
Enrichment Programs
Cultural Programs
Fine Arts Program

ACTIVITIES

Awards Assemblies
Family Reading Night
Family Math Night
Field Day
Book Fair
Red Ribbon Week
Science Education Day
Multicultural Activities
Spelling Bee
Dad’s Day
Grandparent’s Day
Beach Day
Talent Show

CLUBS

Student Council
Chat and Chew
STEM
African Drumming
Dance
National Honor Society
The “A” Team

**J. S. CLARK MAGNET SCHOOL STUDENT CLUBS
2012-2013**

STUDENT COUNCIL

Meets: 1st and 3rd Wednesday of each month

The Student Council promotes good citizenship, service to the community, and school pride. Activities are planned and incorporated into the entire school program. The student representatives lead the pledge each morning, collect canned goods for Thanksgiving baskets, collect toys and canned goods for the Toy Wagon at Christmas, and other activities promoting good citizenship.

Membership: Elected by the home room class
Dues: None

CHAT AND CHEW

Meets: To Be Announced

Chat and Chew is a reading enhancement program for those students who enjoy reading for leisure. The students will read outside pieces of literature and meet together to discuss the reading and to create special projects associated with the reading. Teacher and parent volunteers serve as discussion leaders.

Membership: Students will be grouped by grade level: 3rd and 4th; 5th and 6th

STEM

Meets: Once a month

STEM is a national education program for elementary students, which promotes the study of science, mathematics, engineering, and technology while integrating the subjects of reading and social studies. The STEM club hosts the Science Education Day, which is a special day set aside to make students aware of the contributions that the science and engineering have made to our society.

Membership: 3rd and 4th grade students

NATIONAL HONOR SOCIETY

Meets: Once a month

Members make a difference in our environment by positive demonstration of leadership, achievement, character and service. To qualify for membership a student must be in the fifth or sixth grade and meet all the qualifications to be on the honor roll. He/she must maintain proper conduct throughout the entire school year. No conduct grade lower than a "B" will be accepted. Members must meet AR goal each six weeks. (See next page for contract.)

Membership: 5th and 6th grade students on the honor roll and who demonstrate good citizenship and behavior.

Dues: A one-time \$16.00 fee is collected at initiation.

J. S. CLARK MAGNET SCHOOL
National Elementary Honor Society
2012 -2013

I have been nominated to be a member of the National Elementary Honor Society at J. S. Clark Magnet School. This is a single honor that is bestowed upon students because of their outstanding qualities of character, scholarship, and leadership. I understand that I am responsible for upholding the principles and rules of membership that include:

- ◆ Maintain a 3.0 grade point average throughout the academic year (no D's or F's on report card). Failure to maintain a 3.0 average will result in a six-week probationary period. Students on probation may not attend meetings, club sponsored events or competitions.
- ◆ Maintain a B average in behavior and may not have more than one referral for the school year. Failure to maintain a B average or more than one referral will exclude the student from all meetings and club sponsored events. Two six week probationary periods during the same school year will result in exclusion from the club for the remaining part of the school year. Receiving a referral for a Level II infraction will mean probation from club AND suspension from school.
- ◆ Meet their Accelerated Reading goal each six weeks. Failure to meet this goal will result in probation for one six weeks.
- ◆ Pay a one-time fee of \$16.00, which goes directly to the National Elementary Honor Society.
- ◆ Attend all club-sponsored events and meetings. Failure to participate in activities will exclude the student from attending the end of the year trip.
- ◆ In conjunction with the Positive Behavior Intervention and Support Program, school administrators, guidance counselor, and school staff will observe members. Members will be expected to exhibit qualities of worthy character, good mentality, creditable achievement, and a commendable attitude.
- ◆ Provide service hours to the community at club sponsored events as well as at other community related events. Honor Society students must provide a minimum of ten service hours and these must be documented and signed by an adult. All Honor Society members are expected to participate in limited fundraisers to defray the cost of our end of the year trip.

I understand and accept that membership in this organization demands the best effort of all that are associated with this organization and rewards them with the pride found only in the achievement of worthwhile goals.

Member's signature

Parent's signature

Calendar

The following policies have been developed by the administrative team of J. S. Clark Magnet School. They were reviewed and discussed with the School Advisory Committee composed of parents, administrators, a teacher, and a support staff representative. The consensus of the Advisory Committee was that every parent should be held accountable for the Parent Contract signed at the time the student enters J. S. Clark Magnet School. These policies are included in the student handbook and teacher handbook to be distributed to each student and employee.

STUDENT FAILURE

The conditions leading to the failure of each student will be investigated by the administration of the school. The following areas will be reviewed:

1. Completion of home learning activities
2. Participation in classroom activities
3. Academic performance on a weekly basis in all areas
4. Completion of special, required projects
5. Failure to satisfactorily complete required subject material
6. Attendance and Tardies
7. Norm-referenced and/or criteria-referenced test scores

STUDENTS WITH TWO RETENTIONS

J. S. Clark Magnet School offers an accelerated curriculum with multiple opportunities for students to become involved in laboratory settings. Unfortunately, this type of curriculum and daily movement is not always the best setting for students whose academic needs call for a classroom environment that is more rigid and without constant movement. Therefore, students who have failed two grades from kindergarten through sixth are not eligible to remain or be admitted to J. S. Clark Magnet School.

BEHAVIOR

Positive student behavior is necessary for effective learning to take place. Any student receiving a referral to the office is subject to application/registration review. The administration of the school reserves the right to request the removal of a student due to behavior violations. (The complete school-wide discipline plan is included in this handbook.)

UNIFORM

Experience shows that there is a real and reasonable correlation between proper dress and grooming and the successful operation of the educational system. This policy is designed to assist each student to set a standard for his/her personal appearance which directly affects attitude and behavior and indirectly affects the learning process. The uniform for J. S. Clark Magnet School is fully described later in this handbook.

ROLLING BOOK BAGS

Rolling Book Bags **will be allowed**, but students must use them with caution. Book bags on rollers have caused damages throughout the school campus. We have also encountered accidents such as students tripping and falling over them. **If a student is found damaging school property or risking the safety of others he/she will no longer be allowed to use rolling book bags.**

GENERAL INFORMATION

Attendance Policy See District Handbook

Awards

The students will receive special recognition through a variety of programs. These awards are intended to promote and recognize academic skills, athletic abilities, club participation and activities, attendance, cultural achievements, and various aspects of good citizenship. Teachers and parents are expected to promote the awards programs as an incentive towards special effort and achievement by the students.

