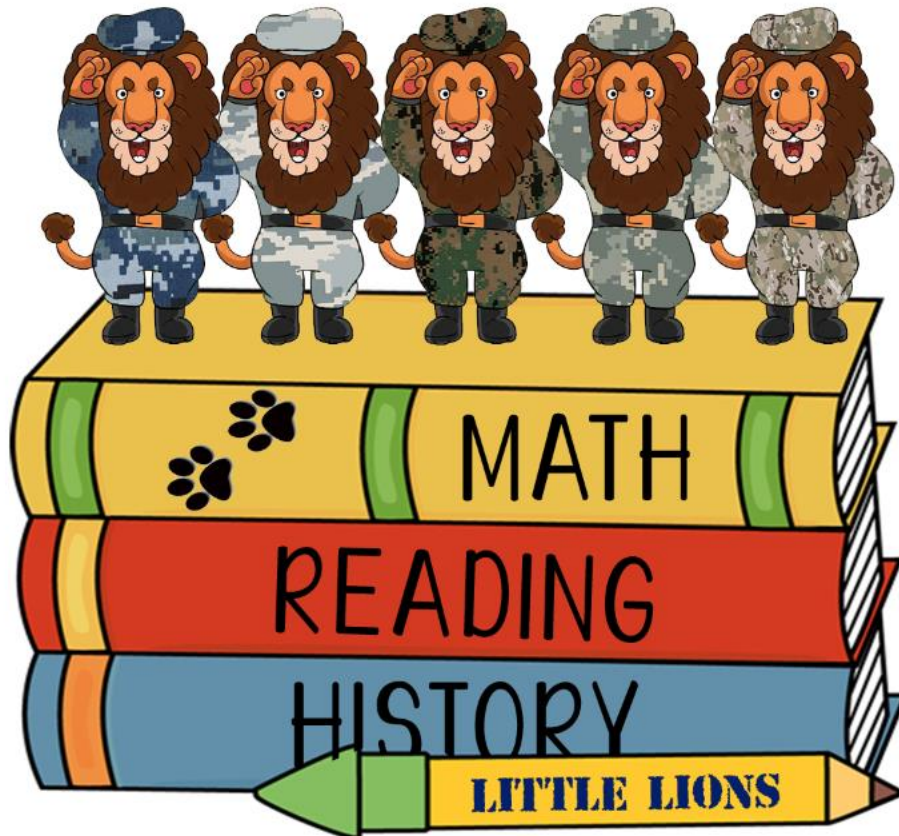


CES SALUTES LEARNING



**Covington Elementary School
Student Handbook
2018-2019**

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Our Vision

Mission Statement

We will all learn and grow together!

Student Pledge

I will act in such a way that I will be proud of myself and others will be proud of me, too.
I came to school to learn. I will learn. I will have a great day!

Beliefs

- Teachers, parents, and the community share the responsibility for student success.
- Students differ in developmental levels, learning styles, and experiential backgrounds.
- Each child is thought of as an individual. Varied learning experiences and opportunities are important for student growth and success.
- The educational program promotes the total growth of each child by including all domains: social, cognitive, emotional, and physical.
- A student's self-esteem is enhanced by positive relationships and mutual respect among and between students and staff.

School Mascot & Colors

Our school colors are navy and gold. The school mascot is the "Little Lion."

Contacts

Covington Elementary Contact List

Office Phone	(985) 892-4311
Fax Number	(985) 871-1480
Cafeteria Phone	(985) 892-8229
After Care Phone	(985) 373-4649
School Website	http://covingtonelementary.stpsb.org/

St. Tammany Parish School Board Contact List

Central Office	(985) 892-2276
Transportation	(985) 898-3373
Food Services	(985) 898-3371
Child Welfare & Attendance	(985) 898-3370

Admissions

- ❖ Entrance Requirements for **Kindergarten**
 - Children five (5) years of age before October 1st of the current year shall be placed in kindergarten.
- ❖ Entrance Requirements for **First Grade**
 - To enter first grade, children must:
 - be six (6) years old before October 1st of the current year AND
 - have successfully completed a full day public or state approved private kindergarten for a full school year
 - if child did not attend or complete Kindergarten, he/she must pass an academic readiness test

Registration

An August registration will also be held for pre-school students and new students.

A newly registered student will begin classes on the day after registration.

