

TRAFTON ACADEMY HANDBOOK

Parents are requested to read and review this handbook carefully and to review with the student all sections pertinent to students. All information contained herein is intended as a guide. Further policies and procedures may be developed in cooperation with the teachers, parents, students, and administrator.

Philosophy

Trafton Academy exists for the general welfare of the child. Education is student-centered and each student is recognized as a unique individual with unique interests, needs, and abilities. Every effort is made to humanize and personalize the environment in which the student learns and to maintain a friendly, wholesome atmosphere that encourages creative expression and desire for knowledge.

The ultimate goal of the total instructional program is to meet the individual needs of each student in order to allow each child to develop his/her fullest potential. The school establishes an atmosphere in which students develop abilities to think originally and analytically, to draw logical conclusions, and to express these thoughts in written and spoken form.

It is a function of the school to develop the “whole” person by fostering aesthetic as well as academic growth through increased awareness of and appreciation for the arts. Also, by instilling in the student a knowledge and appreciation of his/her heritage as a member of the traditional American community, as an American citizen, and as a member of a family, the school strives to develop in each student awareness of his/her responsibility to himself/herself and to others.

Objectives

1. To provide a flexible curriculum that will meet the cultural, academic, social, emotional, and physical needs of the individual.
2. To maintain an academic program in which each student may progress at an appropriate rate on his/her level.
3. To encourage the highest level of work compatible with the individual’s capabilities and gifts, and to encourage the desire to learn.
4. To provide opportunities for self-expression and creativity through active participation in a well rounded fine arts program.
5. To give constant attention to the formation of acceptable standards of behavior and to the development of socially acceptable values and attitudes.
6. To help the student learn to accept responsibility and to make viable decisions.

Expectations of Administration

1. To possess broad knowledge of child growth and development and of grade level content and materials.
2. To be open to and cooperative with teachers, students, parents, and the general public.
3. To promote the general welfare of the school.
4. To coordinate the overall operation of the school.
5. To maintain an atmosphere of respect and order.
6. To assist teachers and students in goal setting and evaluation.

Expectations of Teachers

1. To be knowledgeable of child growth and development and to have an in-depth knowledge of their specific subject matter.
2. To impart knowledge in an interesting yet thorough manner according to the developmental level of the child and in accordance with his/her ability.
3. To maintain an orderly classroom atmosphere.
4. To develop and communicate a classroom discipline policy which will guide students in learning acceptable social skills.
5. To remain open to and cooperate with parents, students, faculty, staff, and administration.
6. To serve as role models for their students through correct usage of the English language both in written and oral form.
7. To notify parents of unacceptable academic performance or seriously disruptive behavior.
8. To be punctual and dependable in performing all assigned duties.
9. To supervise all students at all times and confiscate any personal property that interferes with teaching and /or learning or endangers or threatens other students.
10. To notify parents of classroom expectations and procedures including accepted arrival and dismissal policies.
11. To support extracurricular activities involving Trafton Academy students.
12. To submit weekly lesson plans to the office for review.

Expectations of Students

1. To be courteous, respectful, cooperative, and demonstrate a desire for learning.
2. To complete all class assignments on time.
3. To arrive at school on time with appropriate materials and completed homework assignments, and to be in attendance as much as possible.
4. To maintain self-control and accept consequences of unacceptable behavior.
5. To maintain conduct that does not interfere with teaching and learning. The teacher and administrator shall define acceptable behavior.
6. To show respect to all teachers, administrator, staff, adults, other students, and school guests.
7. To care for all educational materials, buildings, and equipment.
8. To be responsible for self without regard to actions of others.
9. To have no personal possessions at school that interferes with the teaching-learning process or with student relations. The school assumes no responsibility for personal items at school.
10. To have no money at school other than that necessary for the needs of the day.
11. To have no controlled or illegal substances of any kind at school or at any school-sponsored function.
12. To have no weapons either real or toy.
13. To neither have gum nor to chew gum while on school grounds or at school sponsored functions.

