

# Glencoe Charter School Student Handbook

## Mission Statement

Glencoe Charter School will provide for and maintain an optimum environment in which all enrolled children are afforded the opportunity to achieve, attain goals, and excel as students and as individual citizens of the world.

The mission of the administration, faculty, and support staff of VB Glencoe Charter School is to guide students in the acquisition of knowledge and in the development of skills necessary to become productive members of society who possess a lifelong love of learning.

## School Policies

[School Attendance](#), [Individual Rights](#), [Health and Safety](#), [General Information](#), [Bells](#)

### SECTION 1 - SCHOOL ATTENDANCE

[Admission](#), [Attendance](#), [Arrival at School](#), [Dismissal](#), [Emergency School Closing](#), [Absence](#), [Tardies](#), [In School Detention](#), [Change of Address or Withdrawals](#)

#### **Admission**

State Law requires a child to be five years of age on or before September 30<sup>th</sup> to enter kindergarten, and six years of age on or before September 30<sup>th</sup> to enter first grade.

If the child has not attended school before, or has never attended school in Louisiana, it is mandatory that the parent bring a birth certificate and social security card for the child. State Law also makes it mandatory for parents to present evidence that the child has been immunized against polio, MMR (measles, mumps, rubella), DTP (diphtheria, tetanus, pertusis), Hepatitis B and Chicken Pox, before entering a Louisiana school.

#### **Attendance**

All students are expected to attend school regularly and to be on time for classes in order to benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility. There is a direct relationship between poor attendance and class failure. Students who have good attendance generally achieve higher grades, enjoy school more and are much more employable after leaving school.

General Provisions for the Attendance Policy

1. Absences described in the policy are to take care of:
  - a. a personal illness
  - b. professional appointments that could not be scheduled outside of a regular school day
  - c. other serious or personal problems

2. School sponsored or sanctioned activities will not count toward total absences.
3. The School will contact parents whenever illegal or suspicious absences occur.
4. A student suspended from school for disciplinary reasons will have those days charged against the total number of absences.
5. It is extremely important that students and parents realize and understand that days of absence built into the attendance policy are not to be used as skip days, but rather they should be used only as indicated in this policy.
6. A student will not be allowed to leave school early unless a parent or guardian personally signs the student out of the office.
7. A check out will count as an absence. In case of extenuating circumstances parents may appeal to the Director.

### **Attendance Policy**

Elementary students are required to attend one hundred sixty (160) days per year to receive credit in all full credit courses.

#### Elementary Students and Middle School Students

**1<sup>st</sup> NOTICE:** When a student misses half the allowed absences, ten (10) days, the Director will notify the parent or guardian. This notice would request contact with the Director by the parent or guardian to discuss problems, which may arise with continued absences. When a student reaches fourteen (14) days of absence, the Director shall send a **REQUEST FOR ASSISTANCE** letter to the District Attorney's office for an attendance hearing. **REQUEST FOR ASSISTANCE** letters may be sent if a student develops a pattern of suspicious absences.

**2<sup>nd</sup> NOTICE:** When a student misses the maximum allowed absences, twenty (20) days, the Director will notify the parent or guardian that the student has missed the maximum days as allowed by law and any additional absences will result in a loss of credit. A parent should contact the Director as soon as possible to discuss the child's attendance problem.

**3<sup>rd</sup> NOTICE:** When a student has been absent from school beyond the number of days allowed by state regulations, failing grades will be given. Unless the parent or guardian contacts the Director within ten (10) days to justify the absences with a legitimate excuse for extenuating circumstances, the student will receive failing grades and will be referred to the District Attorney's Office for prosecution for being in violation of Louisiana's Compulsory Attendance Law.

### **Arrival at School**

Students are not to arrive at school before 7:30 a.m. Assistance is available 30 minutes before school and 15 minutes after school if students have emergency needs. A student needing assistance should immediately go to the office.

## **Dismissal**

School is dismissed at 3:30 p.m. Upon dismissal, bus riders are to report directly to the school entrance to board the buses. Walkers report to the front entrance and are escorted across Highway 83.