The school will sponsor a Sixth Grade Graduation and Honor Awards with a reception following. Please be aware that this a special event and the students should dress accordingly. Caps and gowns shall not be at this event.

Honor Roll

Honor Roll is based on the students' numerical averages for Reading, Language, Math, Spelling, Social Studies, and Science. A student that acquires a "D" or "F" in any of the listed subjects will not qualify for honor status. (3.0/B average) (Monroe City Schools Policy)

School Supply Store

The school supply store will sell various school supplies that students will need throughout the school year (i.e., pencils, erasers, posters, loose leaf paper, crayons, glue, notebooks, etc.) Students can purchase materials from the supply store from 7:45am – 7:55am daily.

Bus Route/Transportation

Parents transporting their children to and from Clark Magnet **MUST** use the **Breard Street** entrance only. Car riders should **not** be dropped off earlier than 7:45am. In some circumstances children may be dropped off at 7:30 AM.

Bus routes and stops are planned and established by the transportation department of the school system. Safety, economy, efficiency, and allocation of resources are some of the considerations which must be evaluated in determining bus operation policies. **Students are allowed one drop-off and pick-up site. The same address must be used for both the pick-up and drop-off.** There will be NO riding one bus in the morning and a different one in the afternoon. There will be no bus changes made at school. You will need to pick up your child at school before 2:30 OR meet your child at designated bus stop.

Students and parents are encouraged to notify the school immediately of any safety hazards which they have observed during bus operations. In accordance with LA R. S. 17:416 (A), a student may be suspended from bus transportation for jeopardizing the safety, well-being, or education of other students or bus driver.

Cancellation of School

Cancellation of school takes place only during circumstances such as extreme weather, equipment failure, or public crisis. The school board and administrators are aware of the hardship which can be caused by an abrupt cancellation. Therefore, school will not be canceled unless a significant safety risk has been created by unusual circumstances.

Every practical means will be used to notify parents of a cancellation, including radio, TV, and newspapers. In an unusual circumstance where school must be canceled during the school day, teachers will determine that all students have satisfactory transportation and supervision at their home before releasing them from school.

Change of Address/Telephone

If at any time during the school year, a student moves to a different address or changes telephone numbers, the office **MUST** be notified. Parents are required to give a number where they can be reached in case of an emergency. If the phone number is unlisted, the information will be noted on the office card.

Class Assignments

Students are assigned to classes by the principal. Parents will be notified of the student's assignment at the beginning of the school year. Assignments may be subject to change.

Time Allowed for Taking Tests in the Classroom

All students will be expected to finish tests in a timely manner. A student must finish the test the day it is given during that class period. Special accommodations for students identified with special needs or 504 accommodations will be allowed in accordance with their educational plan.

Counselor Service

The duties performed by our school guidance counselor include:

1. Helping students to understand their abilities and limitations; to adjust to a new school; to find answers to their concerns; to learn to make decisions; to develop skills in getting along with others; to talk with students who have experienced a death, injury, or serious illness of a pet, friend, or relative; and helping students cope with parents separating or divorce.
2. Talking with parents about students' progress in school, their abilities and their limitations, and their growth, and development.
3. Helping teachers understand and meet individual student needs; providing classroom guidance in such areas as self-understanding, decision making, and values; finding special help for students when needed; and planning units on guidance-related topics.
4. Consulting with parents and teachers in private conference about their children.
5. Coordinating referrals to school and community agencies when school personnel and parents agree this is needed.

6. On a monthly basis, talking with students on each grade level. Individual students may request the counseling or may be referred by parents or teachers.

NOTE: Counseling is a voluntary service; no child is required to talk with the counselor.

Dress Code/Uniforms

Dress Code

There is a real and reasonable correlation between proper dress and grooming and the successful operation of the educational system. The dress code policy at J. S. Clark Magnet School is designed to assist each student to set a standard for his/her personal appearance which directly affects attitude and behavior and indirectly affects the learning process.

At J. S. Clark Magnet, we expect our students to take pride in their appearance. A student's outward appearance is reflected in his/her attitude toward school and self. All students are expected to groom and dress themselves neatly and appropriately and adhere to the following rules:

1. Hair should be clean and well groomed.
2. Only prescription eyeglasses are to be worn.
3. Sunglasses, caps, visors, or hats are not to be worn in the building by boys or girls. Pouches may **NOT** be worn.
4. Patches, decals, or logos that are suggestive, in poor taste, or that refer to alcohol or cigarettes may **NOT** be worn on any article of clothing.
5. Shirttails that are designed to be tucked in the pants must be worn in that manner.
6. No beach sandals or bedroom slippers may be worn. Footsies are to be worn with shoes only. **Socks need to be solid uniform colors.** (see more explanation under shoes on the next page)
7. **Belts** are to be worn with pants that have belt loops.
8. Shoe strings must be tied and belts buckled at all times.
9. Earring studs or hoops must be less than 1/2" diameter.
10. No scarves or vests are worn during the school day.
11. Make-up is **NOT** permitted.
12. The final decision on acceptable dress will be made by the principal or principal designee.

Uniforms

Pants (girls & boys) NO CARGO PANTS Must fit properly	navy & khaki
Shorts (girls & boys)	navy & khaki (walking shorts only, short shorts are not acceptable) Skorts are acceptable for girls. Must be uniform shorts. Cargo shorts are not allowed.
Shirts (girls & boys)	Three options: Polo style, Oxford, and Peter Pan (for girls) The shirt may be long or short sleeve and may be worn in either white, <u>light</u> blue, or <u>light</u> yellow. A white or navy turtleneck shirt is acceptable.
Sweaters (girls & boys)	Navy, light blue, light yellow, or white only (pullover or button-up) Navy blue sweatshirt (optional)
Skirts/Jumpers (girls)	Navy or Blue Plaid
Shoes (girls & boys)	Tie-up or slip-on oxfords Tennis shoes may be leather or canvas – low quarter or high tops (at ankle height)
Socks (girls & boys)	All socks or tights need to be solid uniform colors (navy, light yellow white, or light blue)
	NO SANDALS, HEELS, BOOTS or SHOES with SKATES or LIGHTS. All shoes must enclose entire foot

T-shirts are not an acceptable part of the uniform policy. J. S. Clark T-shirts may be worn on designated days only.

