I.A. Lewis School
2026-27
Student Handbook



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https://lincolnschools.org/o/ial

WELCOME

The administration and staff would like to take this opportunity to welcome our new I.A. Lewis Rams and their parents/guardians to our school. We are thrilled to welcome this new group of 6th graders to our campus as we begin a new school year. We have many exciting things planned for our students, a combination of traditions and new ideas.

We want this time of transition to 6th grade to be a year of growth and learning, continuing to build on the foundations laid by our Pre-K-5th grade schools. Our goal at I.A. Lewis School is to provide the support needed for students to master grade-level content in a caring and creative environment and to instill in students a love of learning. The entire staff is here to assist students with their education, and our partnership with you is a very important part of their success.

The information in this handbook has been compiled to provide essential information to students and parents/guardians that will help students find success at I.A. Lewis School. All policies and guidelines within this handbook apply to all school-sponsored events.

Please take a few minutes to review the contents. Be sure to sign the signature pages and indicate whether or not your student has permission to use the internet at school, attend field trips, and has permission to have his/her image displayed in public domains such as the newspaper, television, and/or school website. Extra copies of this will be available at Prep Night.

PARENTS' RIGHT TO KNOW

As a parent of a student in the Lincoln Parish School System, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's teachers and requires us to give you this information in a timely manner if you ask for it.

EQUAL OPPORTUNITY STATEMENT

In compliance with Title VI, Title IX, and Section 504 of the Rehabilitation Act of 1973, this Educational Agency upholds the following policy:

This is an equal opportunity school and is dedicated to a policy of non-discrimination in employment or training. Qualified students, applicants, or employees will be excluded from any course or activity because of age, race, creed, color, sex, religion, national origin, or qualified handicap. All students have equal rights to counseling and training.

STUDENT HANDBOOK POLICIES

Updates to the I.A. Lewis Student Handbook may occur throughout the school year. Any changes/additions will be updated on the I.A. Lewis School website monthly to include necessary revisions. You may access the school website at **https://ialewis.lincolnschools.org/o/ial .**

*Additional information regarding policies are located in the Lincoln Schools **District Student Handbook.***

OUR MISSION

THE MISSION OF I.A. LEWIS SCHOOL IS TO SUPPORT MASTERY LEVEL ACHIEVEMENT OF THE LOUISIANA STATE STANDARDS IN A CHALLENGING, SAFE, AND ORDERLY ENVIRONMENT.

Responsible
Approachable
Motivated
Successful

R.A.M.S.

Wendell Crowe, Principal
Lashonda Jones, Assistant Principal
Brooke Hoefler, Academic Assistant Principal
Addie Smith, Mental Health Counselor, M.A., LPC

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2026-2027
STUDENT & PARENT CALENDAR

AUGUST

S	M	T	W	T	F	S
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9	10	11	12	13	14	15
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30	31					

SEPTEMBER

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OCTOBER

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NOVEMBER

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DECEMBER

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JANUARY

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FEBRUARY

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MARCH

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MAY

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30	31					

DATES	EVENTS
AUG 10–AUG 13, 2026	STAFF DEVELOPMENT (NO STUDENTS)
AUG 14, 2026	FIRST DAY FOR 1ST-12TH GRADE STUDENTS (FULL DAY)
AUG 14,17,18,19, 2026	PRE-K AND KINDERGARTEN SCREENING
AUG 20, 2026	FIRST DAY FOR PK-K BOYS
AUG 21, 2026	FIRST DAY FOR PK-K GIRLS
AUG 24, 2026	ALL PK-K STUDENTS REPORT
SEPT 7, 2026	LABOR DAY (CLOSED)
SEPT 15, 2026	PROGRESS REPORTS
OCT 7, 2026	STAFF DEVELOPMENT DAY- NO STUDENTS (VIRTUAL)
OCT 12 –OCT 16, 2026	FALL BREAK (CLOSED)
OCT 23, 2026	END OF 1ST NINE WEEKS
OCT 29, 2026	1ST 9 WEEKS REPORT CARDS
NOV 3, 2026	ELECTION DAY (CLOSED)
NOV 23 –NOV 27, 2026	THANKSGIVING BREAK (CLOSED)
DEC 1, 2026	PROGRESS REPORTS
DEC 11, 2026	STAFF DEVELOPMENT DAY- NO STUDENTS (VIRTUAL)
DEC 21,2026- JAN 1, 2027	CHRISTMAS/NEW YEAR'S BREAK (CLOSED)
JAN 4, 2027	TEACHER WORK DAY (NO STUDENTS)
JAN 15, 2027	END OF 2ND NINE WEEKS AND 1ST SEMESTER
JAN 18, 2027	MARTIN LUTHER KING, JR DAY (CLOSED)
JAN 21, 2027	2ND 9 WEEKS REPORT CARD
FEB 15, 2027	PRESIDENTS' DAY (CLOSED)
FEB 17, 2027	PROGRESS REPORTS
FEB 24, 2027	STAFF DEVELOPMENT DAY- NO STUDENTS (VIRTUAL)
MAR 8-MAR 12, 2027	SPRING BREAK (CLOSED)
MAR 25, 2027	END OF 3RD NINE WEEKS
MAR 26-29,2027	EASTER BREAK (CLOSED)
APRIL 1, 2027	3RD 9 WEEKS REPORT CARD
APRIL 27, 2027	PROGRESS REPORTS
MAY 21, 2027	LAST DAY STUDENTS (FULL-DAY)
MAY 21, 2027	END OF 4TH NINE WEEKS LAST DAY FOR TEACHERS

= FIRST DAYS/LAST DAYS OF SCHOOL
= HOLIDAYS
□ – GRADING PERIOD CUT-OFF
△ – STAFF DEVELOPMENT DAYS
○ – PROGRESS REPORTS/ REPORT CARDS

2026-27 BELL SCHEDULE

BELL SCHEDULE 1st Lunch Shift				BELL SCHEDULE 2nd Lunch Shift			
PERIOD	**START TIME**		**END TIME**	**PERIOD**	**START TIME**		**END TIME**
1st Period	7:55 AM	–	8:43 AM	**1st Period**	7:55 AM	–	8:43 AM
2nd Period	8:46 AM	–	9:34 AM	**2nd Period**	8:46 AM	–	9:34 AM
3rd Period	9:37 AM	–	10:25 AM	**3rd Period**	9:37 AM	–	10:25 AM
4th Period	10:28 AM	–	11:16 AM	**4th Period**	10:28 AM	–	11:16 AM
1st Lunch Shift	11:16 AM	–	11:46 AM	**5th Period**	11:19 AM	–	12:07 AM
5th Period	11:49 AM	–	12:37 PM	*2nd Lunch Shift*	12:07 AM	–	12:37 PM
6th Period	12:40 PM	–	1:28 PM	**6th Period**	12:40 PM	–	1:28 PM
7th Period	1:31 PM	–	2:19 PM	**7th Period**	1:31 PM	–	2:19 PM
8th Period	2:22 PM	–	3:10 PM	**8th Period**	2:22 PM	–	3:10 PM

Earliest Drop Off Time

7:30 AM: Earliest drop off time for buses and cars

School Start Time

7:50 AM: First bell to go to class

7:55 AM: Morning tardy bell; class instruction begins

Check-Outs

2:30 PM: Latest check-out time

End of Day Dismissal Bells

3:10 PM: Bus dismissals begin

3:18 PM: Carline begins

3:35 PM: Latest carline pick up

AFTER-SCHOOL ACTIVITIES

There is a time to have fun at IAL. After our work is done, we often enjoy getting together after school for various activities such as athletic events, dances, parent/student involvement events, etc. All school expectations apply for these events and discipline consequences will be given to students who do not comply with these expectations.

ANNOUNCEMENTS

During morning announcements, students are expected to be seated and remain quiet. Announcements will take place at the end of 2nd Period.

APPLICATION OF POLICY

Students are held accountable for their actions at school and at all school-sponsored events whether on or off campus. Students will be under the direct authority of the administrators, teachers, and/or chaperones. Therefore, all school policies apply at school-related functions whether they occur on or off campus.

ARRIVAL/DISMISSAL

Doors open for students at 7:30 AM (car riders & buses). Students should report immediately to either the cafeteria for breakfast or to the appropriate designated area. At the completion of breakfast, students will report to their designated area.

A student who is checking out before the end of the day will remain in class until called to the office. A student may not leave campus unless checked out by a parent/guardian or a person authorized by the parent/guardian. Students who leave the campus, classroom, or any supervised area without permission may be subject to an out-of-school suspension. Students may not be checked out after 2:30 unless prior notice has been given to the office. A student who is not returning home as they normally do must bring a signed note so that an administrator may sign, verify, and approve. This note should be turned into the office when the student arrives at school.

