

TRAFTON ACADEMY HANDBOOK

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

Philosophy

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

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

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

Objectives

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

Expectations of Administration

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

Expectations of Teachers

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

Expectations of Students

1. To be courteous, respectful, cooperative, and demonstrate a desire for learning.
2. To complete all class assignments on time.
3. To arrive at school on time with appropriate materials and completed homework assignments, and to be in attendance as much as possible.
4. To maintain self-control and accept consequences of unacceptable behavior.
5. To maintain conduct that does not interfere with teaching and learning. The teacher and administrator shall define acceptable behavior.

6. To show respect to all teachers, administrator, staff, adults, other students, and school guests.
7. To care for all educational materials, buildings, and equipment.
8. To be responsible for self without regard to actions of others.
9. To have no personal possessions at school that interfere with the teaching-learning process or with student relations. The school assumes no responsibility for personal items at school.
10. To have no money at school other than that necessary for the needs of the day.
11. To have no controlled or illegal substances of any kind at school or at any school-sponsored function.
12. To have no weapons either real or toy.
13. To neither have gum nor to chew gum while on school grounds or at school sponsored functions.

Expectations of Parents

1. To be cooperative with the school and to communicate this support to the student.
2. To provide assistance when and where possible to the school.
3. To be interested in and involved with the learning process of the student.
4. To provide, as nearly as possible, a distraction-free environment at home for each student to complete assignments and perform homework.
5. To assist the student with homework and assignments when necessary without taking over or doing the work for the student.
6. To communicate as needed with teachers and administrator.
7. To schedule all teacher conferences at times when the teacher is free of teaching responsibilities.
8. To insure student attendance as well as arrival on time.
9. To follow specific procedures outlined in "Arrival and Departure" in this Handbook when dropping off and picking up students.
10. To sign in all students if they are more than five (5) minutes late and sign them out if they leave during the school day.
11. To notify the school if anyone other than a parent is to pick up a student from school.
12. To remove from school any student who is ill. This includes a child with fever, a child who is throwing up, or a child whose cough interferes with learning for the student and others.
13. To keep students at home who have communicable diseases until a doctor says it is safe for the student to return.
14. To bring any and all matters of concern to the administrator's or teacher's attention as soon as practicable.
15. To have no illegal drugs or alcoholic beverages on school property at any time or at any school-sponsored function.
16. To clearly mark all items of clothing that may be removed and all lunch boxes and other items that may be left outside.
17. To support implementation of the school approved dress code.

Tuition Payments

Tuition is due on the first of each month June through April. If the tuition payment is not received by the tenth of the month or the first working day following the tenth, the account will be assessed a late fee of \$25 and a statement of the account will be mailed. Any account which remains delinquent after the end of one month must be brought up-to-date in full by the 10th of the following month. If the full tuition is not received by the 10th of the following month, the student(s) will be denied admittance to the school beginning on the 11th of the month until the account is brought up-to-date in full.

- Example:
1. September 10 - September tuition not received
 2. September 15 - Statement sent to parents requesting payment plus late fee.
 3. October 1 - Tuition must be paid in full (Oct and Sept) by Oct 10.
 4. October 11 - Student(s) may not attend school until account balance paid in full. Oct late fee applies.

Late/NSF Payment of Fees

A student's report card will be withheld for any six week grading period during which all fees are not paid up-to-date. Fees include but are not limited to tuition, registration, classroom fees, supply fees, after school care, athletic fees, spring/fall pictures, and snack/lunch account. A \$30 NSF charge will be applied to any check returned to Trafton, regardless of the amount for which the check is written. Cash payments will be required once we have received a third NSF check from the same person

Dress Code

Pre-Kindergarten - 4th grades

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

Grades 5th through 8th

1. Students in grades 5-8 are to wear uniforms as prescribed below:

- ✓ An assortment of polo shirts with the Trafton logo (with one shirt being red). Uniform may be purchased at any source as long as they meet above specifications of proper fit, color and logo.
- ✓ Navy or khaki pants (pleated or flat front) shorts, Capri pants, skirts, or skorts.
- ✓ Shirt tails are to be tucked in and belts (navy, black, or brown) are to be worn with lower body garments that come with belt loops.