The following documents are required for school registration:

- certified birth certificate
- social security card
- (3) proofs of residency or assignment letter
- Louisiana State Health Card stating proof of Immunizations
- student transfer letter if the student is transferring from another St. Tammany Parish School
- legal custodial papers (if applicable)

Emergency Cards

Emergency cards must be completed and returned to school immediately. At least two local phone numbers need to be provided throughout the school year in case of emergency.

Full Bell Schedule

7:50	Early Bell
8:20	School Begins
11:00	K Lunch
11:20	K Recess
11:30	1 st Grade Lunch
11:50	1 st Grade Recess
12:00	3 rd Grade Lunch
12:20	3 rd Grade Recess
12:30	2 nd Grade Lunch
12:50	2 nd Grade Recess
3:36	Dismissal Bell

Half Day Bell Schedule

7:50	Early Bell
8:20	School Begins
10:00	Kindergarten Lunch
10:20	Kindergarten Recess
10:30	First Grade Lunch
10:50	First Grade Recess
11:00	3 rd Grade Lunch
11:20	3 rd Grade Recess
11:30	2 nd Grade Lunch
11:50	2 nd Grade Recess
12:36	Dismissal Bell

Attendance

School Hours

School Hours are 8:20 a.m. - 3:36 p.m.

Absences

Elementary students may not miss more than 10 days of non-exempted excused absences, unexcused absences and/or suspensions per year. Students in K-8 who miss more than 3 hours of instructional time during the school day will be considered absent for the entire day.

The new guidelines will not allow students to be excused for vacations or other family trips. As a result, parents should schedule vacations and necessary appointments during school breaks. The 2018-2019 School calendar includes sample breaks for travel plans.

Arrival

Our school day begins at 8:20. Students arriving in cars are to arrive no earlier than 7:50 unless registered in Before School Care. Teachers are not on duty until 7:50 a.m. Anyone dropped off before 7:50 a.m. will be sent to Before School Care, and be assigned a monetary charge. **If the tardy bell rings, you may not drop students off at the front and leave – there is not a duty teacher on duty after the tardy bell rings. This is very unsafe for your child. You must come into the school and sign your child in.** Children who eat breakfast at school should arrive by car no later than 8:10 am.

Tardiness

Students are tardy after 8:20. Any student arriving after 8:20 **must** report to the office **with an adult** in order to be marked present for the day. Tardies are recorded daily. You will be notified of excessive tardies. You are considered tardy if you are not in the building when the bell rings. Being tardy disrupts the teacher and the other students. In addition, it creates more paperwork in the front office, and the teacher has to go back and change her records. Because it is our job to help you adequately prepare our young people for the real world, we will expect promptness. If a child is habitually late for school, the administration will attempt to contact you to discuss the situation. Should the problem continue, his or her name will be turned over to the Office of Child Welfare and Attendance.

Dismissal

Early Checkout

Students being checked out early must be picked up no later than 3:15, or the student must wait until the bell rings at 3:36. **We will not check students out between 3:15 and 3:36 p.m.** unless it is an emergency. This is a very hectic time of the day. Making changes this late in the school day can cause errors in the “go home” routine. When checking out your child, please remain in the front office until your child arrives. Please do not go to the playground, or classroom to pick up your child.

Please do not be offended if we ask for identification when checking students out. It is merely a protective measure. No student will be checked out unless a parent, legal guardian, or designated person signs the child out in the office. No parent may pick up their child from any area other than the school office.

If a student is to be picked up by anyone other than the legal custodial guardian listed on the student’s records, the person picking up the child must be listed on the Emergency Card. This person must be able to show identification upon arrival.

There will be some events throughout the school year which students may be checked out through the classroom teacher. Parents will be informed of these events.

Transportation

We encourage you to use bus transportation provided by the St. Tammany Parish School System. Often, the car line “backs up” causing your child to be tardy so make sure you allow enough time for prompt arrival.

Changes in Transportation

Any student that needs to use a different method of getting home in the afternoon must have a written note from the parent. For the safety of your child and the school, your child’s **teacher must receive written notification of a change regarding the manner in which your child gets home.** If notification is not received,

your child will follow his/her regular method of getting home. **Changes in transportation at the end of the day must be made no later than 2:30. We cannot rely on verbal notification from the child or parent/guardian.** Note must state child's full name, bus driver's name, teacher's name, bus number, grade and must be signed by a parent/guardian.