Coats and Jackets: Any kind of coat or jacket may be worn to school, but the only outer clothing allowed once class starts are yellow, navy, or white sweaters, sweatshirts, sweatshirts with a hood, or light weight jackets.

PURSES: Girls who bring purses will be required to place them in a designated area in the classroom. Purses are not allowed at the student's desk.

Lost & Found

Parents are asked to clearly label the child's belongings with both first and last names. Proper identification can assure the return of lost items. "Found" items should be taken to the office where "lost" and "found" items are maintained. Lost items are periodically turned over to charitable organizations if not claimed.

Organization

Clark Magnet School has three (3) Pre-K classes and three (3) classes in grades K through 6. Grades Pre-K through 2 are self-contained. Grades 3, 4, 5, and 6 are departmentalized.

Food Service

Breakfast

Breakfast will be served from 7:30am until 8:00am. The cost is \$.25 per day. Eligible students may also get meals free or at a reduced price. Car riders must be in the cafeteria by 8:00 to be able to eat breakfast.

Lunch

Students will eat lunch during their regularly scheduled grade level period. Students may buy lunch for \$.80 per day. **Students are encouraged to pay for their lunches weekly.** Bottled or canned soft drinks may NOT be brought in the cafeteria. Federal regulation states that snack type foods can only be eaten after lunch at designated recess time.

Application for free or reduced lunch must be made through the office. Eligibility will be determined according to federal guidelines.

NOTE: Candy, gun, etc. may not be brought to school to exchange or to sell to other students.

Grades

The main purpose for report cards is to communicate to the parent(s) the child's achievement. Report cards will be issued every six weeks. The report card includes a numerical and a letter grade for each subject. Six weeks grades in each subject area will be determined by adding the points that the student obtained on each test, and/or assigned activities during that grading period (ex. research paper, project, writing assignment, oral/written report) and then dividing by the total number of points possible. Semester grades in each subject area will be determined by adding the numerical grades on each of the three six weeks grading period and dividing by 3. Final grades in each subject area will be determined by adding the 6 six week's grades and dividing by 6.

RTI

Participation of identified students in RTI (Response to Intervention) is mandatory according to Monroe City Guidelines in order to reach maximum student achievement.

GRADING SCALE

(Pre-K Program)
 S = Satisfactory
 N = Needs Improvement
 U = Unsatisfactory

GRADING SCALE

(Grades K – 6)
 93 – 100 A
 85-92 B
 75-84 C
 67-74 D
 66 and below F

Authentic assessment techniques are utilized throughout the program which may include portfolios, performance based evaluation, periodic theme assessments, and standardized testing. Students' self-evaluation may also be included in the overall assessment program.

Conduct Grades

Any student who has a conduct grade of an “A” or an “A-“ shall have no more than one area checked on the report card. A “B” shall have no more that two areas checked. A “C” shall have no more than four areas checked. A parent conference will be requested when students have a “D” or “F” conduct grade.

Program of Studies

In Bulletin 741, the State Department of Education has set forth a program of studies including time requirements for all grade levels.

Kindergarten

The kindergarten program is informal in nature and is planned to meet the developmental needs of young children with structured activities.

Teacher directed activities	20%
Snack and restroom time	10%
Student initiated activities	20%
Lunch	
Rest Period	15%
Student initiated activities	15%
Teacher initiated activities	<u>20%</u>
TOTAL MINUTES PER DAY	350

Grades 1, 2, and 3

<u>Subject Area</u>	<u>Periods per week</u>	<u>Minutes/day</u>
Language Arts (Reading, English, Spelling & Handwriting)	5	165
Mathematics	5	60
Social Living (Includes units of Science & Social Studies)	5	45
Health & Human Performance	5	30
Music and Arts & Crafts	5	30
Instructional Enhancement	5	20

TOTAL MINUTES		350

Grades 4, 5, & 6

<u>Subject Areas</u>	<u>Periods per week</u>	<u>Minutes/day</u>
Language Arts (Reading, English & Spelling)	5	120
Mathematics	5	60
Science	5	45
Social Studies	5	45
Health & Human Performance	5	30
Music and Arts & Crafts	5	30
Instructional Enrichment	5	30

TOTAL MINUTES		360

Home learning (Homework)

Home learning is an important activity to help students learn. Home learning is included as an integral part of the instructional program and supplies students extended time to master learning concepts and objectives. Home learning must be a positive experience and provide students the opportunity to: reinforce skills development, manage learning time away from the school setting, communicate to parents learning activities provided during the school day, and involve other adults in helping them to learn.

At Clark Magnet School, all home learning assignments will be:

- ◆ Directly related to the curriculum and the current learning objective
- ◆ Explained thoroughly in terms of content, process, and expectations
- ◆ Reasonable and will not preclude pupils from assuming other home learning and community responsibilities
- ◆ Designed to encourage and support efforts to develop the skills to learn independently

To set forth the procedures governing home learning, the following recommendations are procedures for teachers to follow in assigning home learning to students:

1. Each teacher giving an assignment from the text in a class where only classroom sets of books are available will make provision for books to be taken home.
2. Teachers will present materials that can be seen clearly and have instructions to be used in completing them.
3. Home learning assignments will emphasize the application of concepts and skills previously introduced.
4. Home learning will be considered in assigned grades and used as an incentive in bringing up grades. (See Homework Policy for Monroe City Schools).
5. Home learning should provide immediate feedback to the teacher on areas of weakness in the students' understanding of concepts and/or acquisition of skills.
6. The type of home learning assignments should be varied.