All Students

1. Proper grooming:
 - a. Boys - Hair should be kept clean and must be at moderate length in the front, back, top and side. Hair may not be longer in front than the eyebrows nor over the ears or the shirt collar.
 - b. Girls - Hair should be clean and kept above eyes away from the face.
2. No display of body piercing jewelry except single hole ear rings for girls is allowed.
3. No flip flops or slip-on shoes without straps or enclosed heels are allowed. Tennis or athletic shoes are required for P.E. which is scheduled for Mondays, Wednesdays, and Fridays.
4. Disregard of the dress code will result in notification of parents to bring appropriate clothing to campus or to remove their student for the rest of the school day. Dress code violation forms will be sent home with each infraction outlining repercussions.

School Attendance

State law required that a student be present a minimum number of days as required by the State Board of Elementary and Secondary Education to receive credit for courses taken. We at Trafton believe that regular attendance is the responsibility of the parents and students. In the event of extenuated personal illness, attendance arrangements may be made.

1. Each student is expected to be on time and in attendance every day of school when possible. If the student is not at school, he/she cannot receive instruction. Also, all work missed due to either absence or tardiness, whether excused or unexcused, is the student's responsibility. All missed work is to be made up as soon as possible at the teacher's direction. Assignments can be picked up from the teacher or gotten from other students.
2. Planned absences shall be cleared with the teacher and/or the administrator and determination of excused or unexcused will be made within three working days and parent notified.
3. A student will be considered "truant" and may be reported to the Juvenile Justice System if more than three unexcused absences or tardies or a combination of the two are accumulated in any six weeks period as determined by the school calendar reporting periods. Automatically excused absences are those for which a student has a doctor's or dentist's excuse and a statement from them is submitted at the time of the student's return to school. When a student is absent or tardy for any other reason, a parent or other adult must come to the office at the time of student's return for parents to submit a written statement as to the cause of the absence or tardiness. The reason will be reviewed by the school administrator and a determination of "excused/unexcused" will be made within three working days and parent will be notified as to the determination.
4. If a student is absent more than two (2) hours, he/she will be counted absent for one half-day. If he/she is absent more than four (4) hours, he/she will be counted as absent for the full day. This includes leaving school because of illness.

Arrival and Departure

1. Time of arrival is to be no earlier than 7:30 a.m.
2. Classes begin at 8:00 a.m. and end at 3:00 p.m. Students should be picked up as soon after 3:00 p.m. as possible. Any student who has not been picked up by 3:30 p.m. will be sent to after school care unless other arrangements have been made and will be billed for aftercare from 3:00 p.m.

Arrival and Departure Continued:

3. Unless the parents have notified the school, the school reserves the right to refuse release of a student to any person who is unknown to school personnel.
4. Cars are to be parked in the parking areas to the west of the office. The parking area next to the pre-kindergarten building is reserved for teachers from 7:30 a.m. to 3:00 p.m. No parent should park in this area even to take a child to the classroom.
5. Kindergarten through eighth grade students are to be dropped off between 7:30 a.m. and 8:00 a.m. and picked up between 3:00 p.m. and 3:30 p.m. at the gazebo between the kindergarten building and the office. An exception may be made during inclement weather.
6. **Parents are to remain in their cars while in the driveway. The center lane is not for waiting and must remain open** to moving vehicles for loading and unloading. Students are to wait for the parents at the gazebo and are to be escorted by an adult to their vehicle.

Late Arrival

The school day begins at 8:00 a.m.

Tardy Procedures:

1. A student is considered late **IF** he/she arrives at the classroom ten (10) or more minutes after the bell has rung.
2. A parent **MUST** accompany the student to the office and sign the student in.
3. The student will be given an "Admit to Class" pass which he/she must have before proceeding to class.
4. Chronic tardiness and emergency situations must be explained to the principal or the secretary.

After School Care

After school care is from 3:00 p.m. to 5:30 p.m. Those students who know they are in after care are to sign in at 3 p.m. with the aftercare personnel. Students who are not picked up by 3:30 p.m. will be sent to after care and billed from 3:00 p.m. until time of pick-up. All students are to be supervised by an adult at all times when on the school premises.

Prior to or after sports practice, unsupervised students will be automatically signed in for aftercare.