****We will NOT accept transportation changes via fax, email or telephone. If there is any confusion and the parent/guardian is unable to reach, the child will be placed in After Care and charges will apply.****

Bus Conduct

Transportation by bus is a privilege, not a right. Specific student behavior expectations are established for the safe and effective operation of the school district transportation system in accordance with state laws and regulations. Transportation is considered an extension of the regular school program, and students who violate behavior expectations while riding a bus are subject to suspension from riding the bus and/or all other penalties established for misbehavior while students are not on the school premises. A copy of the bus referral will be sent home and a phone call will be made to parents by an administrator and bus driver. Students are also expected to use appropriate behaviors at the school bus stops while waiting for the bus. If inappropriate behavior continues, a child can be removed permanently off the bus. Bus suspensions are necessary and given based on severity of the referral and at the principal/assistant principal's discretion.

Car Riders

Parents dropping off or picking up in cars will do so on S. Jackson in front of the school. You will not be allowed to enter onto S. Jackson Street from 19th Avenue from either direction after 7:50 each morning or 3:30 each afternoon. You are to enter onto S. Jackson from 21st Avenue. (by the Parish Library)

Students arriving in cars must be dropped off and picked up ONLY in the car line. A CES faculty member will help your child in and out of your vehicle. **Parents may not drop children off across the street or in the parking lot.** We feel the safety of your child is worth the short wait you may have with this policy. Unless you arrive late, it is not necessary to walk your child on campus because we have teachers on duty.

Please have your child **ready to exit** the car upon stopping. Time spent gathering bags, coats, and giving last minute hugs makes the line move more slowly. **Please do not arrive early and park your car to get your child.** It is not safe for your child or those waiting in car line or buses that are trying to exit the school. By law, Students who are permanent car riders will be given a student ID tag, during the first days of school. Place this on your rear view mirror. This tag keeps the line moving smoothly. Use the card all year because duty teams rotate. If more than one name tag is needed, please notify the office and an additional one will be given to you. **If a carline sign is NOT visible, you will be asked to show your ID or come into the office to get your child.**

Walkers – A walker is a child that lives within walking distance from the school. Walkers will exit out the Kindergarten building after parents/guardians have signed the child out. If you do not live within walking distance of the school, the child must use the carline and/or bus transportation.

Extended School Day Care

Covington Elementary School offers Before & After School Care each school day. We pledge to make this program a much-needed convenience for our working parents as well as an educational, recreational, and socially enjoyable time for our student participants.

Payment

There will be a \$10.00 registration fee. Parents may choose to pay monthly or bimonthly. Parents may also choose part-time or full-time. **Children with outstanding late fees will not be allowed to participate in the program until all fees are paid in full.**

Daily Fees

- Before Care \$5.00
- After Care \$9.00

Late Fees

Any student picked up after 6:00 p.m. will be charged a \$5.00 fee for the first five minutes and \$1.00 for each minute thereafter. After three occurrences, the fee will go to \$2.00 per minute. An administrator will contact you to make other accommodations.

Before School Care

Children participating in before care may be dropped off between 7:00 AM and 7:49 AM beginning on the first day of school. (\$6.00 for drop-ins which is due at drop off.)

After School Care

Children may participate in after care beginning on the first day of school from 3:36 PM until 6:00 PM. This program offers supervised play, some quiet time for homework, and a snack. We do not provide **after care** on school holidays or on half days. (\$10.00 for drop-ins which is due at pick-up.)

Uniforms Policy

Uniforms must be worn at all times. **Parents will be contacted to bring student uniforms if a student is out of uniform.**

School Uniforms

Mandated school uniforms are as follows:

❖ Tops

- Shirts may be one of the following:
 - white or navy polo style with short or long sleeves
 - CES T-shirt in navy blue
 - white Caught Fishing shirt
 - Chorus, or Just Say No T-shirts

❖ Bottoms

- Pants, Shorts, Skirts, “Skorts,” or Jumpers
- solid tan khaki cotton or navy blue cotton twill
- Footwear - It is suggested that students wear tennis shoes to school.