The following guidelines should be followed in giving home learning assignments (This reflects total time):

Pre-K & K	Generally, students are not given assignments
1 st Grade	2 –3 subjects; 20 minutes
2 nd Grade	3 subjects; 30 minutes
3 rd Grade	5 subjects; (home learning in 3); 45 minutes
4 th Grade	6 subjects (home learning in 4); 60 minutes
5 th Grade	6 subjects; 90 minutes
6 th Grade	6 subjects; 90 minutes

Parents can help their children develop some routines that will be of assistance in the successful completion of home learning assignments. Please consider the following suggestions:

1. Ask your children if they have home learning activities for that day. By asking your children about home learning activities, you are helping them remember that there is an assignment to be completed.
2. Become interested in your children's home learning. Ask them to show the home learning to you and explain what it is about. Sharing your children's work with them reinforces the

- importance of home learning and helps them understand that you are interested in their progress. Looking at your children's home learning also keeps you informed about the progress of the child and the way in which your child is able to complete the work assigned.
3. **Remember that home learning is your child's work – not yours.** You should not do the work for the child; rather, you should be concerned with whether or not your child does the work. If your child has trouble with a home learning assignment and cannot complete it, write a note telling the teacher about the problem. It is the teacher's responsibility to make the home learning assignment clearly understood by each student.
 4. Help your child set a regular home learning time each day and remain with that commitment. Free your child of other responsibilities at that time.
 5. Provide your child with a quiet place to work and study where he/she is not disturbed by younger children, pets, or other distractions.

Home learning will help your youngster grow and develop to his/her fullest potential. Please feel free to consult the school whenever there is a question about home learning, which, after all, is intended to be a help, not a burden.

Study Skills

Specific skills and techniques can make learning easier and more enjoyable. The following are student guidelines for achieving good study habits:

1. Come to class prepared with pencil, paper, and other necessary materials.
2. Be an active participant in class. Listen well and take part in class.
3. Ask questions to clarify problems.
4. Plan your day and schedule time for homework.
5. Use what is learned and apply it to new situations.
6. Strive to do the very best work possible. Just "getting by" is not a worthwhile goal.

Promotion per Grade Level

Kindergarten

The district is in the process of setting guidelines for Kindergarten Promotion.

Grade One

First grade students must have satisfactorily mastered 75% or above of the course requirements in reading and mathematics in order to be promoted to the next grade.

Grades Two and Three

Second and third grade students must have satisfactorily mastered 75% or above of the course requirements in reading, mathematics, and English in order to be promoted to the next grade.

Grades Four through Six

Students in grades 4 through 6 must have satisfactorily mastered 67% or above of the course requirements in reading, mathematics, English, and science in order to be promoted to the next grade. **Fourth Graders must pass the LEAP Test to be promoted.**

Retention per grade level

The remedial education program utilized within the Monroe City Schools is designed to assist those students, including identified handicapped students, to overcome their educational deficits identified through the state criterion-referenced testing program in grade 4. The Monroe City Schools will provide appropriate remediation during the summer to students in grade 4 who failed the LEAP and were retained, as well as to students in grade 4 who failed the LEAP and were promoted. All grade level remediation will be submitted to the Department of Education as required by the State Department of Education.

Special Education

Because of the nature of our program, we are not geared to meet the needs of students who are better served in a self-contained classroom. All special education students at J. S. Clark will be taught full inclusion within regular classroom structure through team teaching of special education teacher and regular classroom teacher.

Parent Conferences

It is very important to keep the lines of communication open between school and home. Throughout the school year, conferences will be scheduled. We strongly encourage parent/teacher conferences. If parents desire a conference with their child's teacher to discuss the child's progress, they should contact the teacher or administration.

Parent Contract

A major component of the philosophy of Clark Magnet School is that the education of a child is the responsibility of both the school and the parents. Every parent will be required to sign a contract at the beginning of each school year.

Parent Volunteers

Parental involvement at Clark Magnet is an element vital to the success of the program. Parents are encouraged to help in all phases of the educational process: classrooms, programs, and extra-curricular activities by giving a minimum of 4 hours each year. Parents are asked to call the office or the classroom teacher if they have the time or skills to share in helping make our school a better place for students to learn and grow.

Safety

Fire Drills

On the appropriate signal, students accompanied by their teachers will exit the building in an orderly manner through the assigned exit. Students should be taken at least 60 feet from the building. All doors and windows should be closed after total evacuation. Teachers are to take roll books to make sure no students are left in the building. **EVERYONE OUT-NO EXCEPTIONS!**

Tornado/Severe Weather Procedures

Upon receiving alert for severe weather (or tornado) the teacher will evacuate the class to the hallways. Students will assume a kneeling position with heads facing the walls. Students will place hands over heads and remain in this position until the "all clear" signal is given. Teachers should not stop to close windows prior to exiting room but will ensure that the door to the room is closed.

School Policies and Procedures

Messages/Phone Usage for Students

It is important for your children to be informed of after school activities and transportation before they leave home. In case of emergency the office will deliver messages to students. **STUDENTS WILL ONLY USE THE PHONE FOR PERSONAL CALLS IN CASE OF SCHOOL DEFINED EMERGENCIES OR ILLNESS AND WITH STAFF PERMISSON.** Assignments, books, or other forgotten items are NOT considered emergencies.

In accordance with Monroe City School Guidelines, **cellphones are not permitted** for elementary students. Consequences for possession of cell phones at school will be determined by the principal.

Health and Human Performance (Physical Education)

Each student is expected to participate in physical education unless a doctor's excuse has been submitted for medical reasons. Only tennis shoes may be worn in the gym.(MCS rule)

Illness at School/Medication Policy

Parents will be notified when a child becomes ill or has an accident while at school. **The office MUST have current emergency numbers.** In the case of an acute illness, if the parent/guardian request that a convalescent child receive medication while at school, the parent should talk to the doctor to see if a different medication schedule may be made so that the child does not have to receive medication at school. If no other schedule can be arranged, then an agreement must be reached between the MONROE CITY SCHOOL SYSTEM and the parent/guardian.

It is seldom necessary for any school personnel to give medication to a child during the school day. No over the counter/non-prescription medicines (i.e., aspirin, Tylenol, Datril, Triaminic, Sine-off, Sinutabs, Bufferin, etc.) shall be given to any student unless prescribed by a physician for chronic conditions.

No antiseptic solutions shall be applied locally. These include mercurochrome, hydrogen peroxide, Bacitracin ointment, Foille, first aid cream, etc.

Special situations do exist for health problem that will involve long-term medication. If such a situation should arise, it should be handled by first discussing the problem with the principal and/or assistant principal and placing a written statement from the physician in the student's permanent cumulative file.

Library Regulations

Students are encouraged to use the library as much as possible. Students will be using the library individually, in small groups, and occasionally as a whole class. Any time students visit the library during the regular school day, they are required to have a pass from their teacher which states the purpose for the visit. Students are expected to enter the library quietly.