## **Emergency School Closing**

In the event school is closed due to bad weather or any emergency, listen to local radio stations for school opening and closing announcements. KQKI (95.3) KXKC (99.1) KLFY (Channel 10)

## **Absence Policy**

When your child returns to school after an absence, please send a signed Doctors' note to the child's teacher explaining the absence. If your child will be absent for more than two consecutive days, please contact the office. We encourage you to schedule medical/dental appointments outside school time whenever possible. Habitual absenteeism will be reflected in student grades. If a child is absent 1 day he/she is given 1 day to make up work, 2 days, 2 days to make up work etc...

## **Tardiness**

School hours are from 8:00 a.m. to 3:30 p.m. First bell will ring at 8:00 A.M. each day. When a student shows a pattern of frequent tardiness, White Slip Disciplinary Reports will be issued (White Slip for every 5 tardies.)

## **Change of Address or Withdrawals**

Please notify the school office of any change of address or telephone number. It is very important that we have a telephone number where we can reach parents in the event of an emergency. We also need to be notified of plans to withdraw a student from Glencoe Charter. All books must be accounted for before a final report card will be issued.

# **SECTION 2 - INDIVIDUAL RIGHTS**

[Student Rights](#), [Parent Rights](#), [Faculty and Staff Rights](#)

## **Student Rights**

Students attending Glencoe Charter School have...

...the right to a quiet, orderly classroom in which to study and learn.

...the right to a well organized, clearly articulated program of instruction, facilitated by teachers and other school personnel.

...the right to be treated with respect by teachers and by other students. This right begins when student's leave home to come to school, continues throughout the school day, and extends to the time they arrive back home. Harassment or belittling of students will not be tolerated.

...the right to personal respect and a safe environment in this school and on its grounds.

...the right to be protected from offensive, demeaning sexual comments or behavior.

...the right to report any type of sexual harassment immediately to school authorities.

...the right to contact the school office for further information about the sexual harassment policy

of this school.

...the right to use clean and private restroom facilities.

...the right to eat in a clean lunchroom, free from the annoyance of rude, crude, or otherwise disgusting behavior of other students.

...the right to participate in classes, assemblies, or any other school activities without interruption from disruptive or undisciplined students.

### **Parent Rights**

Parents of Glencoe Charter School students have...

...the right to be treated with respect by the teachers and staff of Glencoe Charter School.

...the right to timely notification of student progress. Report card grades will be given at the end of each 6 week period. The parent may seek additional information on the student's progress at any time throughout the year. However, progress inquiries should be made before or after school, not during instructional time.

...the right to express concerns freely and openly, without fear of retribution from school personnel. Concerns about the classroom should be brought to the teacher's attention first, then to the attention of the Director. Experience has shown that discussing serious concerns with friends or neighbors does not serve the child or the school.

### **Faculty and Staff Rights**

Faculty and Staff of "Glencoe Charter School have...

...the right to be treated with respect by students, parents, and other staff members.

...the right to carry-out a well-organized instructional program without interruption. General announcements will take place after the daily Pledge of Allegiance each morning before the school day. All other uses of the intercom for general announcements will be cleared through the Director. Parents should feel free to express concerns, but should leave a message for teachers to make contact before or after regular school hours. Disruptive students will first be subjected to regular classroom consequences. Should any student fail to correct his/her behavior that student shall be issued a White Slip and parent contact will be made.

## **SECTION 3- HEALTH AND SAFETY**

[Student Dress](#), [Incllement Weather](#), [Stay in from Recess](#), [Pets and Other Things from Home](#), [Classroom Treats](#), [Accidents and Illness at School](#), [Medication](#), [Emergency Procedures](#)

### **Student Dress**

Experience indicates that there are sanitation and safety factors directly related to proper dress and grooming. There is a real and reasonable connection between proper dress/grooming and the successful operation of the school with respect to discipline as well as student achievement. It is with this end in mind that the Glencoe Charter School has adopted this Student dress policy:

## Uniform Policy

- Light / Dark Khaki or Navy Blue Uniform pants, shorts, skirts, skorts.
- Shorts must have at least a 6-inch inseam.
- No carpenter pants, carpenter shorts, jogging pants, cargo pants, or sweat pants.
- Capri pants will be allowed only if made out of uniform material.
- Navy blue or hunter green polo type shirts.
- Belts must be worn if pants, shorts, skirts or skorts have belt loops.
- Socks must be worn at all times and must be visible with shoes.
- Tennis shoes are preferred in the interest of good hygiene. Proper footwear (shoes and socks) should be worn at all times.