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

Grading Scale

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

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

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

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

Honor Rolls

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

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

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

BUG Club

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

Medication

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

Disciplinary Procedures

Most disciplinary actions will be implemented by the classroom teachers. Most, not all, infractions will result in warnings and will have no other consequence. However, an accumulation of infractions, behavior notices, and dress code violations may result in detention, in-school suspension, or home suspension.

1. Dress Code violations: There are three levels/notices for dress code violations. After the third violation, the student will serve an after school thirty (30) minute detention.
2. Behavior violation: Consequences will depend on the severity of the offense. Violation of school policies will result in actions deemed appropriate by administration.

Fighting

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

Cell Phones

Communication with your child is of utmost concern to us. However, the safety of your child is equally important to the faculty and staff of Trafton Academy. Because of these concerns, we are prohibiting the use of cell phones on our campus at all times from arrival through aftercare and athletic practices. Cell phones are personal property and as such must be kept turned off and in backpack while on the school's campus. Communication with your child is available at all times through the school office. Lines of communication between you and your child are always open. If your child chooses to break this rule, his cell phone will be confiscated and:

- 1st Offense: Device will be returned only to parent.

2nd Offense: Device will be returned only to parent and student serves in-school detention.

3rd Offense: Device will be returned only to parent and may not be brought to school again. Student serves one week of in-school suspension.

Electronic Devices

All electronic devices such as games, cameras, listening devices, etc., are prohibited from use from time of arrival to time of departure including after care and athletic practices. Cameras are allowed under teacher direction on fieldtrips and during class activities

Lunches, Snacks, and Drinks

1. Students are responsible for their own lunches and snacks.
2. The school has no responsibility for the quality of or payment for catered lunches brought to the school, provided by the TPA, or Deli Express.
3. Pre-Paid accounts may be set up in a student's name in order for him/her to receive money for snacks, drinks, and/or lunches. Receiving money from his/her account will be allowed during lunch time and after school care only.
4. Receiving money from his/her account will not be allowed during morning recess.
5. Students in grades PK-4 with an overdrawn or zero balance snack/lunch account will be allowed to receive lunch, milk, and/or juice in emergency situations only until the amount due has been paid and/or additional monies have been credited to the account.
6. Students in grades 5-8 will receive notification of an overdrawn snack/lunch account. Upon notification, student will be given a minimum of two school days to pay an overdrawn account. If the overdrawn amount is not paid within the assigned time frame, the student will be required to call his/her parent for permission to charge any luncheon food or drink (no cash will be given) and to spend recess and lunchtime in a designated area under the direction of a Trafton employee until the overdrawn account is paid.
7. Students are to place all aluminum cans in the receptacle so designated. We want to recycle materials.
8. Students are to place all garbage and trash in the garbage cans. Outside eating and drinking are to be done at the picnic table area.
9. No food brought by students will be heated.

Our Goal: Safe and Drug Free School and Communities

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

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

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

The aforementioned policy, with some adaptations, is taken from the 1999-2000 Tangipahoa Parish Schools Handbook and shall be followed by Trafton Academy.

Admissions Policy

1. Provided they have a current application on file, all students who are currently enrolled and whose tuition payments are current will be readmitted at the discretion of the administrator. An application for readmission must be completed between February 1 and April 1 of the current year.

2. Siblings of currently enrolled students will receive priority consideration to fill any vacancies. Should there be more than one sibling desirous of filling a vacancy, the length of time the family has been at Trafton and the date of the application will be used in determining the order of acceptance.
3. All applications for the current school year will be removed from consideration at the end of that year. A new application must be on file for each new school year. Applications for the following school year will be accepted anytime after the opening of the current school year. Example: An application for the current school year will be removed and discarded at the end of May. A new application may be submitted for the following school year after the first day of school in August of the current school year.
4. Vacancy determination is the responsibility of the administrator. The administrator shall consider such factors as follow:
 - (A). Developmental needs of the age/grade students
 - (B). Nature of existing class.
5. All new applications will be dated as received. No vacancy determinations shall be made before closure of the re-enrollment period for current students. All other factors being equal, vacancies will be filled according to the date the application was received.
6. Once a vacancy has been declined, the application will be removed. If the applicant wishes to be reconsidered, a new application must be completed. The date for consideration will be from the date of the new application