❖ Restrictions

- No undergarments may be visible
- No store or designer logos or trim may be visible on clothing
- Caps and hats are banned from school campuses during regular school hours. Caps worn to school during cold weather should be placed in school bags during class.
- Shoes that are worn must have a back or back strap, no flip flops.
- In cold weather, girls may wear ONLY white, gray or navy blue stockings.
- Socks should be of solid color and coordinate with the uniform colors (not florescent or designed)

****We recommend you send an extra set of uniform clothes (including socks and underwear) in a Zip-loc bag for PK and K students in their book bag.****

Book Bags

To ensure safety, rolling book bags are not permitted.

Media Release

Media release forms are sent home the first week of school. Students may only be photographed, videotaped, etc. for publication **if this form is signed and on file in the school office.** If for any reason you do not want your child photographed, please call this to our attention verbally as well.

Internet Access Release

Internet access forms are also sent home to newly enrolled students. If a form is not signed or returned, the student will be denied internet access.

School Pictures

Individual pictures are made by a professional photographer twice a year. The purchase of pictures is optional.

General School Fees

We are requesting a \$10.00 student fee per student to purchase instructional materials. These materials support and enrich our basic textbooks and curricular activities. This fee does not cover the cost of field trips. **If your child's last name is different from yours, please note this on any checks written so that we credit the right account.**

Food Services

Application for Free & Reduced Lunches

On the first day of school ALL students will receive an application for free or reduced priced meals. Please complete an application and return it to school. If you are eligible for free or reduced meals, you will be notified. You can apply for free or reduced meals online at: <https://cafefr.stpsb.org/>. Any application completed incorrectly or incomplete will be returned to the parent and will cause unnecessary delays in your child being considered for a free or reduced status.

Payments

Students will be issued a computerized lunch pass. Payment should be made on a monthly basis. If this is not possible, you must pay weekly on Monday mornings. Payment must be enclosed in an envelope, labeled with the student's name, the amount of money sent, and homeroom teacher. For your convenience, you may pay for your child's meals at: <https://www.mypaymentsplus.com/default.aspx>.

Menus

A monthly calendar of lunch and breakfast menus and monthly fees can be found on the school website at: <http://covingtonelementary.stpsb.org/cafeteria.htm>. Lunch prices do include milk, but milk must be purchased daily for children choosing to bring a "bag lunch" from home.

Eating with Your Child

Visitors are welcome to eat lunch with students during their assigned lunch period only. If space permits in the cafeteria, visitors may sit at a separate table. ***Visitors name must be on the emergency card or written permission, written by parent/guardian needs to be brought to the office the day of the visit***

Lunch Restrictions

No fast food lunches, glass containers, or canned drinks may be brought into the cafeteria.

Breakfast Times

Breakfast is served daily as students exit from the buses or cars, from 7:50 a.m. – 8:20. **Car riders need to arrive at school by 8:10 in order for those students to have time get to the cafeteria and eat.**

Lunch Prices:	Breakfast .75	Reduced Breakfast .30	Parents/Guests \$4.25
	Lunch \$1.30	Reduced Lunch .40	

Visitors & Volunteers

Identification

All visitors/volunteers are required to sign in and secure a visitor's pass. To receive a visitor's pass, you must present a picture ID in the office. If you do not have a picture ID, you will not be allowed further onto school campus. If you do not have a visitor's pass, you will be asked to return to the office and receive one. All visitors need to arrive and depart through the main office doors. **Visitors will not be allowed into classrooms during instructional times.**

Field Trips & Chaperones

Children will not be allowed to go on a field trip without a signed permission slip. Ample time is given for permission slips to be signed and returned to school along with any fees. **All fieldtrip money and permission slips MUST be returned at least two days before the fieldtrip (by the deadline). If chaperoning for a fieldtrip, you must check into the main office the morning of the fieldtrip to receive a visitor's pass.**

Parents may be asked to help chaperone. Many factors will decide the number of chaperones needed.

Chaperone Restrictions:

- May not bring siblings on field trips. The purpose of a chaperone is to supervise a class group of 4-6 students. We ask that chaperones give their total attention to the students.
- May not take your child from the field trip location. School policy is that students leave for field trips together and return together on the bus. Please do not put your child's teacher on the spot and ask for permission to allow your child to leave with you.
- May not smoke while on school grounds or while chaperoning on a school related field trip.