## **Inclement Weather**

Daily outdoor recesses are a valuable factor in promoting healthy classroom conditions. Occasionally, we must cancel recesses due to extreme weather conditions. As a rule, however, please have children come to school prepared to play outside.

## **Stay-in From Recess**

If a student has been ill or has some other medical reason not to go outside, please provide a note or phone call to the office. A "stay-in" permission note will be issued for these rare exceptions.

## **Pets and Other Neat Things from Home**

Pets, toys, and other neat things should be left at home. If a pet (or toy) is to be displayed for show-and-tell, arrangements should be made between the parent and the teacher as to the appropriate time to bring the pet (or toy). The pet (or toy) should arrive with the parent, and should leave with the parent.

Glencoe Charter School does not assume financial responsibility for loss or damage to personal property (Walkman's, CD's) brought from home.

Items deemed by school personnel/bus drivers to be disruptive (e.g. Walkman's, Game boy's, toys etc) to the learning/safety of students will be confiscated. Items confiscated from students will be available to parents, but will not be released to students. It is the student's responsibility to notify parents of confiscated items.

## **Classroom Treats**

We welcome you to bring treats to school parties special recognitions. However, we ask that you bring them to the school after 1:30 p.m. unless prior arrangements have been made with the office.

## **Accidents and Illness at School**

If a student is injured on the school grounds, and the injury is other than what appears to be quite minor to the school staff, parents will be notified and asked to pick the child up for their own observation or for examination by the family physician. Parents will be notified promptly of all injuries not considered minor INCLUDING ANY HEAD INJURY. The school is allowed to administer only minor first aid.

If the student becomes ill during school, the school will contact the parent and the child will be brought to the office. Parents will be asked to take the child out of school.

It is essential that the school have information on whom we contact and how contact can be made in the case of an emergency. **KEEP THIS INFORMATION CURRENT** on the child's registration card. If your home or work phone number changes, please let the office know right away. The student may be released only to persons listed on the registration card unless prior arrangements are made with the office staff.

### **Medication**

Glencoe Charter School would prefer if medications were given at home rather than at school. We realize that sometimes this is not possible so we require that parent inform the office staff of a medication a student is taking during school and that the parent bring the medication along with a form signed by the student's physician to the office. A daily log is then established for the student, and every dosage administered by school staff is recorded.

No medications (including aspirin, cough drops, eye drops and inhalers) can be taken at school without this signed form and daily log (unless administered in person by the parent).

### **Emergency Procedures**

Each classroom has emergency procedures posted near the door. We hold five emergency drills annually. When you come to the school, please take a moment to review these procedures.

## **SECTION 4 - GENERAL INFORMATION**

[Breakfast Program](#), [School Lunch](#), [Discipline](#), [General School Rules](#), [White Slips](#), [Safe School](#), [Fee Waiver](#), [Field Trips](#), [Head Lice](#), [Homework](#), [Lost and Found](#), [Parent Visits](#), [Pupil Service Team](#), [Responsibility for Damages](#), [Use of Office Telephone](#)

### **Breakfast Program**

Glencoe Charter School students have the opportunity to participate in a breakfast program. Cost is .50 cents for regular priced and .35 cents for reduced price. Breakfast is served from 7:30 AM - 8:00 AM daily. Students arriving after 8:00 AM will not be served.

### **School Lunch** (Prices are subject to change)

All students in grades K-8 are invited to participate in our school lunch. The cost is as follows:

For each student

\$1.00 per day for regular priced lunch

\$ .50 per day for reduced price lunch

\$ .35 per day for milk only

Lunches can be purchased daily, weekly or monthly. We also provide a monthly lunch and breakfast menu calendar for your planning.

### **Discipline**

The discipline program at Glencoe Charter School is centered on teaching students internal or self-discipline. It is our belief that helping students develop self-discipline is a major educational objective in preparing students for life. The development of self-discipline is a cooperative effort between home and school.