- *All parents/guardians must provide a picture I.D. in order to check out a child. No party may check out a child who is not listed in the JCampus as having authority to do so. No exceptions.*
- *Parents/Guardians should provide a list (at the beginning of the school year) of all parties authorized to check out their child.*

ASSEMBLIES

At all times students should be polite and courteous. An indication of the quality of the school is the conduct of its student body at an assembly. Each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct includes, but is not limited to, whistling, inappropriate applause, or talking during a program or when a speaker is addressing the gym. Students are to report to their regularly scheduled class and be taken from that class as a group to report to the assembly. Seating in the gym will be by classroom or as decided by the administration. Neither food nor drinks are allowed during assemblies unless concessions are sold. Students who violate standards of conduct during an assembly will face disciplinary action.

ASSIGNMENTS

A student's success is dependent upon his/her own efforts and their completion of class work and homework. To help develop responsibility and self-discipline in completing assignments, students should:

1. Write assignments, homework, projects, tests, etc.
2. Ask the teacher for complete instructions before leaving class.
3. Take all instructions, books, and materials needed to complete homework.
4. Have a special time each day to do homework when assigned.

5. Have a special place to work, free from noise and disturbances.
6. Check the work carefully when finished.
7. Review class work.
8. Put completed assignments together in one place so you will be less likely to forget them the next day.

If a student fails to complete in-class and homework assignments, the teacher will notify the parent. Continued failure to complete assignments will result in the teacher requesting a parent conference.

ATHLETIC AND EXTRACURRICULAR ACTIVITIES

I.A. Lewis School offers the following opportunities: Band, Basketball, Cheerleading (Girls), Cross Country, For All RamKind (FARK), FCA, 4-H, Football (Boys), Softball, Baseball, and Volleyball.

It is our core belief that the above opportunities should be an integral part of the total educational process. It is our goal to ensure and enhance the quality of life for youth by providing fun, and competitive activities. Participation may be based on grades, attitude, teacher recommendations, and discipline history.

Athletics

Athletics gives competitors the opportunity to gain self-confidence, life skills, good sportsmanship, ethical behavior and integrity. It is our goal that sports activities will produce young men and women who will be able to enter the community and become constructive, contributing members of society. Interscholastic athletics is a voluntary program. Participation is a ***PRIVILEGE***, and not a right. Accompanying that privilege is the responsibility of the student to conform to the school standards. Athletics are subject to the rules and regulations of I.A. Lewis School, and the Lincoln Parish School Board. We expect the behavior of those who participate to be of the highest order. This is particularly true of academic requirements, honesty, citizenship, and sportsmanship. Participation may be revoked if the student athlete does not conduct himself/herself appropriately. Student athletes should show support for fellow teammates and show good sportsmanship to game officials and opposing teams. Failure to comply could result in a temporary or permanent suspension from the team. Hazing/Harassment/Bullying in any athletic/activity program is unacceptable. Students engaged in these types of activities may be suspended from the program and from school.

Eligibility to participate in sports at I.A. Lewis will be determined as defined in the sections below.

Athletic Eligibility

Students must provide the following in order to participate in tryouts, practice, scrimmages, and games:

- A valid birth certificate on file in the office.
- An Athletic Parental Permission form.
- A substance abuse agreement form.
- Insurance Waiver.
- A current Medical History/Physical Exam form signed by a physician, a parent/guardian, and the student. The form must be dated less than one year from the end of the playing season.

Athletic Academic Requirements

Sports are an extracurricular activity and it is important to remember that playing and being involved in those activities is a privilege and not a right. It is important to remember that these are student athletes and that student comes first. Therefore, it is important for these students to conduct their business in the classroom properly and to maintain as high a level of academics as is possible for them.

Being promoted to I.A. Lewis makes your student athlete eligible to participate in sports at the beginning of the school year. In order to maintain that eligibility, the student must maintain the proper grades.

- 1st grade check – Progress reports 1st nine weeks–Any student having 2 or more F's (core and elective courses) will be removed from participation for the remainder of the nine weeks.
- 2nd grade check – Report cards 1st nine weeks–Any student having 2 or more F's (core and elective courses) will be removed from participation until the next grade check.
- 3rd grade check – Progress reports 2 nine weeks–Any student having 2 or more F's (core and elective courses) will be removed from participation for the remainder of the nine weeks.
- Additional grade checks at progress report time and/or report card time may be conducted for sports seasons that run beyond fall.
- Transfer students who enroll after the first grading period must have at least a 1.5 GPA.

Attendance

A student/athlete may not participate or compete on a day in which he/she did not attend school or had an out-of-school suspension. Any student that has an in school suspension will also not be allowed to participate in extracurricular activities on the day of the suspension. School-related trips are not considered absences. For absences due to illness, doctor's appointments, funerals, etc., the parents should notify the school and be prepared to provide written documentation.

Criminal Offenses

Upon receipt of knowledge that a student has been charged with a criminal offense, a student may be temporarily suspended from athletic participation pending further investigation. The principal and head coach will consider the length of the suspension and possible reinstatement based on a review of the facts.

School Discipline

Students will not be excused from detention or in-school suspension for athletic participation. Coaches may discipline athletes for missed practices, games, or competitions due to being placed in detention or ISS. Any conduct in or out of school that is determined by the I. A. Lewis administration to be unbecoming of a participant in school athletics will not be tolerated, and the violator will be subject to disciplinary action.

Multiple Sports

Student athletes are encouraged to participate, when possible, in multiple sports. Coaches shall not establish expectations "out of season" which would prohibit or restrict a student's participation in another sport. A student who is removed from a sport for disciplinary reasons or quits a sport to avoid disciplinary action will not be allowed to participate in another sport until the 1st sport's season ends. An athlete may leave a sport, however, if he/she is leaving the sport "in good standing" and he/she can attain clearance from the athletic committee comprised of the principal, athletic director, and head coaches of both sports. An athlete who wishes to participate in a second sport must be cleared by the coach of the first sport for payment of fees, return of equipment, etc.

Transportation

Team members must ride to and from activities on school provided transportation (when available) under the supervision of school personnel. However, students may return home from an event with a parent/guardian if the parent signs a release form with the head coach at the conclusion of the athletic contest.

Parents are expected to arrive for pick-up to I.A. Lewis School (or other location designated) within 15 minutes of the close of any practice and/or a sporting event or return from a sporting event. Please make sure you are part of the JCampus Connect group that will keep you informed of the team location.

ATTENDANCE/TRUANCY

The Lincoln Parish School Board recognizes that the fundamental right to attend the public schools places upon students the accompanying responsibility to be faithful in attendance. Regular attendance can be assumed to be essential for a student's successful progress in the instructional program.

The parent or legal guardian shall enforce the attendance of the student at the school to which the student is assigned.

The principal of a school, or his/her designee, shall notify the parent or legal guardian in writing on or before a student's *third* unexcused absence or unexcused occurrence of being tardy, and shall hold a conference with such student's parent or legal guardian. This notification shall include information relative to the parent or legal guardian's legal responsibility to enforce the student's attendance at school and the civil penalties that may be incurred if the student is determined to be habitually absent or habitually tardy. The student's parent or legal guardian shall sign a receipt for such notification.

Each school shall attempt to provide verbal notification to a child's parent, tutor, or legal guardian, and, if such verbal notification cannot be provided, then the school shall provide written notification to a child's parent, tutor, or legal guardian when that child has been absent from school for five (5) school days in schools operating on a semester basis, and for ten (10) days in schools not operating on a semester basis. The accumulation of days absent need not be consecutive.

No public elementary or secondary school student shall be permitted for any reason to absent himself/herself from school attendance during the school day upon his/her own authority, unless legally emancipated. The principal or designee shall make all reasonable efforts to verbally notify the parent or other person responsible for the student's school attendance of any such prohibited absence by a student.

TYPES OF ABSENCES

The days absent for elementary and secondary school students shall include *excused absences, unexcused absences*, and *suspensions/expulsions*.

A. *Excused absences* are absences which are not considered for purposes of truancy, including absences incurred due to extenuating circumstances as listed below.

B. *Unexcused absences* are any absences not meeting the requirements set forth in the excused absence definition, including but not limited to absences due to any job (including agriculture and domestic services, even in the student's own home or for their own parents or tutors) unless it is a part of an approved instructional program.

C. *Suspension/Expulsions* are absences in which a student is not in attendance in the regular instructional setting due to disciplinary actions imposed by the school. The absence is not considered for purposes of truancy unless the student was assigned to an alternative site and is not in attendance at the assigned alternative site.