Expectations of Parents

1. To be cooperative with the school and to communicate this support to the student.
2. To provide assistance when and where possible to the school.
3. To be interested in and involved with the learning process of the student.
4. To provide, as nearly as possible, a distraction-free environment at home for each student to complete assignments and perform homework.
5. To assist the student with homework and assignments when necessary without taking over or doing the work for the student.
6. To communicate as needed with teachers and administrator.

7. To schedule all teacher conferences at times when the teacher is free of teaching responsibilities.
8. To insure student attendance as well as arrival on time.
9. To follow specific procedures outlined in “Arrival and Departure” in this Handbook when dropping off and picking up students.
10. To sign in all students if they are more than five (5) minutes late and sign them out if they leave during the school day.
11. To notify the school if anyone other than a parent is to pick up a student from school.
12. To remove from school any student who is ill. This includes a child with fever, a child who is throwing up, or a child whose cough interferes with learning for the student and others.
13. To keep students at home who have communicable diseases until a doctor says it is safe for the student to return.
14. To bring any and all matters of concern to the administrators’ or teacher’s attention as soon as practicable.
15. To have no illegal drugs or alcoholic beverages on school property at any time or at any school-sponsored function.
16. To clearly mark all items of clothing that may be removed and all lunch boxes and other items that may be left outside.
17. To support implementation of the school approved dress code.

Separated/Divorced Parents

Unless legal papers stating otherwise are in the student’s file, both parents will have equal access to their child and any and all information regarding their child and his/her records.

Registration Fees, Tuition Payments, and Overdue Payments

Registration fees are due annually on February 1st. Registration fees will increase by \$50 for any payment received after February 1st. Tuition is due on the first of each month May through April. **Both registration fees and tuition paid are non-refundable.** If the tuition payment is not received by the tenth of the month, an account will be assessed a late fee of \$25 and a statement of the account will be mailed. Any account which remains delinquent after the end of one month must be brought up-to-date in full along with the following month’s tuition payment by the 10th of the following month. If the full tuition is not received by the 10th of the following month, the student(s) will be denied admittance to the school beginning on the 11th of the month until the account is paid in full. Other overdue fees may be applied to a tuition account at any time also causing the account to become delinquent.

- Example:
1. September 10 - September tuition not received
 2. Mid-September - Statement sent to parents requesting payment plus late fee.
 3. October 1 - If September tuition has not been paid, Sept/Oct tuition must be paid in full by Oct 10th.
 4. October 11th – If full tuition payment has not been received, student(s) may not attend school until account balance is paid in full. October late fee applies.

Late/NSF Payment of Fees

A student’s nine week report card and/or records will be withheld for all fees not paid up-to-date. Fees include, but are not limited to, tuition, registration, classroom fees, resource fees, after school care, athletic fees, spring/fall pictures, and snack/lunch account. Overdue fees not paid within a reasonable amount of time (to be determined by administration) will be added to the student’s tuition account and the

late payment policy as described in “Registration Fees, Tuition Payments, and Overdue Payments” will apply. A return check charge of \$30 will be applied to any check returned to Trafton, regardless of the amount for which the check is written. Cash payments will be required should a bank return, for whatever reason, a second check written for the same Trafton account. At the beginning of each new school year, accounts previously placed on a cash-only basis will re-open to personal checks subject to this policy.

Dress Code

Pre-Kindergarten - 4th grades

1. The torso of the body is to be covered at all times. This means NO bare midriffs, tank tops, tank top undershirts, spaghetti straps, or see through material. In addition, shirts, blouses and dresses should cover the shoulders with sleeves.
2. Modest shorts, skorts, skirts, and dresses must be an appropriate length as determined by teachers and administration (**good rule of thumb: mid thigh length or longer**) and free of holes, patches, and/or frayed material.
3. No athletic shorts, soft shorts, baggy pants are to be worn in the classroom. Pants and tights should be of appropriate fit.
4. No drug, alcohol, or tobacco advertisements or pictures of language or designs that may be deemed potentially offensive may be displayed on clothing.