We are grateful to all students who build a sense of pride in Glencoe Charter School and who behave responsibly by following school rules. We emphasize the positive aspect of self-discipline by recognizing students through classroom awards, school certificates, and notes home

to parents, reward assemblies, special privileges, and positive visits with the principal. Everyone who obeys the rules at school will be recognized in some way. In the event rules are not followed the following is a summation of disciplinary procedure. The Director will handle hearings for suspensions, expulsions, and grievances of parents and students.

In conjunction with the rights specified in SECTION 2 of this handbook, rules have been established to protect those rights. Please read and discuss these rules with your child.

### **General School Rules**

1. Glencoe Charter School is a place of learning. In accordance with that goal, students are expected to...
  - ...treat students and school staff with respect.
  - ...walk quietly when in the halls and in the restrooms.
  - ...obey classroom rules.
  - ...show good effort and achievement in school activities.
2. Referral Slips will be issued to students for the following:
  - a. Reaching maximum step on classroom consequences.
  - b. Vandalism
  - c. Placing self or others in danger, including but not limited to:
    - Harassment, making threats, fighting, throwing objects, contact sports, being in off-limits areas
  - d. Stealing
  - e. Blatant disrespect or disobedience
  - f. Sexual Harassment
  - g. Profanity
  - h. Five Tardies
3. The following are governed by state and local law and will be referred to the appropriate civil authority:
  - a. Vandalism
  - b. Pulling the fire alarm
  - c. Use of tobacco, alcohol, or drugs
  - d. Sexual harassment (2nd offense)
  - e. Violation of Safe School Policy

### **Conduct/Behavior Management**

A student should act in an acceptable manner at all times. He/she should be courteous and considerate of his/her teachers and schoolmates. He/she must be orderly, attentive, respectful, responsible, compassionate, polite, kind, decent and moral. Proper behavior is expected from all students so that the classroom educational climate is not compromised. Each classroom teacher will issue weekly conduct grades. Parents are urged to check weekly progress reports to monitor their child's classroom behavior. If a problem with behavior persists, the following policy will be strictly enforced:

1. A white Disciplinary Infraction Form will be issued to the student. The White document is to be signed by a parent/guardian and a conference scheduled with the parent, teacher and director before the student is admitted back into the classroom.

2. If the unacceptable behavior persists, the student will be assigned an after school detention. After the second after school detention is served, the parent, teacher and director must have a conference before the student is allowed to return to school.
3. If the problem behavior is not corrected after serving the 2 detentions, the student will then be suspended from Glencoe Charter School. After serving 2 suspensions, the student will be expelled from GCS.

Note: A student experiencing disciplinary problems is only eligible for 1 disciplinary form, 2 after school detentions and 2 suspensions for the entire school year. Violent or extremely disruptive behavior may, at the discretion of the school Director, result in automatic suspension or expulsion at any time.

### **Safe School Policy**

Glencoe Charter School has adopted the following "Safe Schools" policy: Student acts of criminal behavior that include physical assault, possession, display or use of a dangerous weapon or facsimile, threats against life or property that places any person in imminent danger and/or requires a law enforcement investigation are prohibited in Glencoe Charter School, on school grounds, to and from school, at school sanctioned activities, or when students are being transported in vehicles dispatched by the School. If anyone communicates the intent to bring a weapon to school we will inform local law enforcement.

### **Fee Waivers**

A school fee of \$20.00 is charged annually. Extracurricular programs requiring fees are subject to the restrictions listed in the Fee Waiver Policy posted in the school office. We periodically request donations to help fund various activities. Donations are voluntary and anonymous. Participation in the activity for which donations are solicited is not conditional on student enrollment.

### **Field Trips**

Throughout the school year, students will have the opportunity to leave the school and visit various educational sites. Parental permission is required in order to insure that parents know where their children are at all times. Field trips are part of the school's charter. Admission to events and bus cost are paid by the school. Lunches will be bagged unless otherwise noted (only 1 lunch per semester in an established eating place). Field trips are part of the child's experiences at Glencoe Charter School. If a child is **NOT** to attend a field trip he/she must remain at home. Glencoe Charter School does not have services for children not on field trips. Field trips are not only for fun, but more important, for the well roundness of our students. Standard rules of conduct are expected of all students during these trips. Please remind your child that the bus driver is in charge on the bus. The driver's expectations will be enforced by parents and teachers accompanying students on the field trip.