A student who is absent, including a suspended student, shall be allowed to submit missed assignments and tests and shall be eligible to receive the same academic credit and grades originally available when work is completed satisfactorily and in a timely manner.

EXTENUATING CIRCUMSTANCES

Exceptions to the attendance regulation shall be the enumerated extenuating circumstances below that are verified by the Supervisor of Child Welfare and Attendance or the school principal/designee where indicated. These exempted absences do not apply in determining whether a student meets the minimum minutes of instruction required to receive credit.

1. Extended personal physical or emotional illness as verified by a physician or nurse practitioner licensed in the state.

2. Extended hospital stay in which a student is absent as verified by a physician or dentist.

3. Extended recuperation from an accident in which a student is absent as verified by a physician, dentist, or nurse practitioner licensed in the state.

4. Extended contagious disease within a family in which a student is absent as verified by a physician or dentist licensed in the state.

5. Quarantine due to prolonged exposure to or direct contact with a person diagnosed with a contagious, deadly, disease, as ordered by state or local health officials.

6. Observance of special and recognized holidays of the student's own faith.

7. Visitation with a parent who is a member of the United States Armed Forces or the National Guard of a state and such parent has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting. Excused absences in this situation shall not exceed five (5) school days per school year.

8. Absences as verified by the principal or his/her designee as stated below:
   A. Prior school system-approved travel for education;
   B. Death in the immediate family (not to exceed one week); or,
   C. Natural catastrophe and/or disaster.

9. Expectant and parenting high school students shall be granted excused absences as delineated in policy *JQE, Expectant and Parenting Students*.

For any other extenuating circumstances, the student's parents or legal guardian must make a formal appeal in accordance with the due process procedures established by the school system.

Students who are verified as meeting extenuating circumstances, and therefore eligible to receive grades shall not receive those grades if they are unable to complete makeup work or pass the course.

MENTAL OR BEHAVIORAL HEALTH ABSENCES

A student may be absent for up to three (3) days in any school year related to the student's mental or behavioral health, and such absences shall be excused if certification is provided in writing in accordance with the student handbook. The student shall be given the opportunity to make up any school work missed during such absences. Following the second day of absence in any school year, the student shall be referred to the appropriate school support personnel for help addressing the underlying issue, which may include referral to medical services outside of the school setting.

SCHOOL-APPROVED ACTIVITIES

Students participating in school-approved field trips or other instructional activities that necessitate their being away from school shall be considered to be present and shall be given the opportunity to make up work.

CHILD PERFORMERS

Minors employed to perform or render artistic or creative services under a contract or employment arrangement for two (2) or more days within a 30-day period must receive instruction pursuant to statutory provisions.

WRITTEN EXCUSES

For a student to be eligible to receive credit and make up work following an absence, the student shall be required in each instance to submit parental confirmation of the reasons for the absence. If a student is tardy or absent, the parent or guardian must submit a written excuse, signed and dated, to school authorities upon the student's return to classes, stating the reason for the student's absence from school. A doctor's, dentist's, or nurse practitioner's written statement of student's incapacity to attend school shall be required for those absences for three (3) or more consecutive days due to illness, contagious illness in a family, hospitalization, or accidents. All excuses for a student's absence, including medical verification of extended personal illness, must be presented within five (5) school days of the student's return to school, or the student's absence shall be considered unexcused and the student not allowed to make up work missed.

REPORTING ABSENCES

The attendance of all school students shall be checked each school day and at the beginning of each class period and shall be verified by the teacher keeping such record, which shall be open to inspection by the Supervisor of Child Welfare and Attendance or duly authorized representative at all reasonable times. All schools shall immediately report to the Supervisor of Child Welfare and Attendance any unexplained, unexcused, or illegal absence, or habitual tardiness.

The Supervisor of Child Welfare and Attendance shall, after written notice to the parent or legal guardian of a child, or a personal visit of notification, report any such child who is habitually absent or who is habitually tardy to the family or juvenile court of the parish as a truant child, there to be dealt with in such manner as the court may determine.

APPEAL OF ABSENCES

When a student exceeds the maximum number of absences allowed the parents or student may make a formal appeal to the principal if they feel any of the absences are because of extenuating circumstances. If they feel that the decision is unfavorable, they shall appeal to the Superintendent or his/her designee. After a review by the Superintendent or his/her designee, a decision shall be made and communicated to the parents or legal guardian by letter.

High school students in danger of failing due to excessive absences may be allowed to make up missed time in class sessions held outside the regular class time. The make-up sessions must be completed before the end of the current semester and all other applicable policies must also be met.

TARDINESS

A student shall be considered tardy to class if the student is not in the classroom when the bell to begin class ceases. A student shall be considered tardy to school if the student is not in his/her homeroom/first period class when the bell to begin homeroom/class ceases. Tardy shall also mean leaving or checking out of school unexcused prior to the regularly scheduled dismissal. Habitual tardiness on the part of students shall not be tolerated.

Students who exhibit habitual tardiness shall be subject to disciplinary action, appropriate under the circumstances. Parents of students who continue to be tardy shall be notified for a conference with the principal, and the student may be subject to suspension from school and the parent/legal guardian subject to court fines or community service.

Steps to follow when absent:

1. Have your parent or guardian phone the school (318-255-5963) and inform the office of your absence before 8:30am of the day of the absence.
2. Have your parent/guardian write an excuse giving your name, date, days of absence, reason, with his/her signature.
3. A doctor's excuse is required for a student returning after any contagious illness or after a student has been absent five consecutive days due to illness.
4. Students and/or parents should turn any excuses in directly to the main office upon arrival to school.
5. Students have until the second day after returning from an illness to present an excuse and receive an excused absence to class. Excuses may be presented in the office between 7:30 - 7:50 A.M. and during lunch shifts.
6. Any excuses turned in after 5 days of returning to school will not be accepted.
7. Ask all teachers for make-up assignments. Assignments that are not made up will be reflected in the student grade report.
8. If an unusual family need arises that will result in student absence, parents must contact the school principal in writing to request consideration for an excused absence.
9. It is the student's responsibility to obtain an office admit and to get their makeup work or assignments. Students are allowed time equal to the number of days absent to complete make-up work.

Perfect Attendance Awards Policy

Students will be eligible for a perfect attendance award only if they have missed no days of school, have never checked-out, and have never been late to school.

BAD WEATHER PROCEDURES

If school has to be dismissed early due to an emergency (bad weather, etc) the buses will run and the early dismissal will be announced on local radio stations. Students that ride buses will be placed on their regular bus unless a parent has made prior arrangements in the office ahead of time.

BATHROOM PROCEDURES

Appropriate bathroom facilities are available to all students. Students should use time between classes to use the bathroom when necessary. Bathroom usage during instructional time will be at the discretion of the teacher unless a medical issue is noted. In the bathroom, students should adhere to the following guidelines:

- Respect others right to privacy, including no cell phone use
- Be quiet and polite
- Finish and get back to class
- Only one (1) student allowed per stall

- Leave walls and counters unmarked
- Use equipment as intended
- Clean up after yourself

BOOK BAGS

All bags should be free of inappropriate writing, slogans, symbols, and pictures. If purchased, clear or mesh book bags are recommended. No rolling backpacks unless with a doctor's written order. Backpacks are to be placed in student lockers at the beginning of the school day for storage and will be retrieved at the end of the day.

BICYCLES ON CAMPUS

Bicycles may be ridden by students and parked near our bike rack. This is a privilege, and if abused, the right to ride a bicycle may be taken away. It is recommended that bicycles be locked during school hours.

BULLYING AND HARASSMENT

Bullying is not tolerated at I. A. Lewis School. Students are encouraged to tell teachers or administration of any bullying activities. All reports will be investigated confidentially. Conferences will be held with students and parents, and conduct in violation of this prohibition will result in severe disciplinary measures. Harassment on the basis of sex is a violation of state and federal law. I. A. Lewis School will not tolerate any sexual harassment on the part of any student towards another student or staff member. Harassment does not only depend upon the perpetrator's intention, but also upon how the person who is the target perceives the behavior or is affected by it. Conduct in violation of this prohibition will result in severe disciplinary measures.

BUS REGULATIONS AND SAFETY

Transportation is provided for all Lincoln Parish students. All students must follow the rules of conduct set down by the Lincoln Parish School Board. Each fall the child is given a copy of these rules in the student handbook. These rules are reviewed and explained by the homeroom teacher and sent home to the parents for a signature.

Students who come to school on the bus will return home on the bus unless they have a note from their parents signed by the principal. Notes should be brought to the office when the student arrives at school. It should also contain a contact number where a parent can be reached. Students who ride buses are to go immediately to the buses as soon as they are dismissed from school in the afternoon.