Health

Student Illness

Students will be sent home from school for the following conditions:

- Temperature Above 100 °f.
- Vomiting
- Diarrhea
- Suspected Communicable Disease
- Unexplained Rash
- Head Lice

If any of these conditions occur, the parent is notified and asked to remove the child from school to seek medical attention.

Counselors & Mental Health Providers

The need for expanding school counseling programs has become more acute due to the teaching profession's increased understanding of how non-academic forces impact the school's learning environment.

Covington Elementary School offers services of a full-time guidance counselor **AND** full-time guidance services through a mental health provider (MHP). We have these services available as needed or requested by parents for individual, small group, and large group activities.

As mandated by the St. Tammany Parish School Board, students in grades K-8 will receive instruction on the topic of Child Sexual Abuse Prevention and Education.

All materials used in the instruction may be previewed by contacting the school administration. We would also like to encourage you to talk to your child about this topic as well as other general safety issues.

Behavioral Health Resources for Parents provided by St. Tammany Parish School Board:

<http://stpsb.org/PDFFiles/BehavioralHealthResourcesforParents.pdf>

Insurance

Student accident insurance is available for CES students. Cost and coverage information will be available at the beginning of school. For more information now, go to:

<http://stpsb.org/StudentInsurance/index.htm>

Medication

The St. Tammany Parish School Board has imposed strict guidelines for administering medications at school. If your child is taking long term medications, or emergency medication, you may request a St. Tammany Parish medication form from the school nurse and have it completed by your physician. You can find a copy of this form and the official St. Tammany Parish School Board guidelines at:

<http://stpsb.org/PDFFiles/Medicationforms.pdf> or through the office

The medication will then be administered through the office. If there are any changes in medication, a new form must be completed by the parent and doctor before a new medicine or dosage is given.

Do NOT send cough syrup, cough drops, aspirin, hand sanitizer, or any other over the counter medication to school with any child. Parents may come to school, sign in, and administer medicine if necessary.

Health Conditions

If your child has any health conditions that require additional information or special directions, you **MUST** have a doctor's note indicating the condition and the procedure to be followed. Oftentimes, parents tell us that their child has allergies, and we have no doctor's note indicating such. In order for us to be prepared, give medication, and keep your child safe, we must have official doctors' orders on file.

School Nurse

A nurse is assigned to Covington Elementary School. She conducts vision and hearing screenings annually for kindergarten, first and third grades. She monitors health records and informs parents if medical attention is needed.

Head Lice

The school nurse and/or trained personnel conduct periodic lice checks. If a child is found to have lice, parish policy requires that they be excluded from school. They may not return until they have been cleared by the school nurse or trained personnel. **An excused absence will be issued for 2 days only for head lice.**

Homework

Homework should be a priority. It is important in the learning process because it extends active involvement beyond the classroom. The time a student spends in class is not enough to ensure good learning. Homework is a way for parents to keep abreast of a child's progress.

Good communication between home and school and mutual cooperation are imperative in fostering the full development of the student's potential. Please check with your child's teacher throughout the year concerning homework.

If your child is having trouble with homework or spends an inordinate amount of time on it, you should consult the teacher.

Student Responsibilities

- To bring home assignments and materials.
- To return completed assignments on time.

Teacher Responsibilities

- To provide appropriate and meaningful assignments and to ensure students' understanding of the work.
- To explain homework policy and procedures to students and parents at the beginning of the year.
- To place value on completed work by checking and discussing, etc.
- Use homework to help keep track of individual students' learning and attend to potential problems in a timely way.

Parent Responsibilities

- Set aside a regular time and place for completing homework assignments without distractions.
- Provide necessary materials for completing work.
- Check over completed assignments to see that it has been completed and the concept is understood.
- Sign or initial so the teacher is aware that it has been seen.

Communication

Parent/Teacher Conferences

Only when a child feels there is understanding, appreciation, and active cooperation between home and school, he/she can do his/her best in school work. Through conferences, parents and teachers gain a better insight into the child's needs, interests, potential, and growth, as well as any particular difficulties he/she may have.

If at any time a child would benefit from a parent / teacher conference, the faculty is available immediately before school or after school by appointment. Please email or send a note to the teacher to schedule a conference. Please do not ask teachers to conference with you on a "drop-in" basis, before or after school without an appointment, or during parties or other school functions.

