

## PROMOTION/RETENTION POLICY

In order to be promoted to the next grade, students in grades 1-5 must pass 2 of the 3, math, language development and reading, **and** science or social studies.

Students in grades 6-8 must pass math and reading in order to be promoted. The students must also pass seven (7) of the eight (8) subjects.

Remember that no student will be promoted or passed without mastery, regardless of age or previous retentions. Also, all students must be in attendance at least 167 school days.

Students in grades 4 and 8 must pass the LEAP2025.

In order to be promoted to grade 1, kindergarten students must score a 67% or above on locally developed tests that are correlated with the Louisiana Student Standards in the area of reading and mathematics.

## ATTENDANCE POLICY

All students shall be in attendance a minimum of 60, 120 minutes or 167 six-hour days a school year. When a child has unexcused check-ins or check-outs, the minutes missed will accumulate into minutes toward an unexcused absence. Doctor's statements will excuse a student's absence. Notes from parents can excuse an absence, and will allow students to make up missed work, only if turned in within three days of the student's return to school.

## TARDY POLICY

All students must be in class before the tardy bell rings.

### Offenses:

3rd tardy.....Parent contact  
4th tardy.....After school detention  
5th tardy.....Two days in after school detention  
6th-9th tardy.....Suspension with parent return  
10th tardy.....Suspension pending hearing

Afternoon detention will be held at 3:00 p.m. every Wednesday and Thursday. It is the responsibility of parents to provide transportation. If a student does not report to detention, he/she will be suspended from school. Tardies are cumulative throughout the school day. The tardy process starts over at the beginning of each semester. Detention is over at 4:00 p.m. Students must be picked up no later than 4:00 p.m.

## DRESS CODE

*Students in grades Pre-K-8th grade may wear shorts if they fit reasonably and if they are at or near the knee in length. Dresses must not be shorter than 4 inches above the knee.*

1. Attire must not be destructive to school property.
2. For health reasons, shoes must be worn.
3. Only tops designed to be worn outside of pants, shorts or skirts shall be worn in that manner.
4. Pants and skirts must be worn at the waist. No "sagging" is permitted. No holes in clothing will be allowed.
5. Head wear, hair rollers, sunglasses, bare midriffs, see-through clothing, white undergarment type shirts, bare back, halter tops, low cut blouses, tank tops, spandex shorts and cut-offs, strapless shirts or dresses are prohibited. Headbands are allowed, but students may not wear bandanas. Boys may not wear sleeveless shirts.
6. Obscene, profane language or provocative pictures on clothing or jewelry are prohibited. Language/symbols must not be offensive to others.
7. Satanic, cult or gang related or drug related symbolism in any form, including advertised or promotion of alcohol or tobacco, is prohibited.
8. Hair accents or coloring must be a natural color. (Ex. No pink, green, bright red, etc. highlights or tips.
9. Shirts, sweaters, jackets and other tops worn over leggings must be no shorter than 4" above the knee.
10. Loose fitting shorts, dresses and skirts that are not more than 4" above the knee may be worn. All shorts must be hemmed. No other article of clothing can be worn beneath the shorts for viewing.
11. No body piercing — facial, tongue, nose, etc., except in the ears. Boys must not wear dangling earrings.
12. Principals have the discretion to adjust the dress code to fit unique situations.

## GRADING SCALE Grades 1-8

100 - 93	A
92 - 85	B
84 - 75	C
74 - 67	D
66 - 0	F

# Walnut Hill Elementary/Middle School

9360 Woolworth Road  
Shreveport, LA 71129

## 2018-2019



## A Student Handbook of Discipline Rules and Procedures

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## DISCIPLINE RULES AND PROCEDURES

*In order to provide a safe, orderly learning environment for each student, procedures and rules of conduct must be established and adhered to. Every student is expected to abide by the rules of conduct outlined by the Caddo Parish School Board and the administration and faculty of Walnut Hill School. The staff will strictly enforce the rules as outlined.*

### Classroom and Campus Rules and Procedures

*The following behaviors are unacceptable and will not be tolerated:*

1. Bullying
2. Fighting or participating in a fight. (Starting a fight, calling names, etc.)
3. Profanity, abusive language, obscene writing, gestures, materials or clothing.
4. Possessing or using tobacco, drugs, alcohol, weapons, matches or cigarette lighters.
5. Stealing, breaking into lockers, or borrowing without the permission of the owner.
6. Destroying or defacing school property (marking, tearing or damaging textbooks, chairs, lockers, desks, windows, walls, etc.)
7. Skipping school or cutting class.
8. Tardiness—Students are to be in the classroom prior to the ringing of the tardy bell.
9. Willful disobedience, disrespecting school personnel (teachers, administrators, counselors, aides, etc.)
10. Dishonesty—Cheating on tests, forging notes, falsifying information.
11. Leaving class without permission.
12. Refusing to do the assigned work or to bring materials (book, paper, pen, etc.) to class.\*
13. Chewing gum or eating in class.
14. Running, yelling or throwing objects.
15. Cell phones must be off and out of sight during school hours; all electronic devices are prohibited.
16. Students are not allowed to buy, sell or trade any items at school. Examples are: candy, cards, toys and games, including videos.