Fighting on a school bus causes dangerous interference with the safe operation of the bus and places all occupants in a life-threatening situation. Violence on the bus shall not be tolerated. Therefore, disciplinary action taken as a result of fighting or violence on the bus shall be severe. Disciplinary action may result in an out-out-school suspension, bus suspension, or expulsion hearing. The length of the bus suspension shall be commensurate with the infraction. Repeated fighting and violence on the bus may result in permanent removal from the bus.

Bus Conduct Expectations

1. While waiting for and boarding the school bus:
    a. Arrive at the bus stop ON TIME.
    b. If a sidewalk is not available, walk on the left side of the road facing traffic to designated bus stop.
    c. Wait on the sidewalk or stand well back from the road while waiting for the bus to arrive.
    d. Avoid pushing, shoving, scuffling, and other forms of horseplay at the bus stop.
    e. Respect private property and avoid unnecessary noise that may disturb nearby residents.
    f. Form a single line. Avoid pushing, shoving or breaking in line.
    g. Use caution when boarding the bus. Watch for slippery steps. and use handrails when available.
    h. Locate a seat promptly and sit down.

2. While riding a school bus:

a. Remain seated at all times unless unloading.
b. Do not mark or deface the bus in any way.
c. Keep the aisle clear of feet, books, and other objects that may obstruct passage.
d. At all times keep head, hands, arms, and body inside the bus.
e. Do not throw objects inside or outside of the bus.
f. Avoid any unnecessary disturbing noises or activities that may distract the driver.
g. The use of alcoholic beverages, drugs, tobacco, and profane language in any form will not be tolerated.
h. Report any behavior, which is unsafe, harmful, obscene, or offensive to the bus driver.
i. Eating and drinking is prohibited while riding the bus.
j. Students will not abuse the privilege to ride a school bus. Be courteous and understanding of one another. The school bus is a classroom on wheels. You should respect the bus driver, occupants of other vehicles and pedestrians encountered on the bus route as well as other students on the bus.
k. Accept responsibility for bus cleanliness. Neither eating nor drinking will be allowed on the bus.

RHS Transfer Bus Policy

Students who ride a transfer bus to Ruston High School must be on their best behavior at all times. Students riding a transfer bus must 1) ride the bus that is assigned to them by IAL **AND** 2) gather in the front pavilion in the boulevard of Ruston High School. **IAL students are not permitted to socialize with RHS students while they are waiting to load buses. They must stay in the front pavilion designated for IAL until their bus arrives to load. An IAL staff member will supervise transfer students at RHS.** Cell phones and/or headphones/earbuds/etc are not allowed to be visible or in use while at the bus stop.

Students are not to run or stand in the driveway where buses load/unload. Students should refrain from horseplay at all times. Students should never leave the assigned transfer pavilion at RHS and never go into any building at the high school. Students should pay attention to what's going on with the buses at all times instead of socializing. Students must learn the place where their transfer bus stops for pickup and be waiting there every day. It is imperative that students watch closely for their bus when it arrives. Students should keep their possessions with them at all times and always place any trash in the proper containers and never on the ground. Disciplinary action may result in an out-out-school suspension, bus suspension, or expulsion hearing. The length of the bus suspension shall be commensurate with the infraction. Repeated fighting and violence on the bus may result in permanent removal from the bus.

VIOLATING BUS EXPECTATIONS MAY RESULT IN OUT OF SCHOOL SUSPENSION OR BUS SUSPENSION.

CARLINE PROCEDURES

Carline drop-off at I.A. Lewis begins at 7:30 a.m. on the side of the school where the benches for car riders are located. **Please do not drop students off in front of the school. This area is a restricted zone for bus drop off/pickup only.** Please make sure that your student stays in the vehicle until the 7:30 a.m. bell as duty personnel will not be available until this time. When a student arrives in carline, they are to wait until the car pulls up to a number (1, 2, 3, or 4) and fully stops before exiting the vehicle. They will immediately enter the building after exiting the vehicle.

If your child is later than 7:55 A.M., you must accompany your child to the office to sign him or her into school.

Carline pick-up in the afternoon will begin at 3:18 p.m. The latest carline pick-up is 3:35 p.m. Parents are to line up in the driveway on the side of the school (Gilman Street entrance by the new wing) to pick up their child. Please do not park in any other area on the campus and expect your child to come to you. Also, do not come in and get your child from the car rider line and walk them out to your car. This is not fair to parents that are waiting in the line each day. We want to load 4 cars at a time in the pick-up line, so please pull up as far as you can so that four cars can load at once. When students leave the classroom at the carline bell, they are to report

immediately to the carline area. Students should sit on the benches provided and pay attention to the information called by the duty teacher. Carline tags and names will be utilized until Labor Day. After Labor Day students will be expected to know the MAKE and MODEL of the vehicle as this will be called for pick-up (ie white Subaru SUV, blue Dodge pick-up). Please talk with your student about these details before the first day of school. When the vehicle is called, a carline station number will also be called (1, 2, 3, or 4) and the student should immediately go to that labeled carline station area to wait.

The following behaviors at carline are not acceptable and may result in an infraction, detention or office referral:

- Refusing to sit or stay seated on benches
- Yelling and/or talking so loudly that other students cannot hear the carline duty teacher
- Entering or exiting the vehicle before it comes to a full stop
- Continually not paying attention and/or not reporting to the assigned number in a timely fashion

These procedures have been set strictly for the safety of our students.
**If late pick-up (beyond 3:30 p.m.) becomes a pattern for the student, the principal will contact the parent/ guardian to discuss options for bus transportation.*

CELL PHONE POLICY

Students shall be allowed to possess a cell phone on school campus during the instructional day. **However, the use of cell phones shall be strictly prohibited unless authorized by the principal or school designee. Cell phones shall be turned off at all times and not displayed in any way and shall be stowed in the student's locker, school bag, purse, or pants pocket.** It shall not be allowed for the phone to be left hanging on the outside of a pocket on a clip or holster. Possession and/or use of other electronic and telecommunication devices such as iPods, iPads, MP3 players, CD players, by students shall be strictly prohibited unless authorized by the principal or school designee. **The school will not be responsible for lost or stolen cell phones or electronic devices.**

Smart watches and AirPods (or other wireless earbuds/headphones) will not be allowed on campus.

A violation of these provisions may be grounds for disciplinary action, including but not limited to suspension from school.

Nothing shall prohibit the use and operation by any person, including students, of any electronic telecommunication device in the event of an emergency. *Emergency* shall mean an actual or imminent threat to public health or safety that may result in loss of life, injury, or property damage. *Use* or *operation* of an electronic telecommunication device shall mean the device is either visible, turned on or is in a mode capable of receiving or transmitting signals.

Cell phones/devices will be confiscated from students under the following circumstances:

- The device is visible
- The device rings/sends alerts in class
- A student attempts to make a call, send/receive a text, or use the camera feature anywhere on campus
- A student attempts to use the phone to gain information (cheat) while testing
- A student attempts to use the phone for any purpose while on campus

Discipline for improper cell phone use will be as follows:

1st Offense: $10 fine	2nd Offense: $15 fine	3rd Offense: Referral
The cell phone is confiscated, a parent is contacted, the fine must be paid, and the phone will be held until the end of the day. The fine must be paid prior to the phone being returned. The student will be issued a warning.	The cell phone is confiscated, a parent is contacted, the fine must be paid, and the phone will be held until the end of the day. The fine must be paid prior to the phone being returned. The student will be issued a warning.	The cell phone is confiscated, a parent is contacted, and a parent must come and pick up the phone. The student will be issued a referral.

All confiscated phones must be given to administration with the SIM card intact. Students who refuse to give the phone and/or SIM card to administration may be subject to immediate suspension.

CHECK-IN/CHECK-OUT PROCEDURES

If your child is later than 7:55 A.M., you must accompany your child to the office to sign him or her into school. The person who takes the student from the school campus MUST come into the office AND show a photo ID in order to sign them out. Please refrain from checking a student out early on a regular basis. Also, please do not call the office often to leave messages for students. We hesitate doing this because it causes us to have to interrupt classes. We will NOT call students out of class to the phone. We will NOT allow students to call home to ask about transportation, remind parents of appointments, or answer questions about an event at school, etc. Please make arrangements at home before school day starts. No child can be checked out after 2:30 P.M. If you need to check out your child, do so before 2:30 P.M. After 2:30 P.M. you will need to get in the car line.