The administration asks that if you have concerns regarding your child, please conference with the teacher first before contacting an administrator. You may contact your child's teacher by calling the school office, sending a note with your child, or going to the school website and making contact through her e-mail.

Newsletter

A newsletter coordinated and published by the PTA will be sent home periodically. The newsletter will contain calendars of events and classroom news as well as timely information from the administration. Watch for them!

School Website

Covington Elementary School maintains a school website, which provides 24 hour access to important information, such as:

- School Events, Important Dates, School Closures, School Calendar for the Year, District Calendar
- Staff Information: Names, Pictures, Grades/Subjects, Email Addresses, & Links to Teacher Websites
- Cafeteria Information: Menus, Payment Options, Fees, Applications for Free & Reduced Lunch
- Photo Gallery of Events Throughout the Year
- Access to Student Progress Center
- Information about State Standards & STPSB Guaranteed Curriculum
- History of School
- Contact Information
- Important Parent Information, Documents, Forms, & Links
- Information regarding our Title I program and all comments are welcome and directly linked to Principal

Parent Teacher Association (PTA)

The purpose of the CES Parent Teacher Association provides an excellent opportunity for establishing better communication between parents and teachers. This is one of the best opportunities for a parent to learn about school life. We encourage and appreciate parent participation. All volunteers must sign in at the office for security reasons.

Reporting To Parents – Report Cards

Formal report cards containing an evaluation of pupil progress are sent home each 9 (nine) weeks. Interim reports, if needed, are sent home in the middle of the grading period.

Report cards are designed to inform you of your child's level of instruction, academic progress, and growth in desirable habits and attitudes. The report card provides a means of communication between you and your child's teacher which is very important to his/her success and happiness in school. You are encouraged to request conferences as needed.

Promotion and Retention

According to the St. Tammany Parish policy for promotion and retention, a child will be promoted if all the following criteria have been satisfied.

- The child has met attendance requirements (all grades)
- The first grade student has received passing grades (not Unsatisfactory) in Reading and Math during the last quarter.
- The child has received passing grades in Reading and Math. (grades 2-6)
- The child does not fail two minor subjects. (grades 2-6)
- Please refer to the St. Tammany Parish Pupil Progression Plan for a more detailed description.
<http://stpsb.org/files/pupilprogressionplan.pdf>

STTPS Information on the Go App

The official St Tammany Parish Public Schools app gives you a personalized window into what is happening at the district and schools. Get the news and information that you care about and get involved. <http://www.stpsb.org/app/>

Grading Policy (Please refer to the Pupil Progression Plan)

Uniform Grading Scale (per Act 701)

A = 93-100

B = 85-92

C = 75-84

D = 67-74

F = 0-66

Student Assistance Team (SAT)

Children with special concerns in achievement, behavior, health, or communication, which cannot be resolved on the classroom level will be referred by the teacher or parent to the SAT (Student Assistance Team) in an attempt to resolve the problem. The SAT at Covington Elementary meets each Thursday to provide assistance for teachers, parents, and students. The committee is comprised of the School Counselor, a Speech Therapist, a Special Education teacher, a Pupil Appraisal member, and an Administrator. Parents are notified in advance and are invited to attend the conference time. The overall goal of the SAT is the coordination among the committee, agencies, and individuals responsible for learning, in order to assist individual students in obtaining a successful education.

Education of Children & Youth in Homeless Situations

The **McKinney-Vento Act** is a federal law passed in 1987 to help people experiencing homelessness. The Act requires states and school districts to make sure students in homeless situations can attend and succeed in school. The McKinney-Vento Act applies to all children and youth who do not have a fixed, regular, and adequate nighttime residence, including children and youth who are living in the following situations:

- Doubled-up housing with other families or friends because they lost their home or their family is having temporary financial problems;
- Living in a motel because of economic hardship or loss of home;
- Living in an emergency or transitional shelter, domestic violence shelter, or in a runaway/homeless youth shelter;
- Living in a vehicle of any kind; a trailer park or campground without running water and / or electricity; abandoned building; substandard housing; bus/train station;
- Awaiting foster care placement; or
- Abandoned in a hospital.

Children and youth in homeless situations have the right to the following:

- Attend and succeed in school no matter where they live or how long they have lived there;
- Enroll in school despite the lack of a permanent address or lack of school and immunization records, or birth certificates and other documents;
- Receive services comparable to those offered to non-homeless children and youth;
- Get transportation to school;
- Access educationally related support services;
- Make sure that disagreements between students and schools are resolved quickly.