A student may be excluded from field trips when school personnel determine their behavior poses a potential threat to self, others or property. Parents will be notified in advance if a student is to be excluded.

## **Head Lice**

If you discover your child has contracted head lice, please inform the school office. If you would like assistance checking your children, please contact the office.

## **Homework**

The homework policy at Glencoe Charter School is as follows:

In most academic areas of the curriculum, students will have adequate time during the school day to complete assignments. However, it will be expected that uncompleted assignments at school will be taken home and completed before the following school day. Some activities will be assigned specifically as homework.

Special reports may be required from time-to-time. Parent assistance is helpful on these reports. As a general rule, no student should be spending more than one hour of focused attention on homework each night. (However, if work is ignored for several nights in a row, students will likely exceed the one-hour daily limit when it comes time to catch up!) If you find your child is exceeding this limit, please contact his/her teacher and arrange a conference.

We encourage parents to spend time each day with their student reviewing school assignments. We hope that parents will encourage their students to read extensively, setting aside a regular reading period each day.

Daily assignments, which are not completed by the end of the grading period, will result in a lowering of the student's grade. An "I" mark indicates that insufficient work was turned-in during the grading period to give the student a grade. That mark can be changed through completion of assignments. However, late assignments will not carry the same grade value as they would have had they been completed on time (except where prior arrangements are made with the teacher due to illness or absence).

## **Lost and Found**

Lost and found items are stored near the office. Students and parents may check there for missing items. Please LABEL all coats, hats, gloves, boots, lunch boxes and thermos bottles brought to school. Students are responsible for any items they bring to school.

Because these items tend to accumulate over time, we periodically donate unclaimed items to charitable organizations.

## **Parent Visits**

Parents are invited and encouraged to visit the school. We ask that you arrange your visit with the teacher in advance, and that you check-in at the office to pick-up a VISITOR PASS when you arrive. We are unable to have friends or relatives (including pre-school brothers or sisters) spend time in the classroom with students.

## **School Building Committee**

Our School Building committee provides a number of support services for special need students including: Speech, Hearing & Vision screening and Special Education (IDEA).

## **Responsibility for Damages**

Students are responsible for the condition of all textbooks and library books checked-out to them. A charge may be assessed if these books are lost or damaged beyond normal wear. Any child who willfully damages school property, or fails to return property lent to him/her when it is

requested, shall cause his/her parents to be liable for repair or replacement of damaged and/or unreturned items, and shall subject himself/herself to disciplinary action. If parents object to their child checking out library books, parents must send a letter stating so.

### **Use of Office Telephone**

The telephone located in the school office is for business only. Neither teachers nor students will be called out of class for a phone call.

## **BELL SCHEDULE**

8:00 A.M. First Bell

3:30 P.M. Dismissal

**A. Philip Prejean**  
PRESIDENT

**Michael Parrie**  
DIRECTOR

**Jim Evans**  
VICE PRESIDENT

*Virgil Browne Glencoe Charter School*

4491 LA Hwy 83  
Franklin, LA 70538  
Tel: 337-923-6900 FAX: 337-923-6942

Dear Parents,

Each school year, students at risk of failing the LEAP and iLEAP tests are offered remediation/tutoring services in Reading and Math Labs during the school day. Selection for this program is based on LEAP/iLEAP scores, teacher recommendation, parental request or student request.

Selection for these labs does NOT mean your child is going to fail the LEAP or iLEAP test. It does mean that this student may need some extra help in mastering some skills necessary to succeed on these tests. Students may not need to attend these labs all year. The lab teachers will notify students when they no longer need to attend these labs.

Remember, these remediation/tutoring labs are only intended to improve the education of your child.

If you should have any further questions, please do not hesitate to contact me.

Sincerely,

Michael T. Parrie  
Director

MTP/dgt