CODE OF CONDUCT/POSITIVE BEHAVIOR PLAN

R	**Responsible:** Be responsibly focused, well behaved, and positive at all times.
A	**Approachable:** Approach each day with a positive attitude.
M	**Motivated:** Motivate yourself and others to do their very best at all times.
S	**Successful:** To be successful at I.A. Lewis you must have a plan that involves achieving personal goals!

Student School-Wide Expectations

1. Respect rights, responsibilities and property of others.
2. Carry out your student responsibilities.
3. Refrain from all horseplay. Keep hands, feet and objects to yourself at all times. (even if you are "JUST PLAYING")
4. Keep body free from any writings or markings.
5. Follow directions.

Student Responsibilities

1. Keep track of your own work and responsibilities.
2. Be on time for class and begin your work promptly.
3. Ask for help if you need it.
4. Complete assignments and turn work in on time.
5. Accept responsibility for your actions (do not make excuses).

Assembly Expectations

1. We will walk quietly in a straight line with our teacher to the gym.
2. We will sit with our class in our assigned area.
3. We will respect and listen to speakers, performers, etc., quietly.
4. We will leave when dismissed the same way we entered .

Bathroom Expectations

1. We will quickly use the restroom and flush after each use.
2. We will wash our hands thoroughly.
3. We will dispose of trash properly.
4. We will keep our walls and stalls free of graffiti.

Cafeteria Expectations

1. We will eat silently during breakfast and talk quietly at lunch.
2. We will follow our teacher's prompt before leaving the cafeteria.
3. We will clean up after ourselves including items dropped on the floor.

Classroom Expectations

1. We will be prepared and participate in the lesson.
2. We will be seated before the tardy bell begins.
3. We will complete our assigned homework.
4. We will promote an environment that is conducive to learning.

Hallway Expectations

1. We will walk in a line.
2. We will stay on the right side of the hallway.
3. We will walk silently.
4. We will keep our hands and feet to ourselves.

Recess Expectations

1. We will get water, use the restroom before going outside for recess.
2. We will not participate in physical horseplay or throw any objects.
3. We will line up quietly and walk in a line to the back to class silently when it is time to go in.

DISCIPLINE

I.A. Lewis has a school-wide discipline plan and matrix based on positive behavior. Each teacher supports the Student Well-Being management system and students and parents are expected to do the same. **This plan includes warnings before students are referred to the office.** The plan will be followed consistently with all students. The parent is the first and BEST disciplinarian so we encourage your support. Sometimes parents will have the opportunity to change negative attitudes and/or behavior before an office referral is necessary. A student receiving an office referral or suspension may affect his/her participation in sports/extra-curricular activities.

Notes

Writing, receiving, or possessing handwritten or electronic notes containing threats, inappropriate language, or potentially harmful statements is strictly prohibited. Such notes are a constant source of tension, ill feeling, and conflict. A student that receives such a note should immediately turn it over to a teacher or administrator.

Receiving an office referral could result in the following consequences:

- Parent Contact
- In-School Suspension
- Out-of-School suspension
- Recommendation for Disciplinary Hearing and Referral to district hearing officer
- Any other reasonable punishment outlined by the principal and/or designee

NOTE: Students will be allowed to make up work from ISS and OSS.

The following infractions will result in an **AUTOMATIC** office referral:

- Profanity/indecency
- Open defiance
- Fighting, attempting to fight, or causing a fight
- Possession of weapons, drugs, alcohol, tobacco products, or obscene materials
- Leaving campus without permission
- Stealing
- Vandalism
- Gambling
- Harassment
- Other actions deemed as serious offenses by the principal and/or designee
- Students who fight will be suspended unless the principal or designee determines there were extenuating circumstances.

Students can be suspended for bringing any item determined to be obscene to school such as: condoms, obscene pictures, magazines, etc.

Horseplay

Horseplay is not allowed at school. Students are to keep their hands and feet to themselves at all times. The excuse "we were just playing" will not be accepted.

Suspension and Expulsion

Before a student may return to school after the first and second out-of-school suspensions, the parent/guardian and student must have a conference with administration at the school. These conferences will be to communicate with the parents in an attempt to prevent continued suspension and possible expulsion from school and to determine any supports for the student.

See the Lincoln Parish Student Handbook Guidelines for more specific information regarding Suspensions and Expulsions.

Corporal Punishment

Corporal punishment is not allowed at I. A. Lewis School.

DRESS CODE

The purpose of a dress code is to ensure an effective learning environment, to maintain a favorable school image, and promote positive self-images among students. Cleanliness and neatness are key elements to an effective dress code and are vital to a student's preparation to learn.

Attire for all Students

1. Apparel should be worn as designed (belts buckled, pants at the waist, shoestrings tied, Velcro fastened, shirts buttoned, etc.), and be free of holes and tears. Excessively tight clothing will not be permitted.
2. Shirt tails must be tucked in.

3. See-through apparel cannot be worn.
4. Caps, hats, and skull/wave caps shall not be worn or carried on campus or the bus.
5. Sweatbands, scarves, bandanas, picks, combs or visors are not to be worn or carried on campus/bus.
6. Students may wear toboggan caps & gloves to school during cold or inclement weather provided they are not worn inside any school building.
7. In addition to the student's natural hair color, only one additional color may be worn. Also, a student must wear his/her hair in a style that does not impair his/her eyesight.
8. Jewelry, accessories, piercings and hair color must not create a distraction or safety hazard (administrator discretion).
9. Pants shall fit and be worn at the waist. **SAGGING WILL NOT BE ALLOWED.**
10. Students are not allowed to bring blankets to campus.
11. Oversized coats and trench coats shall not be worn.
12. Clothing that allows the showing of undergarments shall not be worn.
13. Students may wear one set of appropriate earrings. Earrings must be worn in/on the ear lobe. Body piercings such as nose or brow piercings are not allowed.
14. Sunglasses are not to be brought/worn on campus unless designated as a school spirit/dress day theme.
15. Body glitter is not allowed.

Detailed Dress Code Information

Pants/Shorts/Capris/ Skirts/Skorts	● Colors – Khaki or black (skirts may be pleated) ● Fabric – Cotton or cotton polyester twill (no knit, rayon, denim, linen, corduroy, spandex, or jeggings) ● Shorts Length – Shorts must measure no more than 3" above the knee. ● Skirts/Skorts– Skirts/skorts must touch the knee cap all the way around when standing unless leggings are worn under the skirt/skort. If calf length or full length leggings are worn with a skirt/skort, the skirt/skort must still be within 3 inches of the knee cap. No slits in skirts, and no draw-string or pencil skirts are allowed. ● Calf length- or full length leggings worn under skirts/skorts must be plain/solid red, black, gray, or white. Only calf length or full length leggings may be worn. ● No cargo pants/shorts, bell-bottoms, hip huggers, labels, or logos. ● Pants should not be overly tight in the fit. (Admin. judgment) ● No sagging.
Shirts	● Colors – Solid red, white, black, or gray polo style shirt. ● Shirts must be tucked in at all times. ● School uniform t-shirts sold by the school can be worn in place of a uniform polo shirt. ● Styles – Polo with collar (long sleeve or short sleeve); no zippers, snaps, etc.
Socks	● Colors – All sock pairs should match. ● Socks may have a small logo.
Undergarments	● Only white or black short sleeve t-shirts are allowed under uniform shirts. ● Appropriate undergarments should be worn. ● Must not be visible through clothing.
Belts	● Color – Solid black, blue, brown, red, or white belts. No designs, spikes, or studs. ● Belts MUST be worn at the waist, visible, and buckled at all times. They must not hang down from the waist. ● If pants have belt loops, a belt must be worn. ● Belt buckles must be plain and not oversized.
Shoes	● Shoes must be worn at all times. ● Footwear must have soles and restraints for the foot (must cover the entire back of the heel/foot).

	● No rubber or foam swim footwear, Crocs, beach or pool sandals, shower shoes, athletic flip-flops or house shoes will be allowed. ● All footwear must be close-toed. ● Shoes must be laced or securely fastened at all times. ● Appropriate footwear must be worn on campus at all times.
Coats/Jackets/ Sweaters	● Jackets may be worn TO and FROM school. Once a student arrives on campus, all coats/jackets/sweaters should be put away in the locker. ● Jackets may be of windbreaker style or traditional short coat style. Solid color jackets with small logos are permitted. ● Students who wish to wear a crewneck sweatshirt in the classroom, may do so during the school day using the guidelines in the *Sweatshirts* section below.
Sweatshirts	● Crewneck sweatshirts may be worn during the school day and in the classroom. Sweatshirts must be long-sleeve with **no pockets, zippers, or hood.** ● Colors/Design – Sweatshirts must be logo-free and solid red, white, black, or gray sweatshirt OR an approved official IAL or Ruston sweatshirt. ● No company logos or emblems are allowed. ● No writing is allowed anywhere on the sweatshirt (no name, nickname, or number).
Backpacks/ Messenger Bags	● No rolling backpacks unless with a doctor's written order. ● All bags should be free of inappropriate writing/slogans/symbols/pictures. ● Backpacks will be stored in the locker at the beginning of the school day. ● A zip binder is strongly recommended.