It is the responsibility of each student at Clark Magnet to properly care for all library materials. Each student will be asked to sign a pledge which states that he/she will promise to take care of books borrowed from the library and will return these books on time. Books which are lost or damaged must be paid for by student.

Accelerated Reader is an integral part of our curriculum at J.S. Clark Magnet School. Every child is expected to meet his/her goal and can meet his/her goal.

Texts/Library Materials

All textbooks/library materials are loaned to students for their use during the school year. Textbooks/library materials are to be kept clean and handled carefully. Students' records will not be released until fee obligation is met.

Extended Day Program

The Extended Day Program is a service offered by the YMCA. For further information, contact the YMCA office at 387-9611.

Field Trips

Teachers are encouraged to schedule 2 field trips per semester. Field trips are to be academically related to the magnet theme. All activities that will take students off campus must first be presented to the program coordinator and then approved by the principal or the assistant principal. The program coordinator will be responsible for transportation. A permission slip **MUST** be on file with the teacher for each child going on the field trip. Bus transportation will be requested by the program coordinator. Appropriate behavior is expected at all times. ***A student receiving more than 3 disciplinary referrals per semester will be excluded from any special activity or end-of-the-year trips.*** Documentation of the student's referrals per semester will be given to the teacher and a letter will be sent to the parents. All students are expected to use approved MCSS transportation to and from the special event/activity. **Each grade level also develops conduct requirements for each field trip.**

School Hours

The instructional day begins at 8:10 am. Homeroom is at 8:00 am. Students will be considered tardy after 8:10 am. **Students should not arrive at the school before 7:40am.** When students arrive at school, they are to report to the cafeteria for breakfast or to their classroom. The faculty and staff members will assume duty at 7:40am.

School Parties

Two parties will be allowed for the celebration of **Christmas and Valentine's Day**, and they will be held at the school. Each party will be held the last hour of the school day. Please let us know if your child is **not** allowed to participate. Room mothers/fathers are asked to be in charge of the activities. NOTE: **Private parties held after school hours must have invitations mailed to student's home – invitations will not be given out at school.**

Deliveries at School

Students may not accept deliveries of flowers, balloons, stuffed animals, etc. during school hours in order not to distract from the educational mission of our school.

School Visitation and Parent/Teacher Conferences

Parents and visitors are always a welcome sight at J. S. Clark; however, to ensure student learning and continued school safety, visitors must sign the office log upon arrival, and obtain a hall pass and sign out upon departure. All appointments will be scheduled at the convenience of the teacher. **To guarantee maximum student learning, teachers cannot conference with parents during scheduled instructional time.** Phone calls will not be directed to the classroom during instructional time unless there is an emergency. Messages will be passed on to the classroom teacher.

Signed Papers

Any test, report, or activity that is recorded as a grade will be sent home for the parents to see. If not the test or report, a slip with the grade on it will be sent home. Graded papers will be sent each week. All grades will send papers home on Wednesday. Other important communications, such as the Clark Chat, will also be sent home on Wednesday. Parents should ask the child to see his/her papers on that day. Papers should be signed by the parent(s) or guardian(s) and returned immediately.

If children consistently fail to bring home papers to be signed, this is cause for concern. Parents are encouraged to contact the school or the child's teacher immediately. If students fail to return signed papers, the parent will be notified and papers will be kept at the school where parents may come see them.

Substitute Teachers

Every student will periodically be taught by a substitute teacher. The most common reason for using substitute teachers is that the regular teacher is ill. However, substitutes are also used when regular teachers are on leave for personal business, professional training, or family emergency. Students are expected to be extra courteous to substitute teachers. Any misconduct in the classroom will be dealt with immediately.

Student Transfers/Withdrawals

Students who develop extenuating circumstances which might warrant a change in assignment may petition to obtain a change of assignment with the principal. Students are encouraged to remain enrolled for the duration of the current semester when possible. Students who enroll and transfer will **NOT** be allowed to re-enter until the next school year. At that time the student will be placed on the waiting list for his/her grade level.

An application for withdrawal should be completed by the parents of any student who is withdrawing. All school property must be returned in good condition (textbooks, library books, etc.). Students must be cleared in the office before records can be sent to the new school. The faculty and staff will summarize the student's progress and prepare the student's file for forwarding to his/her next school of enrollment.

Records will not be released the day of withdrawal.

Suspensions

Suspensions from the school are given by the principal or the principal's designee only for the very worst infractions of school rules and policy. Suspensions cannot be given by teachers. Parents **MUST** meet with the principal and/or principal's designee before a student can be reinstated in the school.

Suspensions are given only as a last resort for discipline. This action signifies that the student's behavior has been so disruptive that the only reasonable way to deal with the situation is to remove the student from the school environment. Reinstatement will not be granted until the principal and/or principal's designee along with the student's teacher are convinced that the reason for misconduct has been eliminated. Certain offenses could be reason for suspension after the first occurrence. For Example:

1. Fighting on the school grounds or the bus.
2. Refusal to obey school authorities.
3. Disrespectful behavior to school authorities.
4. Use of or possession of tobacco, drugs, or alcohol.
5. Endangering health of faculty, staff, or students.
6. Destroying school property.
7. Continuous use of foul language and gestures.
8. Stealing

Tardiness

Promptness to class is very important. Students are expected to be in their seats and ready to work when the tardy bell rings (8:10am). The student is expected to bring a note with the parent's signature stating the reason for tardiness. After 3 tardies, teachers will contact and inform parents **that 5 tardies will result in a pre-referral. At ten tardies a student will receive a Louisiana Behavior Referral Report** . This referral will go on the student's permanent record. **Students with more than 10 tardies a year are not eligible for perfect attendance.** The office will also keep up with the number of minutes your child is tardy. The minutes can add up to a full day's absence. If your child has a habit of being tardy the tardies will be turned over to the Monroe City School Truancy Board. Included in the handbook are the TRUANCY PROCEDURES for the 2011-2012 school year.

Absences

Elementary and Jr. High/Middle School students shall be allowed to miss only 11 days during the 2012-2013 school term. See Monroe City Schools Handbook for further explanation.