Grades 5th through 8th

1. Students in grades 5-8 are to wear uniforms as prescribed below:
 - ✓ Polo shirts with the Trafton logo (with one shirt being red). Uniforms may be purchased at any source as long as they meet specifications of proper fit, color and logo.
 - ✓ Navy or khaki pants (pleated or flat front) shorts, Capri pants, skirts, or skorts. Pants and tights should be of appropriate fit.
 - ✓ Shirt tails are to be tucked in at all times and belts (navy, black, or brown) are to be worn at all times with lower body garments that come with belt loops.

All Students

1. Proper grooming:
 - ✓ Girls and boys - Hair should be clean and kept above eyes away from the face.
 - ✓ No extreme hair dye will be allowed for boys or girls.
2. No display of body piercing jewelry (except ear rings for girls) is allowed.
3. No flip flops or slip-on shoes without straps or enclosed heels are allowed. Tennis or athletic shoes are required for P.E. which is scheduled for Mondays, Wednesdays, and Fridays.
4. Disregard of the dress code will result in notification of parents to bring appropriate clothing to campus or to remove their student for the rest of the school day. Dress code violations forms will be sent home with each infraction outlining repercussions.

Inclement Weather

Trafton Academy follows the schedule of the Tangipahoa Parish School System as to school closings due to inclement weather. Please call their Emergency and Weather Hotline (985-748-2450) for further information concerning school closures. School closings will also be announced on television and radio stations.

School Attendance

State law requires a student be present a minimum number of days determined by the State Board of Elementary and Secondary Education in order to receive credit for courses taken. We at Trafton believe

that regular attendance is the responsibility of the parents and students. In the event of an extenuated personal illness, attendance arrangements may be made. Planned absences shall be cleared with the teacher and/or the administrator.

1. If a student is absent more than two (2) hours, he/she will be counted absent for one half-day.
2. If a student is considered "truant", he/she may be reported to the Juvenile Justice System.

Arrival and Departure

1. Time of arrival is to be no earlier than 7:30 a.m.
2. Classes begin at 8:00 a.m. and end at 3:00 p.m. A student will be considered tardy after 8:05 am. Students should be picked up as soon after 3:00 p.m. as possible. Any student who has not been picked up by 3:30 p.m. will be sent to after school care unless other arrangements have been made.
3. Unless the parents have notified the school, the school reserves the right to refuse release of a student to any person who is unknown to school personnel.
4. Cars are to be parked in the parking areas to the west of the office. The parking area next to the pre-kindergarten building is reserved for teachers from 7:30 a.m. to 3:00 p.m. No parent should park in this area even to take a child to the classroom.
5. Kindergarten through eighth grade students are to be dropped off between 7:30 a.m. and 8:00 a.m. and picked up between 3:00 p.m. and 3:30 p.m. at the gazebo between the kindergarten building and the office. An exception may be made during inclement weather.
6. Pre-kindergarten 3 students must be dropped off at and picked up from their classroom each school day.
7. Pre-kindergarten 4 students must be walked to their classroom when dropped off and picked up from their classroom each school day. Upon special request, pre-kindergarten 4 students may be dropped off and/or pickup up at the gazebo.
8. **Parents are to remain in their cars while in the driveway. The center lane is not for waiting and must remain open** to moving vehicles for loading and unloading. Students are to wait for the parents at the gazebo and are to be escorted by an adult to their vehicle. Parents should not allow students to cross the driveway unattended.

Late Arrival

The school day begins at 8:00 a.m. and is considered tardy after 8:05 a.m.

Tardy Procedures

1. A student is considered late **IF** he/she arrives at the classroom five (5) or more minutes after the bell has rung.
2. A parent **MUST** accompany the student to the office and sign the student in.
3. The student will be given an "Admit to Class" pass which he/she must have before proceeding to class.
4. Chronic tardiness and emergency situations must be explained to the principal or the office manager.