PE Uniforms
Students are encouraged to bring a T-shirt and athletic shorts to change into for Physical Education classes. Tennis shoes are required for participation in activities conducted on the gym floor.
*Additional information regarding PE uniform procedures and expectations will be provided by the PE teacher at the beginning of the school year.

Spirit Days
Certain **announced** days will be designated as jeans/spirit days. On these days, students may wear appropriate jeans with a uniform shirt or other designated shirt for spirit days. Students will be informed of these days well in advance. **Jeans should be only black or blue, free of holes and tears, have no writings, and should fit properly (sagging, low-cut, or excessively tight fitting jeans are not allowed). Jean shorts must follow school uniform requirements.**

Free Dress Days
Free dress days are sometimes used as rewards for students. No inappropriate slogans or pictures, no rips or tears in clothing, no tank tops or low necklines, and bottoms must be uniform length. Additional details will be provided when these days occur.

Dress Code Enforcement
The dress code will begin the first day of school and will be enforced all year. On first offenses, parents will be called to bring correct clothing. Dress code violations will be handled as stated in the Discipline Code of Conduct. Students may be assigned to detention for dress code violations.

<u>There will be zero tolerance for dress code violations.</u>

ELECTRONIC EQUIPMENT AND TOYS

No student, unless authorized by the school principal or his/her designee, shall use, operate, or have in their possession, any electronic telecommunication device including facsimile system, radio paging service, mobile telephone service, intercom, or electro-mechanical paging system in any school building, or on the grounds (except if stored in a motor vehicle) thereof, or on any school bus used to transport public school students during

the school day. No electronic toys, cards, etc. are allowed at school. This includes virtual pets, game boys, CD-man, yo-yos, Pokémon cards, baseball cards, Dragon ball pictures, CD's, etc. Anything that distracts from a student's learning will be taken. If a student chooses to bring these type items to school, the item will be taken and kept in the office.

EMERGENCY/CRISIS PROCEDURES

In accordance with the I. A. Lewis Crisis Management Plan, drills will be held throughout the year to prepare students for emergency situations. In the event of an emergency, crisis management policies will be followed.

A tornado procedure has been set up for the school. Students will be told what they should do in the case of a tornado, because any delay could mean the difference between injury and safety. When the tornado alarm is sounded, all students and teachers will report to their assigned areas of safety. There will be NO talking during a tornado drill. Students will move quietly and quickly to their assigned areas of safety so that they can hear instructions from the principal or teachers. In the event of a tornado, the safety of the students of IAL will be improved if all follow these instructions.

A fire drill plan is posted in each room. Teachers will instruct students as to what to do during fire drills. When the fire alarm sounds, students will leave the room. No one is to pass another or break in line. Running is not permitted. The first to reach an outside door is to hold it open until all have left the building. Students are not permitted to talk during a fire drill and are to remain at least 150 feet (50 yards) away from the building until the all clear signal is given by the principal or an authorized representative indicating that it is safe to return to the building.

FIELD TRIPS

The classroom teacher or administration will plan field trips. Students are given participation guidelines prior to field trip. The student permission slip at the end of this handbook serves as the only permission slip that we will use during the 2026-27 school year. If student behavior on the field trip does not follow discipline guidelines, the student may be brought back to school, and money will not be refunded.

GRADING/CURRICULUM/PROMOTION

The evaluation of student achievement is an important part of the teaching process. This grading scale matches the Lincoln Parish Pupil Progression Plan. Report cards will be sent each nine weeks. You will also receive progress reports at the midpoint of every nine weeks grading period.

Student Progress Center can be used to monitor student grades, attendance, discipline, etc. Link to create a username and password for the Student Progress Center visit Accessing Student Progress Center.

I.A. Lewis School Grading Scale

Numeric	Letter
100 – 90	A
89 – 80	B
79 – 70	C
69 – 60	D
59 and below	F

Promotion Plan

I.A. Lewis follows the guidelines of Lincoln Parish Pupil Progression Plan.

HALL PASSES/OFFICE VISITS

Students are not allowed in the halls during class without a hall pass or nurse pass.

HOMEWORK POLICY/MAKE-UP WORK

Students are expected to turn in homework assignments on time. Not completing homework will affect a student's grade. Students are allowed to make up any work missed during an excused absence. The student will have the number of days absent to make up work. For example: Your child is absent one day, your child has one day to make up any work missed, two days absent, they have two days to make up work. Any other reason for absence must receive prior approval by the school. If a student arrives late in the morning, they MUST get an admit slip from the office before going to class. If a student is out MORE than one day consecutively, assignments can be obtained by calling the school by 8:30 A.M. Do not request work if a student is only out for one day. The student can ask for makeup work when he/she returns the next day.

HONOR ROLL

Each nine weeks, students will be recognized in the following ways. Certificates for Honor Roll will be distributed at the end of the school year during the Academic Awards.

4.0 GPA: Principal's List
3.50-3.99 GPA: A/B Honor Roll
3.00-3.49 GPA: Honor Roll

INSURANCE

All students participating in cross country, football, basketball, and cheerleading must have insurance coverage to participate. **Please visit the Parent menu on the Lincoln Schools site for more information.**

LIBRARY

A fine of 5 cents per day will be charged for overdue library books. The maximum fine is $1.00. If a book is lost, damaged or destroyed, a student must pay the current replacement cost of the book.

LOST AND FOUND

All articles, which are found, should be taken to the office. Students may check for missing clothing in the Lost-and-Found. Other items will be kept in the office. Students are encouraged to label all personal items for easy identification. Unclaimed items are periodically donated to charity.

LUNCHROOM/CAFETERIA PROCEDURES

The school cafeteria is a vital part of the school. To encourage good nutrition, a well-balanced meal is offered at a reasonable price. Those who qualify have access to free or reduced breakfast and lunch upon approval of application. Students may bring your lunch from home and eat it in the cafeteria. Milk is also sold in the cafeteria.

If a student has a food allergy, the office, school nurse and cafeteria manager should be notified and provided documentation from a doctor.

Students who bring their lunch to school must have them packed in a lunch box and the drink must be in a sealable plastic container. Soda cans and bottles are not allowed in the cafeteria.

Lunch that is delivered to school for a student must be contained in a similar fashion. Lunches contained in fast food bags and cups may not be consumed on campus.

Students are to go to the lunch line in an orderly fashion and wait your turn to be served or seated. There should be no running to the cafeteria or breaking in line. If a student breaks in line or runs, he/she will be sent to the end of the line. After finishing lunch, trays, milk cartons, napkins, straws and utensils are to be deposited in the wastebasket. Leave the table and floor clean. Food will not be taken from the cafeteria area. Cafeteria expectations are to be followed at all times. There is no billing system at I.A. Lewis School.

MEDICATION

The Louisiana State Legislature passed a law concerning medication administration in public schools. (R.S. 17:436, Act 87) The Lincoln Parish School Board adopted its Medication Policy to comply with this law.

Medications at school:

- Will be restricted to those which cannot be administered before or after school.
- Must be transported to and from school by a parent or guardian. (*DO NOT SEND MEDICATION WITH YOUR CHILD)*
- Must be in a pharmacy-approved container **with the prescription label.** This label should include a prescription number, child's name, name of medication, dosage and frequency, physician's name, date, and pharmacist's name.
- Will be restricted to a 30 day supply.
- Must be in correct dosage form. If a child is to receive a ½ pill, the pills must already be cut in half.
- Must have the first dose given at home.

Certain OTC (Over-The-Counter) medications may be administered to students at school if prior consent forms have been signed. The OTC medications include Tylenol, Ibuprofen, Benadryl, Neosporin, cough drops, etc.

PARENTS: If your child is taking medication during school hours, *YOU MUST HAVE A MEDICATION FORM ON FILE AT SCHOOL.*

The Lincoln Parish School Board Medication Form includes:

- a **MEDICATION ORDER** from a LA licensed physician or dentist
- a **PARENTAL CONSENT**

These Medication Forms are available at schools and at local physician's offices. If you bring medication to give to your child at school, you must check in with the school office. ***See Section II for more information regarding Health and Medical.***

MESSAGES TO STUDENTS/TELEPHONE USE

Students will use the office phone ONLY in emergencies and with staff permission. A student may not use the phone for items that were left at home. We will not call students to the phone. Students may not ask to use other phones located in the building. All requests must come through the office. Students will be given messages in a timely and appropriate manner.