Early Check-out

NO CHILD MAY BE CHECKED OUT AFTER 2:30. Your child will be in the regular car or bus area. No student may leave the school grounds during school time without being signed out in the office. Students who are to be checked out prior to the close of the school day must be picked up by parents or their designee. The designee MUST have a signed permission slip from the parent. Students with more than 10 check-outs a year are not eligible for perfect attendance. The office will also keep up with the number of minutes your child is checked out. The minutes can add up to a full day's absence. If your child has a habit of being checked out the number of check-outs will be turned over to the Monroe City School Truancy Board. Included in the handbook are the TRUANCY PROCEDURES for the 2013-14 school year.

All persons who check-out students must come to the office to sign-out students. DO NOT GO TO THE CLASSROOM TO PICK UP STUDENTS!

Early Dismissal

In the event that school is dismissed early, a written notice will be sent home to parents. Parents are encouraged to make necessary arrangements.

MONROE CITY SCHOOLS DISCIPLINE OVERVIEW

The Monroe City School Board, administration, and building staff are committed to assuring a school climate which is appropriate for students to learn and which ensures the safety and welfare of all who live and work in the school environment.

Because education is vital to the lifelong success of students and to the growth and development of society, all members of the school community, parents/guardians, school staff, and students must be part of this effort.

Disciplinary measures are intended to help students understand their obligations to others in the school setting and the role of laws, rules, and school district polities in meeting these obligations. Discipline shall be directed toward developing those skills necessary for youth to:

1. Solve problems effectively
2. Develop positive relationships with others
3. Become productive citizens
4. Recognize when personal actions are interfering with the rights of others
5. Respect the property and rights of others
6. Understand and appreciate other races and cultures
7. Develop a sense of responsibility for their actions and an awareness of possible consequences
8. Succeed in school
9. Develop self-discipline

J. S. CLARK MAGNET SCHOOL
School-Wide Discipline Plan

RESPONSIBILITIES OF TEACHERS

1. Organize work in a manner that will encourage student interest and involvement for the full period of instruction.
2. Be friendly, concerned, and willing to give extra time to counsel with students about educational as well as personal and related problems.
3. Use professional skill and understanding to prevent small classroom incidents from becoming major problems.
4. Deal justly and impartially with all students under supervision.
5. Maintain school records with accurate personal data of students including addresses and phone numbers, both home and emergency.
6. Be responsible for solving routine problems and holding conferences with parents concerning problems encountered by their children.
7. Be present and responsible for starting and ending classes on time.
8. Be responsible for supervision of all students and correcting misbehavior whenever it may occur.
9. Never hesitate to call for assistance from principal or other teachers if the situation requires it.
10. Uniformly practice and enforce local school rules and regulations concerning conduct and report any violations of the school disciplinary code to the principal.
11. Grades will be posted to the computer in a timely manner. This will enable parents to maximize the use of the Parent Command Center.

RESPONSIBILITIES OF PARENTS

Parents benefit from effective school discipline. Parents will find that home discipline and school discipline go hand in hand. They will also have the satisfaction of knowing that their children are in a safe environment that encourages learning. To help their children, parents or guardians should:

1. Recognize and understand that the teacher assumes the authority of the parent while the child is in school.
2. Teach the child to have respect for the law, for authority, for the rights of others, and for private and school property.
3. Talk to the child about school activities and share with the child and his/her teachers an active interest in the child's progress.

4. Insure prompt and regular school attendance and comply with the attendance rules and procedures.
5. Look after the child's physical and mental health with periodic health examinations.
6. Arrange for parent-teacher conferences as needed.
7. Show an interest in school functions and in taking a part in other school-related organizations.
8. Arrange time for student at home and work with the school in carrying out recommendations made in the best interest of the child.
9. Help your child be tolerant of a teacher or a classmate whose mode of life is different from his/hers. Encourage and guide wholesome friendships, interests, and activities.
10. Stress the importance of being prepared for school work by keeping up with materials, books, and other things necessary for good school work.
11. Understand school rules, urge the child to obey the rules, and cooperate with the school when disciplinary action is necessary.
12. Provide strong consistent discipline at home. Children need to know that their parents have firm, fair rules that will be enforced, and the reasons for these rules.
13. Discuss goals with children (not too high or too low) and help them attain these goals. Assigning jobs at home helps a child learn responsibility and self-discipline.
14. Talk with other parents about their problems with discipline and motivation, and discuss possible solutions.
15. Encourage good behavior by showing your support and interest and by giving praise. Discipline means rewarding good behavior, not just punishing bad behavior.
16. Have a positive attitude about teachers, school work and education in general. Children usually reflect their parents' attitude and values.
17. Listen to both sides of the problem, the child's and the school's before reacting. The better informed the parent is, the wiser the solution will be. Call the school if you are concerned about a problem.
18. Meet children's need for love and affection, wholesome food, rest and exercise. They're all essential for good school performance.
19. Talk with and listen to your child.

Parents are the major teachers in a child's life, so they have an important role to play in improving school discipline. Children learn from their parents. Love, positive attitudes, setting good example, and encouragement usually lead to positive behavior.

PREVENTION OF DISCIPLINE PROBLEMS

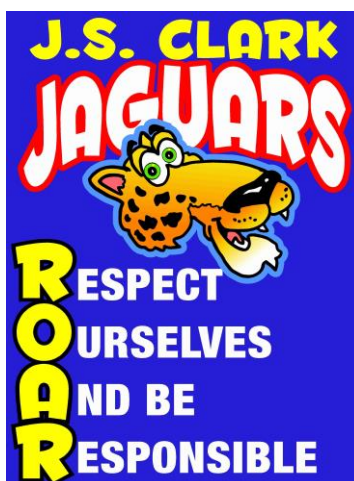
STUDENTS

Students have the most to gain from good discipline. They can receive a quality education in a safe environment; explore their interests and enjoy their school experiences; and prepare for college and careers.