***\*If a student leaves materials or items in locker, he/she will not be allowed to return to the locker after class starts.***

Walnut Hill students will follow the **TRRFC** rules to promote positive behavior at school. (Trustworthy, Respectful, Responsible, Fair and Caring citizens).

### Check-Outs

Always bring a picture I.D. to check a student out from school, even if the office staff knows you. A picture I.D. is always required.

**\*No check-outs after 2:00 p.m.**

### Hallway and Breezeway

*All students are expected to abide by the following rules:*

1. Have a hall pass in their possession before leaving the classroom. (Students will not be allowed to go to the office, bathroom, etc., without an official hall pass).
2. Talk in low tones or voices when on the breezeway or hallway.
3. Walk quickly to and from classes.
4. Keep paper and trash off the hallway or breezeway. (Use trash cans at entrance of each wing).
5. Keep from hanging on or bumping the lockers.

### Cafeteria Procedures

1. Come to the cafeteria in an orderly fashion (line) with the class and the teacher.
2. Speak in low tones when in the cafeteria.
3. Sit and eat with the class at designated table.
4. Clean spilled food off the table and floor.
5. Carry tray, eating utensils, milk cartons, napkins, etc. to the trash cans.
6. Leave the cafeteria in an orderly fashion with the teacher and class.
7. After lunch, go to the designated area. Stay away from the building.
8. Students are not to go in the building during lunch break.

*\*Food, straws, eating utensils and milk cartons will not be taken out of the cafeteria. Classes are to be very quiet when near the office area, A and B wings, or any areas where classes are in session.*

### Lunch Break/Recess

*Students are to abide by the following rules when on break:*

1. Stay away from parked vehicles.
2. Stay away from areas/buildings where classes are in session.
3. Throwing objects, playing tackle football, wrestling/judo/karate or any dangerous games which can lead to bodily harm or injury are prohibited.
4. Follow the instructions of the duty teachers.

### Electronic Devices

No student, unless authorized by the school principal or her designee, shall possess, use or operate any electrical communication device, including any radio, cell phone, iPod, or speakers in any public elementary or secondary school or on the grounds, thereof, from 7:18 a.m., until the end of the school day.

*\*This rule also applies to the school bus.*

### Bus Rules

*It is important that order be maintained on the school bus. A noisy, chaotic bus could very well lead to accidents and injuries. Violation of any of the following may result in permanent removal from the bus:*

1. Fighting, participating in, or starting a fight.
2. Destroying or marking on any part of the bus.
3. Using obscene or abusive language.
4. Possessing weapons, drugs, tobacco or alcohol.
5. Willfully disobeying or defying the bus driver.
6. Throwing objects on the bus or out of the window.
7. Harassing other students.
8. Threatening the bus driver.
9. Cell phones and all other electronic devices are not allowed on buses.

### Theft

*To prevent stealing, each student is asked to take the following precautions and adhere to the guidelines as indicated.*

1. Leave all items of value at home.
2. Mark items with an identification code before bringing them to school.
3. Do not leave books, clothing, purses or jewelry unsecured or unattended.
4. Turn in any item found to a teacher or the office immediately.
5. Students are not to sell or trade personal items.
6. Do not give the combination or key for locks to any other student.
7. Report anyone stealing or bothering lockers that are not assigned to that individual.
8. **STRICT** disciplinary action will be taken by the Administration against those who steal or who are in possession of stolen items.

### Punishment

*Each student at Walnut Hill Elementary/Middle School will be held strictly accountable for his/her behavior. The administration will strictly enforce discipline procedures and rules as established by the Caddo Parish School Board. The following punishments will be applicable in eliminating undesirable behaviors:*

1. Parent/teacher/administrator conference.
2. Verbal reprimand/warning.
3. Cafeteria work duty.
4. After-school detention.
5. In-school suspension.
6. Suspension
7. Juvenile court/local authorities.
8. Any other reasonable punishment as outlined by the administration or teacher recommendation.

*Students will be expected to pay for lost, damaged or destroyed textbooks, chairs, desks, windows, bus seats or windows, or any school property, including library fines. If a student fails to meet his/her obligations, he/she will not receive a report card nor will academic records be released.*