Positive Behavior Intervention Support (PBIS)

Our school wide behavior plan here at Covington Elementary is called The Fish Philosophy. The goal of our program is to set clear expectations that will support our students as they learn to make appropriate choices in a variety of settings which will promote a positive and supportive learning environment for all students. There are four components to The Fish Philosophy that guide our school behavioral expectations. We ask for your cooperation in helping us to help all students accept responsibility for their actions and develop self-discipline by discussing these four expectations.

FISH Expectations

Have Fun Learning	Work made fun gets done, especially when we choose to do serious tasks in a lighthearted spontaneous way. Play is not just an activity, it's a state of mind that brings new energy to the tasks at hand and sparks creative solutions.
Make Their Day	When you "make someone's day" (or moment) through a small kindness or unforgettable engagement, you turn even routine encounters into special memories. The world becomes a better place the moment you act on an intention to serve another.
Be There	The glue in our humanity is in being fully present for one another. Being there also is a great way to practice wholeheartedness and fight burnout, for it is those halfhearted tasks you perform while juggling other things that wear you out. You can multi-task with "stuff," but you need to "be there" for people.
Choose Your Attitude	When you look for the worst you will find it everywhere. When you learn you have the power to choose your response to what life brings, you can look for the best and find opportunities you never imagined possible. If you find yourself with an attitude that is not what you want it to be, you can choose a new one. The attitude you have right now is the one you are choosing. Is it the one you want?

Positive Reinforcement Plan

- **Fishing Tickets** – Students can receive a “Caught Ya” Fishing Slip when “caught” following the expectations. These slips can be given by any employee. Students will place their “Caught Ya” slips in a designated spot in the school and their name will be called out on the morning broadcast in the morning.
- **PBS Privilege Days** – Students that have zero minor or major discipline referrals will be invited to a special privilege each month.
- **Classroom Rewards** – Each teacher has their own individual classroom reward program.
- **Terrific Kids Breakfast** – Each month one student from each classroom that has been “fishing” is honored at the terrific kids breakfast. Parents are invited to attend.
- **Fun Freaky Friday** – Each Friday afternoon, 1 student from each classroom will be invited to attend a Fun Freaky Friday party with the Principal and Assistant Principal in the office.

- **“Fish”tastic Teacher of the Week** – Teachers are recognized for “fishing” by administration and/or other faculty/staff members. The chosen teacher will be granted a free duty, treats, and recognized during morning announcements each day.
- **Spirit Stick/Golden Spatula** – The spirit stick is awarded in the cafeteria to the class in each grade level that is chosen each day for doing the best job following cafeteria rules.
- **I Got Caught Fishing Post Cards** – Post cards are mailed home to parents of students that have been caught doing an exceptional job following school expectations.
- **Specific Verbal Feedback** – When employees see student(s) following school wide expectations, they acknowledge the student(s) by giving specific positive verbal feedback.
- **“Fish” Focus** – Each month the PBS committee analyzes the discipline data and identifies an area of instructional focus. The teachers incorporate this Fish Focus into their instruction throughout the month. It is documented in lesson plans.

Discipline Policy

Major Infraction – (Office Managed)

Behavior	Definition
Abusive language, Profanity Inappropriate language	High Intensity instance of inappropriate language including swearing, name calling, or use of other inappropriate language.
Alcohol	Student in possession of or is using alcohol, alcohol containers or imitations.
Combustibles	Student in possession of substance/object readily capable of causing bodily harm and/or damage (lighters, matches, firecrackers, gasoline).
Defiance/disrespect Insubordination Non-compliance	High Intensity: refusal to follow directions, talking back, and/or socially rude interactions.
Fighting/physical Aggression	Actions involving serious physical contact where injury occur (hitting, punching, kicking, pulling hair, scratching, etc.).
Other Drugs	Student is in possession of or is using illegal drugs/substances or imitations.
Property Damage	Student participates in an activity that results in substantial destruction or disfigurement of property.
Tobacco	Student is in possession of or is using tobacco.
Violation of Bus Rules	See Safe Procedures for School Bus Riders
Bullying	Physical, verbal, emotional, and or sexual (See Parish Discipline Handbook)
Sexual	Student subjects an individual to lewd sexual gestures or exposing private parts.