Every student has the right to an education, but with that right there are certain responsibilities. To help promote effective discipline the student should:

1. Know and obey school rules and codes of behavior. Students should respect privileges granted to them.
2. Cooperate with teachers, administrators, and other school staff who are responsible for enforcing regulations.
3. Respect fellow students, teachers, and administrators as individuals, and treat them with courtesy and respect.
4. Accept the responsibility for self-discipline and for making the most of educational opportunities.
5. Respect the property belonging to the school, to students, and to others, take good care of such property, and discourage other students from abusing school property.
6. Discourage disruptive behavior. Discuss discipline problems with other students and seek solutions.
7. Talk to the counselor or teacher if things do not seem right. The counselor or teacher may be able to suggest some alternatives which should be tried by the student.
8. Attend all classes regularly. Be on time for every class, and bring needed materials to class.
9. Report to authorities any acts of violence or vandalism.
10. Set a good example.
11. Comply with rules and regulations while attending any activities sponsored by the school.
12. Use the following coping skills:
 - a. Ignore
 - b. Tell them to leave you alone
 - c. Report incident to a teacher

POSITIVE BEHAVIOR MOTTO



J. S. CLARK MAGNET SCHOOL RULES

J. S. Clark Magnet School students take pride in their school and obey the following the rules:

SCHOOL RULES

1. Refrain from throwing objects on the playground.
2. Use appropriate language.
3. Refrain from pushing, shoving, fighting, or playing and contact sports on the playground.
4. Not loitering.
5. Do not climb the fence.
6. Do not bring radios, video games, or toys to school.
7. Leave campus only when given permission.
8. Refrain from writing on desk or walls of the building.

HALLWAY RULES

1. Be silent in the hall.
2. Respect displayed work.
3. Use walking feet.
4. Walk in a line on the right side of the hall and stairs.

CLASSROOM RULES

1. Raise your hand and wait to be called on.
2. Stay in your assigned area.
3. Ask permission to use materials.
4. Listen politely when others are speaking.
5. Follow directions the first time.
6. Use polite and kind words.
7. Keep hands, feet, and objects to self.
8. Use materials appropriately.
9. Bring homework and materials needed to class.
10. Complete your work.
11. Tell the teacher if you have a problem you cannot solve.
12. Accept consequences without arguing or complaining.
13. Follow classroom procedures.

RESTROOM RULES

1. Give privacy to all.
2. Keep area clear of graffiti.
3. Flush toilets, wash hands, and place trash in can.
4. Quickly enter and exit.
5. Use sinks and toilets correctly.
6. Check your clothing before you exit.

BUS RULES

1. Follow the bus driver's rules.
2. Keep your bus clean.
3. Keep your hands, feet, and objects to yourself.
4. Use walking feet on the covered sidewalk.
5. Face the front of the bus.
6. Stay seated until your stop.

PLAYGROUND RULES

1. Take care of equipment.
2. Share equipment with others.
3. Keep your hands, feet, and objects to yourself.
4. Stay in your playground area.
5. Line up promptly when the end of recess is signaled.
6. Dispose of litter properly.

CAFETERIA RULES

1. Walk in straight line when going to and when coming from the cafeteria. Enter and leave cafeteria quietly.
2. Wash hands before eating.
3. Refrain from running or playing in the cafeteria.
4. Eat the food on my plate only.
5. Practice good table manners.
6. Remain seated until teacher dismisses the class.
7. Remain quiet in service line and in line to dump tray.
8. Clean up my area before leaving the cafeteria.
9. Use 6-inch voices when given permission to talk.

CLASSIFICATIONS OF VIOLATIONS

As prescribed by law, every pupil is held strictly accountable for any disorderly conduct in school or on the playground of the school and during intermission or recess (R. S. 17:46). Students will be disciplined for misconduct during any school sponsored activities before, during or after school hours.

Whenever financial losses are incurred by a student for medical expenses or for replacement or repair of personal property as a result of the actions of another student it must be understood that the school will take no responsibility for payment of or collecting such payment. The teacher or principal will investigate such incidents to determine suitable disciplinary action, if any. Any payment for personal damages must be arranged by the students involved. Payment for damages to school property will be handled by the principal with the student responsible for the damages.

Violations are grouped into four classes according to severity and/or frequency. Each classification includes suggestions for disciplinary actions to be taken by the teacher or principal or his/her designee. See Monroe City District Handbook for further explanation.

J. S. CLARK MAGNET SCHOOL CODE OF COOPERATION

J. S. Clark Magnet School's Code of Cooperation is in conjunction with the classifications of violations outlined in the School-Wide Discipline Plan. In addition, we have four steps that will be followed for student misbehavior for Class I Behaviors (also Class I Infractions).

Code of Cooperation

The following plan addresses *Class I* and *II* infractions and consequences.

Class I Infractions

- A. Class Disruption (excessive or unnecessary talking, speaking out of turn, etc.)
- B. Habitually Unprepared for Class
- C. Skipping (not being in designated place at designated time)
- D. Profanity
- E. Giving False Information
- F. Inappropriate Display of Affection (hugging, kissing, or touching another student)
- G. Not Adhering to Dress Code
- H. Teasing, Bullying or Harassing Other Students
- I. Cheating on Accelerated Reader or Accelerated Math

Consequences for Class I Infractions

The following steps must be taken and documented before a student is sent to the office.

- 1st offense** Verbal Warning-loss of privilege: identify expectation: re-teach
- 2nd offense** Parent Conference or parental contact by letter or phone-loss of privilege
- 3rd offense** Visit with Guidance Counselor-plan of action
- 4th offense** Referral to Principal for intervention

The principal or assistant principal has the authority to determine what punishment a student will incur. Punishment for offenses will be in accordance with the guidelines outlined by Monroe City Schools.

Non-office referrals (*These offenses are to be dealt with in the classroom by the teacher. You may follow the steps for Category I Offenses if behavior persists.*)

- | | |
|-------------------------------|-------------------------------------|
| 1. Pushing | 5. Fake fighting, hitting, tripping |
| 2. Playing in bathroom | 6. Playing |
| 3. Sliding on floor or stairs | 7. Hear say |
| 4. "Bothering other children" | 8. "Not following directions" |

No student should be placed outside of the classroom for misbehavior.

Class II Infractions

A student must be referred to the office (1st offense) for the following infractions.

- A. Fighting
- B. Stealing
- C. Possession of a Weapon/Controlled Substance
- D. Threatening School Personnel
- E. Defacing School Property
- F. Battery on School Personnel
- G. Being Disrespectful to School Personnel (eye rolling, talking back, etc.)

After four (4) referrals, a student will be recommended for dismissal (expulsion hearing) from J. S. Clark Magnet School.