After School Care

After school care is from 3:30 p.m. until 5:30 p.m. at the rate of \$3.00 per hour per child and can be used on an as needed basis. Those students who know they are in after care are to sign in at 3:30 p.m. with the aftercare personnel. Students who are not picked up by 3:30 p.m. will be automatically sent to aftercare. All students are to be supervised by an adult at all times when on the school premises. Students remaining

on campus prior to or after sports practices will automatically be signed in for aftercare. Students who stay in aftercare must follow school rules and will be dismissed from aftercare for inappropriate behavior.

If a student is not picked up by 5:30 p.m., the parent will be billed one dollar (\$1.00) PER MINUTE from 5:30 p.m. until the time of pick up. Parents will receive a bill on or shortly after the first of each month for services rendered during the prior month. Bills are due upon receipt. If not paid by the last school day of the month in which the bill was received, a \$10.00 late fee will be added to the bill. Failure to pay the bill in a timely manner may result in withdrawal of service.

Grading Scale

The following grading scale is used in evaluating the progress of our students in academic subjects as well as music, art, and foreign language for upper grade students as desired:

| | |
|----------------|-------------|
| 100 - 94 = A | 86 - 78 = C |
| 93 - 87 = B | 77 - 70 = D |
| 69 - Below = F | |

The following evaluation markings are used in non-academic skills except as noted above:

| | |
|--------------------|----------------------|
| E - Excellent | S - Satisfactory |
| G - Good | N - Needs to Improve |
| U - Unsatisfactory | |

Honor Rolls

Two Honor Rolls are published for each nine weeks grading period. They are:

1. Outstanding Honor Roll: The student must maintain all "A's" in core academic subjects during the marking period to attain this honor.
2. Honor Roll: The student must have no grade below "B" in core academic subjects during the marking period to attain this honor.

The semester and end-of-the-year averages will carry no honor roll designation.

BUG Club

The BUG (Bring Up Grades) Club recognizes any student in any nine weeks period who brought up any core academic subject grade at least one letter grade in one or more academic subjects without going down a letter grade in any other academic subject.

Medication

All student medication, except as approved by the administration, is to be taken to and kept in the office and administered there. No student is to have medication of any kind with her/him except to deliver it to the office or to the classroom teacher. All medications are to have written administration instructions and a measurement device supplied. This includes all prescription and non-prescription medication.

Fighting

Any hostile physical altercation on the school grounds or at a school related function is strictly forbidden. Students who violate this rule will be subject to in-school suspension or dismissal.

Electronic Devices/Cell Phones

Communication with your child is of utmost concern to us. However, the safety of your child is equally important to the faculty and staff of Trafton Academy. Because of our concern of what may be downloaded on these devices, we are prohibiting our students from using personal electronic devices, including but not limited to cell phones, at all times beginning with their arrival on our campus through their departure. This includes during after school care and athletic practices. Electronic devices/cell phones, being personal property, **must be kept turned off and in their backpack** or turned in to the homeroom teacher while on the school's campus. Communication with your child is available at all times through the school office. **Cell phones/electronic devices may be picked up each morning and returned at the end of the school day as deemed necessary by the classroom teacher and/or the administration.** If your child chooses to break this rule, his/her electronic device/cell phone will be confiscated and returned, upon request, to the student's parent/guardian.

Cameras are allowed under teacher direction on fieldtrips and during class activities

Lunches, Snacks, and Drinks

1. Students are responsible for their own lunches and snacks.
2. The school has no responsibility for the quality of or payment for catered lunches, sandwiches, pizza, or chicken brought to the school or provided by the TPA or other school related organizations.
3. **Pre-paid** accounts may be set up in a student's name in order for him/her to receive money for lunch. Receiving money from his/her account will be allowed during lunch time only. Continuously overdrawn or unpaid accounts may be closed, whether temporarily or permanently, at the school's discretion.
4. Receiving money from a student's account will not be allowed during morning recess or after care.
5. If a student has an overdrawn account, a parent alert will be sent to the parent informing him/her of the balance of the account. The student will be allowed to order a lunch and drink only. No cash will be given for snacks until the overdrawn balance has been paid and the account has money available. Report cards will be held for overdrawn lunch accounts.
6. Students are to place all garbage and trash in the garbage cans. Outside eating and drinking are to be done at the picnic table area.
7. No food brought by students will be heated.