Minor Infraction – (Classroom Managed)

Behavior	Definition
Abusive language Inappropriate language Profanity	Low Intensity instance of inappropriate language including swearing, name calling, or use of other inappropriate language.
Defiance/disrespect Insubordination/ Non-compliance	Brief or Low intensity failure to respond to adult requests
Disruption	Low intensity, but inappropriate disruption
Dress code violation	Student wears clothing that does not fit within Dress code guidelines practiced by the school District.
Fighting/physical Aggression	Not serious, but inappropriate physical contact
Property Damage	Low intensity misuse of property
Theft	Student in possession of, having passed on, or being responsible for removing someone else's property.
Violation of Bus Rules	See Safe Procedures for School Bus Riders Bus Rules
Tease/Taunt	Student delivers disrespectful message (verbal or gesture) to another person.

Other	Any other minor behaviors that do not fall within the above categories.
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Emergency/Crisis Incident

Behavior	Definition
Arson	Student plans and/or participates in malicious burning of property.
Bomb Threat	Student delivers a message of possible explosive materials being on campus, near campus, near campus, and/or pending explosion
Weapons	Student is in possession of knives or guns (real or look alike), or other objects readily capable of causing bodily harm.
Leaving School Grounds (runaway)	Student leaves campus without permission.

Weapons Policy

Students found using, possessing and/or concealing a knife, a firearm or a weapon which may discharge a projectile, or other dangerous instrument which may cause bodily harm shall be immediately suspended and recommended for expulsion. Police notification shall be made immediately. Students using, possessing and/or concealing any look-alike object that may have the principle appearance of a weapon or dangerous instrument shall be immediately suspended from school or recommended for expulsion. Upon the recommendation for the expulsion, a hearing shall be conducted by the Superintendent or his/her designee. Students in grade five or lower who have been found in the hearing process, of using, possessing and/or concealing a weapon, or look alike weapon shall be disciplined in accordance with the decision made by the Superintendent or his/her designee. Any case involving a student grade five or lower found in possession of a firearm on school property shall be referred to the School Board through a recommendation for action from the Superintendent. Students in grade six or higher have been found, in the hearing process of using, possessing and/or concealing a weapon, or look- alike weapon shall be expelled from the School System for a period of not less than 12 calendar months.

Discipline for Minor Infractions

1. Teacher will move closer to student and provide verbal or nonverbal warnings.
2. Brief student/teacher conference away from peers.
3. Time Out
4. Removed from classroom to a Buddy Teacher
5. Review of Expectations Power point that was not followed
6. Parent conference (Face to Face and/or Phone Conference)
7. Campus Restriction
8. Repeat Violators will meet with administration.

Discipline for School Bus Riders

(Please refer to the “Safe Procedures for School Bus Riders” pamphlet for specific safe riding practices. This pamphlet is given to parents at the beginning of each school year.)

1. First Offense – Warning, student conference, bus referral
2. Second Offense – Warning, student conference, paw print, parental contact, and bus referral
3. Third Offense – Conference, parental contact, and bus suspension for up to three days.

****Administration reserves the right to suspend a student from riding the bus on any offense depending on severity.****

Discipline for Major Infractions

Any major infraction will result in documentation on the Louisiana Department of Education Discipline Form. Depending on the nature of the infraction, one or more of the following disciplinary actions may occur:

1. Student Reprimand Campus Restriction Paw Print
2. Teacher-Student-Parent-Administrative Conference
3. Referral to Counselor, MHP, SAT
4. In School Suspension (Second Chance) Suspension
5. Exclusion
6. Recommendation for Expulsion

Anti-Bullying Policy

Everyone at Covington Elementary School promises to make our school a safe and caring place for all students. We will treat each other with respect, and we will not allow bullying in any form at our school. At Covington Elementary School we believe we should treat others the way we want to be treated.

Bullying is considered a major behavior offense. It will be handled as defined in the discipline procedure below.

1. Student reports an incident of bullying to an adult.
2. Adult assesses the situation and determines if the incident is a major or minor offense.
3. If minor, the teacher provides coaching and/or replacement behaviors.
4. If major, adult fills out top section of reporting form and refers it to the counselor/administrator.
5. Appropriate action is then taken.