PARENT CONFERENCES

Parents should call the office ahead of time to set up Parent-Teachers conferences. You must notify the school of which teacher or teachers you would like to speak with during their planning period or after school.

PARENT AND FAMILY ENGAGEMENT

A major goal of our school's Parent and Family Engagement program is to encourage greater involvement of parents in the education of their children by developing strong partnerships with teachers, principals, other staff, and the community to improve academic achievement. Our school policy for Parent and Family Engagement will put into operation programs, activities and procedures for the **involvement of parents and family members** in all of its schools with Title I, Part A programs, consistent with section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities and procedures will be planned and operated with meaningful consultation with engagement of parents and families of participating children. The school district will be governed by the following statutory **definition of parental involvement**, and expects that our school site will carry out programs, activities and procedures in accordance with this definition: ***Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities****, including ensuring—*

(A) that parents play an integral role in assisting their child's learning;

(B) that parents are encouraged to be actively involved in their child's education at school;
(C) that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;

Parental involvement is a vital part of a student's education. Open lines of communication are encouraged. Parents are encouraged to attend parent meetings, join the P.T.C., and collaborate on shared responsibilities in whatever way possible in order that all students excel. Partnerships between the school, district, parents, and the community help contribute to the success of Lincoln Parish Schools.

PARTIES AND SPECIAL DELIVERIES

Only administration and teachers are allowed to plan parties for classes. Students may not plan surprise parties for teachers or classes. Special deliveries are permitted at I.A. Lewis School, but balloons, baskets, flowers, and glass items are not allowed in the classroom or on any bus. Students should be picked up in cars if they have a delivery containing these items.

PICK-UP/DROP-OFF PROCEDURES/CAR RIDERS

Students being brought to school in the mornings should be dropped off on the side of the school where the benches for car riders are located. **Please do not drop students off in front of the school. This area is a restricted zone for bus drop off/pickup only. Also, the earliest drop off time for car riders is 7:30am**. In the afternoons, car riders will be brought to the benches and will be the first students that are dismissed. Parents are to line up in the driveway on the side of the school (Gilman Street entrance by the new wing) to pick up their child. Please do not park in any other area on the campus and expect your child to come to you. Also, do not come in and get your child from the car rider line and walk them out to your car. This is not fair to parents that are waiting in the line each day. Set an example for your child by following the procedures. These procedures have been set strictly for the safety of our students. We want to load 4 cars at a time in the pick-up line, so please pull up as far as you can so that four cars can load at once. If your child is later than 7:55 A.M., you must accompany your child to the office to sign him or her into school.

PROGRESS REPORTS/REPORT CARDS

Progress Reports will be sent out mid-nine weeks and Report Cards will be sent each nine weeks.

Progress Reports Sent	Nine Weeks Ending Date	Report Card Issued
September 15, 2026	October 23, 2026	October 29, 2026
December 1, 2026	January 15, 2027	January 21, 2027
February 17, 2027	March 25, 2027	April 1, 2027
April 27, 2027	May 21, 2027	May be mailed

SAFETY

All steps are taken to ensure the safety of your child at school. We have cameras that monitor activity throughout our building. Safety drills will be conducted regularly, and in the event of an emergency, the Crisis Plan will be followed.

SCHOOL CLOSINGS

Occasionally school may be closed because of inclement weather or other unusual circumstances. Please do not call the school or school personnel. The following TV/radio stations will be notified by school officials: KNOE-TV, KTVE-TV, KTBS-TV, KSLA-TV, KPCH-FM 97.7, KXKZ-107.5 FM, and KRUS-1490 AM. You will also be notified by a district wide call out system.

TARDY PROCEDURES

Promptness is very important. You need to plan ahead to be on time for school. Tardiness is a habit and affects schoolwork. **Upon the third tardy to school, a parent will receive a letter from the attendance officer that will serve notice that, upon the fifth tardy to school, the parent may be subject to a citation that may lead to an appearance in court.**

TEACHING AND LEARNING TIME

The administration is committed to protecting instructional time. Announcements will only be made at the end of second period. Periodically, administration may make announcements during the day if needed.

TECHNOLOGY POLICY

Acceptable use Policy for School Computer Systems and the Internet – Student Use

In an effort to provide students the vast resources accessible through a computerized information resource system such as the Internet, the Lincoln Parish School Board believes it is necessary for all people to become aware of acceptable uses of computers. The academic benefit of having access to resources from all over the world must be weighed against objectionable materials found on the Internet.

Internet Safety

The Lincoln Parish School Board shall incorporate the use of Internet protection measures, either hardware or software, that are designed to restrict or filter access to specific areas or sites on the Internet. Such measures provide protection against access by minors or adults to Internet resources that are or contain obscene, pornographic, pervasively vulgar, excessively violent, or sexually harassing, or material harmful to minors (with respect to Internet access by minors), or otherwise inappropriate in an educational environment.

It is the policy of Lincoln Parish School Board that all Internet access from within Board facilities be filtered with no exceptions. In the case of Internet access by minors, the filtering mechanism may not be disabled for any reason. However, the School Board does not prohibit employees or students from having unfiltered or unrestricted access to Internet or online services of newspapers with daily circulation of at least 1000, for legitimate scientific or educational purposes approved by the Board. For access by adults, the filtering mechanism may be, but is not required to be disabled, to enable bona fide research.

The Board recognizes that filtering or blocking technology is not 100% effective. School administrators may request the blocking of additional sites that are deemed inappropriate for their students. This request shall be in writing to the district technology coordinator. The possibility exists that all inappropriate content may not be blocked or that a determined person may find a method to partially or completely circumvent the filtering or blocking method.

If a person feels an Internet site has been blocked in error, a written request from the school or central office department head must be submitted to the District Technology Coordinator, who will review the site in question. If it is deemed that the site is wrongly blocked, the site will be opened. If there is any question about the appropriateness of the site, the Coordinator shall make a recommendation to the Superintendent for a final decision.

In addition to filtering requirements, the Board shall maintain regulations which:

- Prohibit access by minors to inappropriate matter on the Internet and World Wide Web;
- Address the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications, such as Instant Messaging;
- Prohibit unauthorized access, including what is now known as hacking, and other unlawful on-line activities by minors online;

- Prohibit unauthorized disclosure, use, and dissemination of personal information regarding minors; and
- Institute measures designed to restrict minors' access to materials harmful to minors.

Guidelines are provided so that internet users are aware of the responsibilities they are about to assume. Responsibilities include efficient, ethical, and legal utilization of network resources. The student and parent or guardians shall sign an Acceptable Use of Computers and Internet Agreement, which shall be required before any student shall be allowed to use school system computers. The student and/or parent/guardian signatures shall be legally binding on all parties and shall indicate they have read the terms and conditions carefully and understood their significance.

Accountability
Student use of school computers or the School Computer System (SCS) shall be reserved for academic purposes only. All students using a school computer or a computer network located on school property, or computers accessing the Internet shall be accountable for its use. This shall include, but not be limited to (a) unauthorized use resulting in expenses to the school; (b) equipment damage; (c) use of unauthorized software; (d) privacy and copyrights; (e) tampering; (f) accessing obscene and objectionable materials; (g) sending or soliciting inflammatory, abusive, harassing, vulgar, or obscene messages or language; and (h) any action that is deemed inappropriate by the supervisory personnel. Student or class files on the network are analogous to school lockers, that is, these accounts will be treated as district property subject to control and inspection, rather than private property which cannot be searched without just cause. The teacher shall assign access codes or passwords when it is needed. The teacher shall keep a record of these accounts in case an inspection is warranted. Use of the Internet and/or the SCS is considered a privilege and any inappropriate use may result in appropriate disciplinary action and loss or privileges to use the Internet and the SCS. No student will be allowed to use the Internet and/or the SCS unless a signed consent form is on file.

Unauthorized and Illegal Use
Students must be under the supervision of a teacher, monitor, principal, librarian, or supervisor while using the School Computer System (SCS) or any school computer. Tampering with selection menus, procedures, or icons for the purpose of misleading or confusing other users shall be prohibited. Any use by any person of the SCS that incurs expenses to the school other than the monthly user fees and rates shall be strictly prohibited. Furthermore, the computer system shall not be used for commercial, political or religious purposes.

Use of the network for any illegal activities shall also be prohibited. Illegal activities include (a) tampering with computer hardware or software, (b) unauthorized entry into computers and files (c) knowledgeable vandalism or destruction or equipment, and (d) deletion of computer files. Such activity is considered a crime under state and federal law.