Our Goal: Safe and Drug Free School and Communities

Trafton Academy recognizes that students and employees need to have a safe and drug free environment in which to learn and work. This need has been encouraged and supported in recent years with the passage of both federal and state legislation that provides for severe consequences to students and adults who choose to bring weapons, including but not limited to knives, guns, and controlled substances, to any school campus or site of a school sponsored event. Therefore, Trafton Academy is committed to enforcing statutes that have been established to help schools accomplish the goal of making all schools free of drugs, violence, and the unauthorized presence of firearms and all forms of drugs including alcohol and tobacco.

During the 1995 legislative session, the following procedures were established for administrators to follow when disciplining students who choose to bring weapons or drugs to a school or to a school sponsored event:

1. A student shall be expelled from school for a minimum period of **twelve calendar months** if, after a hearing, he/she is found guilty of being in possession of a firearm, knife, or other dangerous instrument, or possesses, distributes, sells, gives or loans any controlled dangerous substance in any form which is governed by the Uniform Controlled Dangerous Substances Law on school property or in actual possession at a school sponsored event. In addition, he/she shall be referred to the district attorney for appropriate action.
2. Any student, sixteen years of age or older found guilty of possession of, or knowledge of, and intentional distribution of, or possession with intent to distribute any illegal narcotic, drug or other controlled substance on school property or at a school sponsored event shall be expelled from school for a minimum of **twenty-four calendar months**.
3. Any student arrested for possession of, or intentional distribution of, or possession with intent to distribute any illegal narcotic, drug, or other controlled substance on school property shall be referred by the school principal or his designee, within five (5) days after such arrest, for testing or screening by a qualified medical professional for evidence of abuse of alcohol, illegal narcotics, drugs or other controlled dangerous substances. The parent or guardian of the arrested student shall make the decision regarding which medical professional to use.

Admissions Policy

1. Provided they have a current application on file, all students who are currently enrolled and whose tuition payments are current will be readmitted at the discretion of the administrator. An application for readmission must be completed by February 1 of the current school year.
2. Siblings of currently enrolled students will receive priority consideration to fill any vacancies. Should there be more than one sibling desirous of filling a vacancy, the length of time the family has been at Trafton and the date of the application will be used in determining the order of acceptance.
3. All applications for the current school year will be removed from consideration at the end of the applied for school year. A new application must be on file for each new school year. Applications for the following school year will be accepted anytime after the opening of the current school year. Example: An application for the current school year will be removed and discarded at the end of May. A new application may be submitted for the following school year after the first day of school in August of the current school year.
4. Vacancy determination is the responsibility of the administrator. The administrator shall consider such factors as follow:
 - (A). Developmental needs of the age/grade students
 - (B). Nature of existing class
5. All new applications will be dated as received. No vacancy determinations shall be made before closure of the re-enrollment period for current students. All other factors being equal, vacancies will be filled according to the date the application was received.
6. Once a vacancy has been declined, the application will be removed. If the applicant wishes to be reconsidered, a new application must be completed. The date for consideration will be from the date of the new application.
7. A student will be considered automatically withdrawn if the tuition payment for the month of May is not received by May 31st.
8. **Once paid, the registration fee and all tuition are non-refundable.**

Progress through the grades is a matter of achievement in the basic skills as well as age, maturation, social, and civic development. It is expected that the majority of students will be well-adjusted and will move through the adopted course of study at the rate of one grade per year. However, some students may

experience difficulty in mastering the academic phases of the school program and will profit more academically if retained one grade. Consultation with parents will be arranged in sufficient time in each case. The final decision regarding a student's promotion and/or class placement within a grade rests with the school. In order for a student to pass, the student must earn at least 70% (D) average for the yearly final average grade.

Additionally, the following guidelines will be used with the student's final average to grant passage from one grade to another.