**J. S. Clark Magnet School
Parent Contract**

My child, _____ is presently enrolled in the _____ grade at J. S. Clark Magnet School. As A parent I agree to provide positive support for the philosophy, program, and goals of the school and will:

- ✓ attend a parent orientation meeting prior to my child entering J. S. Clark Magnet School;
 - ✓ pay all school fees in a timely manner;
 - ✓ support school rules and policies;
 - ✓ ensure prompt and regular attendance;
 - ✓ ensure the student's compliance with the uniform policy;
 - ✓ cooperate with the school when disciplinary actions are necessary;
 - ✓ attend regularly-scheduled and specially-called teacher/parent conferences;
 - ✓ provide a proper study environment and require completion of homework as assigned;
 - ✓ volunteer at least 4 hours of service to this school during the school year;
 - ✓ be an active member of the parent/teacher organization
- ✓ Support the Accelerated Reader and Accelerated Math Program by encouraging and monitoring your child's progress.

I agree with the fundamental principles as stated above and will assist the staff with my support. I am aware that my child's continued enrollment in J. S. Clark Magnet School is contingent upon my honoring this contract.

Date

Parent/Guardian's Name (Print or type)

Student's name

Parent/Guardian Signature

*Violation of the above material guidelines during the school year may result in a parent/principal conference to discuss the student remaining enrolled at J. S. Clark Magnet.

J. S. Clark Magnet School

DISCIPLINE POLICY

- Any child can be immediately removed from J. S. Clark for possession of drugs, possession of weapons or violence. Procedures are outlined in the Monroe City School Board Policy Handbook.
- Abuses such as disrespect, classroom disruption, profanity, harassment, failure to complete work or participate in the classroom activities will result in disciplinary action. Problems should be addressed by the parent after teacher contact.

SIX STEPS TO BE FOLLOWED

1. Problems will be addressed by the parent after teacher contact.
2. If the problem persists, the parent will be contacted a second time by the teacher or guidance counselor with pre-referral to counselor for student counseling in making wise decisions and appropriate behavior choices.
3. If inappropriate behavior continues, this behavior will be reported to the principal or assistant principal on a state discipline referral form. A conference will be held with the student and a call placed to the parent.
4. A second referral form will result in a conference at school between the principal and/or assistant principal, student and parent/guardian.
5. A third referral form will result in a letter being sent to the parent/guardian setting a conference date and time and notifying the parent that the student is being **PLACED ON PROBATION** for refusal to follow J. S. Clark and Monroe City School Board rules and policies.

This notification will state that a fourth state referral will result in removal of the student from J. S. Clark Magnet School.

6. A fourth referral breaks probation and results in removal of the student from J. S. Clark.
- The student is responsible to all teachers and bus drivers for acceptable behavior. A state bus referral counts as a contact and one of the six steps in the Discipline Policy.
 - Prompt arrival and attendance are also an essential part of the J. S. Clark agreement. **Classes start promptly at 8:10 am. Students cannot succeed to their maximum potential when they are not present in the classroom.** Tardies can also result in receiving a state behavior referral. This referral counts as one of the referrals in the “six steps.” Students are tardy after 8:00am unless they ride a late bus.
 - I am aware that my child’s continued enrollment in J. S. Clark Magnet School is contingent upon following the discipline policy of the school and the Monroe City School Board.

Student’s Name _____ Parent’s Name _____

Parent’s Signature _____ Date _____

§416.18. Teacher Bill of Rights

A. Respecting the authority of teachers is essential to creating an environment conducive to learning, effective instruction in the classroom, and proper administration of city, parish, and other local public schools. To maintain and protect that authority, it is important that teachers, administrators, parents, and students are fully informed of the various rights conferred upon teachers pursuant to this Section, which are:

(1) A teacher has the right to teach free from the fear of frivolous lawsuits, including the right to qualified immunity and to a legal defense, and to indemnification by the employing school board, pursuant to R.S. 17:416.1(C), 416.4, 416.5, and 416.11, for actions taken in the performance of duties of the teacher's employment.

(2) A teacher has the right to appropriately discipline students in accordance with R.S. 17:223 and 416 through 416.16 and any city, parish, or other local public school board regulation.

(3) A teacher has the right to remove any persistently disruptive student from his classroom when the student's behavior prevents the orderly instruction of other students or when the student displays impudent or defiant behavior and to place the student in the custody of the principal or his designee pursuant to R.S. 17:416(A)(1)(c).

(4) A teacher has the right to have his or her professional judgment and discretion respected by school and district administrators in any disciplinary action taken by the teacher in accordance with school and district policy and with R.S.17:416(A)(1)(c).

(5) A teacher has the right to teach in a safe, secure, and orderly environment that is conducive to learning and free from recognized dangers or hazards that are causing or likely to cause serious injury in accordance with R.S. 17:416.9 and 416.16.

(6) A teacher has the right to be treated with civility and respect as provided in R.S. 17:416.12.

(7) A teacher has the right to communicate with and to request the participation of parents in appropriate student disciplinary decisions pursuant to R.S. 17:235.1 and 416(A).

(8) A teacher has the right to be free from excessively burdensome disciplinary paperwork.

(9) A beginning teacher has the right to receive leadership and support in accordance with R.S. 17:3881, including the assignment of a qualified, experienced mentor who commits to helping him become a competent, confident professional in the classroom and offers support and assistance as needed to meet performance standards and professional expectations.

B. No city, parish, or other local public school board shall establish policies that prevent teachers from exercising the rights provided in this Section or in any other provision included in R.S. 17:416 through 416.16.

C. The provisions of this Section shall not be construed to supersede any other state law, State Board of Elementary and Secondary Education policy, or city, parish, or other local public school board policy enacted or adopted relative to the discipline of students.

D. Each city, parish, or other local public school board shall provide a copy of this Section to all teachers at the beginning of each school year. Each such school board also shall post a copy of the rights provided in this Section in a prominent place in every school and administrative building it operates and provide such a copy to parents or legal guardians of all children attending such schools in a form and manner approved by the school board. Each city, parish, or other local public school board and every school under its jurisdiction that maintains an Internet website shall post on such website a copy of the Teacher Bill of Rights required by this Section.

Acts 2003, No. 1252, §1, eff. July 7, 2003; Acts 2008, No. 155, §1, eff. June 12, 2008.