Privacy and Copyrights
All students must adhere to the Copyright Law of the United States (P.L. 94-553) and to the Congressional Guidelines that delineate it regarding software, authorship, and copying information. The unauthorized copying or transfer of copyrighted materials may result in the loss of network privileges. Reposting personal communications without the original author's prior consent shall be prohibited. To do this is a violation of the author's privacy. All persons who willfully violate copyright laws do so without the sanction of the Board and at their own risk and assume all liability and responsibility. However, all messages posted in a public forum such as news groups or list serves (a means or broadcasting an E-mail message for the purpose of maintaining a discussion list) may be copied in subsequent communications, so long as proper attribution is given.

The School Board directs that:

1.Unlawful copies of copyrighted materials shall not be produced on Board-owned equipment or within Board-owned facilities.
2.Unlawful copies of copyrighted materials shall not be used on Board-owned equipment, within Board-owned facilities, or at Board sponsored functions.
3. Information about copyright law and guidelines shall be made available to all employees.

Installing Prank Software
Students should avoid the knowing or inadvertent spread of computer viruses and/or worms. Computer viruses and/or worms are programs that have been developed as pranks, and can destroy valuable programs and data. To reduce the risk of spreading a computer virus and/or worm, students shall not import files or programs from home or from unknown or disreputable sources. If a student obtains software or files from remote sources, proper procedures should be followed to check for viruses and/or worms before use. Deliberate attempts to degrade or disrupt the system or the performance of the network or a spreading of computer viruses and/or worms shall be considered criminal activity under state and federal law. No software shall be loaded without the permission of the administration.

Objectionable Materials
Profanity or obscenity shall not be tolerated on the network. All users should use language appropriate for school situations as indicated by school codes of conduct. Offensive or inflammatory speech should be avoided. The rights of others must be respected both in the local network and the Internet at large. Personal attacks are an unacceptable use of the network. If a user is a victim of a harsh, critical, or abusive statement, the user should bring the incident to the attention of a teacher or system administrator. It is usually better not to respond. Furthermore, retrieving and/or viewing pornographic or obscene materials shall not be allowed.

The SCS shall be used for academic purposes only. Conduct that is in conflict with the responsibilities outlined in this document will be subject to loss of network privileges. Special restrictions by the school or district may be implemented in order to meet special needs provided that School Board policy is not violated.

Use of the Internet
The Internet is a vast global computer network that provides access to major universities, governmental agencies, other school systems, municipalities, commercial providers of data banks, and marketing services. Acceptable use of these resources shall be consistent with the philosophy, goals, and objectives of the Lincoln Parish School Board. Any person using computers or other electronic information resources shall be required to use such equipment and resources in a responsible, legal manner and must have a consent form on file. The Board retains the right to monitor all computer usage and files for compliance to all regulations and/or procedures. Accordingly, regulations for participation by anyone on the Internet shall include, but not be limited to, the following:

1. Appropriate language and manners, which demonstrate honesty, ethics and respect for others, shall be required.
2. Individual students shall be permitted to have school provided E-mail accounts. Only appropriate teacher or class messages shall be allowed.
3. No personal addresses, personal phone numbers, or last names shall be permitted on the Internet. Only first names and last initials shall be used to identify students and/or faculty in photographs posted on the Internet. Schools must obtain parental permission prior to posting student photographs on the Internet. Pseudonyms, impersonations, and anonymity are not permitted.
4. Illegal activities, including copyright or contract violations, shall not be permitted on the Internet.
5. Students shall not be allowed access to online instant messenger programs, chat rooms and/or other forms of online communication.

6. The Internet shall not be used for commercial, political, illegal, financial, or religious purposes. Violations shall be reported to a teacher or an administrator immediately.
7. Threatening, profane, harassing, or abusive language shall be forbidden.
8. Use of the network for any illegal activities is prohibited. Illegal activities include (a) tampering with computer hardware or software, (b) unauthorized entry into computers and files, (c) knowledgeable vandalism or destruction of equipment, and (d) deletion of computer files. Such activity is considered a crime under state and federal law.
9. No user is permitted to knowingly or inadvertently load or create a computer virus and/or worm or load any software that destroys files and programs, confuses users, or disrupts the performance of the system. No third party software shall be installed without the consent of the assigned administrator.
10. Resources offered by the Internet and paid for by the Board may not be willfully wasted.
11. A student may not attempt to access any Internet resources without the prior consent of the teacher.
12. Invading the privacy of another user, using another's account, posting personal messages without the author's consent, and sending or posting anonymous messages shall be forbidden.
13. Accessing pornographic or obscene materials, or using or sending profanity in messages shall be forbidden.
14. Perusing or otherwise accessing information on manufacturing bombs or other incendiary devices shall be forbidden.
15. Any subscription to list services, bulletin boards, or on-line services shall be approved by the Superintendent or his/her designee prior to any such usage.

Use of the Internet is a privilege, and any inappropriate use may result in appropriate disciplinary action and loss of privileges to use the Internet. Disciplinary action may include but is not limited to loss of computer use, monetary reimbursement, suspension, detention, or suspension room assignment. This shall apply to all students.

TEXTBOOKS

Students must pay for lost or damaged textbooks before they can register at Ruston Junior High School. Textbooks may also be checked out in the office for home use. All books should be returned before the end of school.

VISITORS

Due to safety concerns, parents/guardians or volunteers are required to check in through the main office before going on campus. All visitors to our campus will be required to wear a VISITOR badge. Teachers will be notified prior to visitors being allowed to proceed to the classrooms.

VOLUNTEERS

I. A. Lewis School appreciates parent/community volunteers to assist with school activities. Volunteers must be referred by IAL and submitted to the district office for approval before reporting to campus for activities. Any volunteer events/activities will be scheduled in advance, and all volunteers must sign in at the school office upon arrival.

ZERO TOLERANCE

All parties involved will be subject to disciplinary action

I. A. Lewis School has zero tolerance for the following:

- Drugs
- Weapons
- Fighting
- Bullying
- Sexual Harassment
- Theft

CONTACT SEQUENCE

Parents, to obtain information or discuss concerns related to your child's education at I.A. Lewis School, please contact the individuals outlined in the steps below:

STEP 1

Your child's teacher

Call the school secretary at (318) 255-5963 or e-mail your child's teacher to find out when a conference can be set up.

STEP 2

Lashonda Jones, **Assistant Principal**

(318) 255-5963 ext. 906

lashonda.jones@lincolnschools.org

STEP 3

Wendell Crowe, Principal

(318) 255-5963

wendell.crowe@lincolnschools.org

STEP 4

Tim Nutt

Lincoln Parish School Board Office

410 S. Farmerville St.

Ruston, LA 71270

tnutt@lincolnschools.org

(318) 255-1430

2026-27 STUDENT/PARENT SIGNATURE PAGE

Please sign this sheet immediately. It will remain a part of our permanent records.

STUDENT SECTION:

I have read the information in the I. A. Lewis Handbook. I understand each section of the handbook including district guidelines and policies.
I agree to:

- attend school daily (except when absent for reasons due to illness or other excused reasons)
- arrive at school on time each day
- demonstrate significant effort toward completing all required homework assignments
- follow the school and classroom expectations

I have read the Lincoln Parish School Board's Acceptable Use Policy For School Computer Systems and the Internet — Student Use. I agree to follow the rules contained in these policies, I understand that if I violate the rules, my Internet privileges can be terminated and I will be subject to suspension and/or other disciplinary measures.

I give permission for my photo, writing, artwork, etc. be published on the World Wide Web, local newspaper, Channel 20, or other public forum throughout the year.

➢ Student Signature_____

PARENT SECTION:

I have read the information in the ***(I.A. Lewis School***) handbook. I understand each section of the handbook including district guidelines and procedures.
I agree to ensure that my child:

- attends school daily (except when absent for reasons due to illness or other excused reasons)
- arrives at school on time each day
- completes all required homework assignments
- follows the school and classroom expectations
- I also agree to attend all required parent and teacher or principal conferences

I have read the Lincoln Parish School Board's Acceptable Use Policy For School Computer Systems and the Internet — Student Use. I hereby release the Lincoln Parish School Board, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's misuse, or inability to use, the Lincoln Parish School Board's system, including, but not limited to claims that may arise from the unauthorized use of the system to purchase products or services. **I give permission for my child's photo, writing, artwork, etc. be published on the World Wide Web, local newspaper, Channel 20, or other public forum throughout the year.**

I also give my child permission to attend IAL field trips during the 2026-27 school year.

➢ Parent/Guardian Signature_____

➢ Date_____ Child's Name_____

➢ Homeroom teacher_____