Promotion from:

- I. Pre-Kindergarten and Kindergarten
 - a. Will be determined by student progression
- II. Grades First through Fourth
 - a. A student cannot be promoted if he/she fails Reading and Mathematics.
 - b. A student cannot be promoted if he/she fails English and a minor subject.
- III. Grades Fifth through Eighth
 - a. In order to pass, a student cannot fail two of the following major subjects: Reading, Math, or English.
 - b. A student may fail Science and Spelling OR Social Studies and Spelling and pass.
 - c. If a student fails both Science and Social Studies, he/she may not pass to the next grade.

Disciplinary Plan

The Disciplinary Plan is established for students who violate rules. Most disciplinary problems will be resolved by the classroom teacher and will not be referred to the principal. Most, but not all, infractions will result in warnings and will have no other consequence. However, an accumulation of infractions, behavior notices, and/or dress code violations may result in detention, in-school suspension, or home suspension.

Trafton Academy does not administer corporal punishment. If a child is unruly and commits major infractions, parents will be called and the student will be sent home.

The following steps provide an outline for students, teachers, parents, and administration to follow to assure that an effective learning environment will be available to all students.

Disciplinary Step 1 Concerning Inappropriate Behavior

- The classroom and school discipline policy will be reviewed with the student.
- A written notice concerning inappropriate behavior, if deemed necessary by the teacher, will be sent home to be signed by the parent and returned to the school the next day.

Disciplinary Step 2 Concerning Inappropriate Behavior

- A written notice concerning inappropriate behavior will be sent home to be signed by the parent and returned to the school the next day.
- The classroom teacher will designate the consequences for inappropriate behavior, i.e. loss of recess and/or loss of resources.

Disciplinary Step 3 Concerning inappropriate Behavior

- A written notice concerning inappropriate behavior will be sent home to be signed by the parent and returned to the school the next day.
- Parent conference (optional)
- Loss of resources and recesses for one day
- In-school suspension with class work

Disciplinary Step 4+ Concerning Inappropriate Behavior

- Student will contact parent/guardian by telephone
- After school detention for one hour (in the office)
- Parent(s) must accompany the student back to school for a conference with the principal.

If a child is continually disruptive, interferes with the learning environment, or is disrespectful to the teacher, he/she will be removed from the classroom and will receive instruction in the office. Parents will be notified; teachers and administration will determine the appropriate action for the child, the class, and the school. Continued placement of the child will be dependent upon the resolution of inappropriate behavior.

Corporal Punishment Policy

Trafton Academy does not administer corporal punishment. If a child is unruly and commits major infractions, his/her parents will be called and the student will be sent home.

Anti-Bullying Procedures - “Respect Is Required”

Everyone at Trafton Academy is committed to making our school a safe and caring place for all. We will treat each other with respect and we will refuse to tolerate bullying in any form at our school.

Our school defines *bullying* as follows:

Bullying is unfair and one sided. It happens when someone **CONTINUES** to hurt, frighten, threaten, and/or leave someone out on purpose.

Examples of bullying include:

- Hurting someone physically by hitting, kicking, tripping, pushing, etc.
- Stealing or damaging another person’s things.
- Ganging up on someone
- Teasing someone in a hurtful way
- Using put-downs
- Touching or showing private body parts
- Spreading rumors about someone
- Leaving someone out on purpose
- When someone keeps harming someone through the use of technology such as cell phones, email, Instant Messaging, gaming, in chat rooms, on Instagram, or on Snap Chat.

Staff at our school will do the following things to prevent bullying and help children feel safe at our school:

- Closely supervise students in all areas of the school and school grounds.

- Watch for signs of bullying and stop it when it happens.
- Teach bully prevention curriculum and include outside agencies and speakers.
- Respond quickly and sensitively to bullying reports
- Use *Steps to Respect: Four Step Response Model and Consequences to Bullying*
- Take parents' concerns about bullying seriously
- Look into all reported bullying incidents.
- Assign consequences for bullying listed in the Four Step Program
- Provide immediate consequences for retaliation against student who reports bullying.
- Provide the option to the person being bullied to confront, with supervision, the person doing the bullying if he/she wishes to do so.
- Provide information to students and parents about bullying.

Students at our school will do the following things to prevent bullying:

- Treat each other respectfully at all times.
- Refuse to bully others.
- Refuse to let others be bullied.
- Refuse to watch, laugh, or join in when someone is bullied.
- Try to include everyone in play.
- Report each bullying incident to an adult.
- Understand that bullying behaviors carry negative consequences and that retaliation will not be tolerated.

Consequences of Harassment or Bullying Behaviors:

Trafton Academy staff members have the authority to place any individual at any step of consequence as determined by the severity of the behavior.

- | | |
|-------------|---|
| Step One: | <ol style="list-style-type: none"> 1. Conference with student to include: behavior coaching and verbal warning to set a clear, strong message that bullying behavior is unacceptable. Warn the bully that his or her future behavior will be closely monitored, and that additional, more severe consequences will be assigned if the bullying behavior does not stop immediately. 2. Parent notification (of both the person <i>doing</i> the bullying and <i>being</i> bullied) |
| Step Two: | <ol style="list-style-type: none"> 1. Disciplinary referral with principal involvement 2. Selection of an appropriate consequence 3. Conference with student to include behavior coaching 4. Parent notification (of both the person <i>doing</i> the bullying and <i>being</i> bullied) |
| Step Three: | <ol style="list-style-type: none"> 1. Student Intervention Team Meeting with parents 2. Disciplinary referral with principal involvement 3. Conference with student to include behavior coaching 4. Parent notification of the person <i>being</i> bullied |
| Step Four: | <ol style="list-style-type: none"> 1. Reconvene Student Intervention Team Meeting with parents 2. Disciplinary referral with principal involvement and a menu of consequences 3. Conference with student to include behavior coaching |

4. Parent notification of the person *being* bullied.

Additional steps will follow the same protocol as the fourth step with consequences increasing in severity.

Example of Consequences:

- Loss of Recess
- Time spent in the office
- Student writes letter to other student
- In-school suspension
- Out of school suspension
- Chores around school
- Lunch in the office
- Mediation with principal, assistant principal, teachers, counselors
- Police or community agency referral
- Maximum consequence: recommendation for expulsion

All assigned consequences will be kept confidential. Only the students involved, his/her parents/guardians, and appropriate staff members will be made aware of the outcome.

Child Abuse and Child Sexual Abuse

Governmental background checks through the State of Louisiana are required for all Trafton Academy employees and volunteers.

Teachers and other persons employed or volunteering at Trafton Academy are required to report suspected child abuse and neglect.

An abused or neglected child shall mean any child less than 18 years of age whose parent(s) or other person(s) responsible for the child's care:

1. Creates or inflicts, threatens to create or inflict, or allows to be created or inflicted upon such a child a physical or mental injury by other than accidental means;
2. Neglects or refuses to provide care necessary for the child's health;
3. Abandons a child;
4. Commits or allows to be committed any sexual acts upon a child in violation of the law.

Reporting of Brutality, Abuse, Neglect, or Child Sexual Abuse

Any person who has knowledge of or is called upon to render aid to a child who is suffering from or has sustained any wound, injury, disability or physical or mental condition shall report this type harm immediately, if caused by brutality, abuse or neglect. Any person with such knowledge shall report by phone or otherwise to the Department of Children's Services (DCS) and simultaneously report such action to the principal of the school or the local law enforcement agency.

Notification to Parents of Abuse on School Grounds or Under School Supervision

Pursuant to the future well being of the child, school teachers, school officials or any other school personnel who have knowledge or reasonable cause to suspect: (1) that a child who attends the school

may be a victim of child abuse or child sexual abuse, and (2) that the abuse occurred on school grounds or while the child was under the supervision of the school, the following actions shall be taken:

- A. If the alleged abuser is a school employee, the employee shall immediately be placed on administrative leave pending investigation. If the alleged abuser is a student, the student shall be given due process and shall be separated either by suspension, expulsion from the alleged victim pending investigation.
- B. The principal shall notify the Department of Children's Services.
- C. The principal shall verbally notify the parent or legal guardian of the child within twenty-four hours with coordination with the Department of Children's Services. **The notice shall not be given to any parent or legal guardian if there is reasonable cause to believe that the parent or legal guardian may be the perpetrator or in any way responsible for the child abuse or child sexual abuse.**
- D. After the parent or legal guardian has been given notice, the principal or designated person, shall provide the parent or legal guardian all school information and records relevant to the alleged abuse or sexual abuse, if requested by the parent or legal guardian; provided the information is edited to protect the confidentiality of the identity of the person who made the report.
- E. If a teacher, school official or any other personnel has knowledge or reasonable cause to suspect that a child who attends such school may be a victim of child abuse or child sexual abuse sufficient to require reporting and that the abuse occurred on school grounds or while the child was under the supervision or care of the school, then the principal or other person designated by the school shall verbally notify the parent or legal guardian of the child that a report has been made and shall provide other information relevant to the future well-being of the child while under the supervision or care of the school. The verbal notice shall be made in coordination with the Department of Children's Services to the parent or legal guardian within twenty-four (24) hours from the time the school, teacher, school official or other school personnel reports the abuse to the DCS.

Penalties

Any person required to file a report regarding suspected child abuse and neglect who is found guilty of failure to do so is subject to disciplinary action up to and including termination, as well as current legal penalties established by the state and legislature.

Any employee found to have committed child abuse or child sexual abuse shall be terminated.

Students found to have committed sufficient child abuse on another child will be removed from school until a professional deems the accused student is able to return to the learning environment.

Technology Acceptable Use Policy

Technology provides students with access to people and material from all over the world. We believe that information and interaction promotes educational excellence. The Internet does include some material that is not appropriate for students. Efforts are taken to protect students from inappropriate materials, but it is impossible to completely protect students from material that is not consistent with school goals. Students will use the Internet within an educational activity, such as performing research, developing projects, and disseminating information.

The following rules will maximize the educational opportunities available to your child, while minimizing the risk of inappropriate use. The use of the Internet is a privilege, not a right. This privilege may be withdrawn if it is not used responsibly. Please discuss the following rules with your child.

Rules of Responsible Technology Behavior:

1. Respect the rights of others. Do not interfere with anyone's use of technology. Do not access anyone's files without their permission
2. Use appropriate language.
3. Be a responsible Internet citizen. You are not allowed to send or collect obscene, abusive, or threatening material or activities supporting racism or sexism.
4. Help others be responsible citizens. If you see anything or anyone that does not follow these rules, immediately tell the teacher.
5. Always use the Internet under the supervision of a teacher.
6. NEVER give the address, phone number, or last name of yourself or other students.
7. Keep your password secure. Do not share your password with others. Do not allow others to use your account. Do not use other people's password or account.
8. Use of technology is for educational purposes only.
9. Follow the rules of the school and the computer lab.
10. No harassment or "cyber bullying" will be tolerated. "Cyber bullying" includes, but is not limited to, the following misuses of technology; harassing, teasing, intimidating, threatening or terrorizing another person by send or posting inappropriate and hurtful email messages, instant messages, text messages, digital pictures or images, or website postings including blogs.

Inappropriate behaviors may lead to penalties including the loss of privileges, disciplinary action including expulsion, and/or legal action.

Sportsmanship Code

Sportsmanship and team concept are essential to a successful athletic program. These elements will be stressed for all sports and sports-related activities. It is true that we want to win, and we enjoy victory. Our top priorities, however, are the development of skills, self-esteem, respect for others, honesty, and ethical behavior. Good sportsmanlike behavior is not only expected of our players but also of our coaches, referees, parents, and fans. Coaches and players are expected to exhibit positive attitudes within their teams and toward their opponents. All participants should keep in mind that they are Trafton Eagles on and off the field of play.