

SOUTH LAROSE ELEMENTARY SCHOOL

Will Demonstrate High Levels of Academic Achievement
in a Safe and Respectful Environment

PARENT/STUDENT HANDBOOK

2017-2018

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SOUTH LAROSE ELEMENTARY PLEDGE

I believe that I can be a good student.

I believe that I can achieve.

I believe that if I work hard I will succeed.

Therefore, I will work hard each day to do my best.

I can learn; I will learn!

MISSION CHEER

Good, better, best. Never let it rest.

'Till your good is your better

And your better is your **BEST!**

GO BULLPUPS!

MISSION STATEMENT

Every Child,
Every Chance,
Every Day!

GENERAL SCHOOL INFORMATION

TIME SCHEDULE

8:15 - 3:15

Morning Drop Off: 7:45 - 8:14

POLICIES/PROCEDURES

Absences

- Written parent or doctor notes for absences are handed to the homeroom teachers.
- Excessive absences will require a doctor's note.
- Excessive absences and tardy to school will be reported to the Supervisor of Child Welfare and Attendance and may result in after school make-up work time.
- Attendance every day, every minute of the school day is most important.
- **Please avoid tardy to school and early dismissal check out.**

Attendance

A student will receive perfect attendance if he/she is present from 8:15am until 3:15pm daily. Perfect attendance is being at school every second, minute, and hour of the school day.

- | | |
|----------------------------|-------------------|
| • 8:15 - 3:15 | Whole day present |
| • 8:16 - 9:45 | Tardy to school |
| • Absent 1 hour or less | Whole day present |
| • Absent 2-3 hours | Half day present |
| • Absent 3.5 or more hours | Whole day absent |

Breakfast

- Students are to report to breakfast once they exit the bus or parent drop off.
- Breakfast is served from 7:45 – 8:10. Students arriving after 8:10 by parent drop off will not be allowed to go to breakfast.
- Kindergarten students will go as a class for the first two weeks of school, and Pre K goes daily as a class.

Cafeteria

- Students are to keep the cafeteria clean. They are to sit where assigned and leave only when given permission by their teacher.

Classrooms

- No student shall be in a classroom WITHOUT TEACHER SUPERVISION.
- Eating candy and chewing gum are not allowed in the building, classroom, cafeteria, or on a bus.

Dress Code

- See Lafourche Parish School Board Handbook
- Students are allowed to wear spirit school shirts as uniform shirts.

Early Dismissal Check Out

- Only noted adults on the blue emergency cards will be allowed to sign a student out. If you would like to add/delete to the blue card, you must come into school to change it.
- No student will be allowed to leave with a person not identified on the emergency card.
- Report to the main office to sign a student out and have a picture ID with you.
- Parent conferences will be held with the principal for excessive early dismissals.
- Please avoid check out between 2:45pm and 3:15pm.

General Information

- Students are not to bring invitations to be distributed at school.
- Students are not to exchange gifts at school with each other.
- Students are not to bring baked goods/treats for birthdays. Parents are not to send balloons, flowers, etc. for student birthdays as these are not allowed in the classrooms.

Hall Passes

- When leaving a class, a student must have a hall, office, or restroom pass.

High Stakes Testing

Louisiana has adopted the Louisiana State Standards for students. What is taught in one grade is connected to what will be taught in future grades.

In the spring of each year, students in grades 3 on up will take the LEAP test. This test indicates student skill mastery and an idea of future performance.

In order to be promoted to the next grade, students must meet the requirements of the Pupil Progression Plan as posted on the LPSB website.

Homework Policy

- **If a student misses a quiz or test and he/she cannot make up the test before school or at recesses that week, he/she will remain after school to make-up the test on a prearranged day. Make-ups will not be given during any class time including electives.**
- ALL grades will use a yellow communicator folder, which will go home nightly. Each grade level will explain how the folders will be used. Check these folders daily for important school correspondences.
- Teachers monitor for completion and accuracy.
- Missed homework will affect student academic performance and monthly reward.
- Parental contact will be made through agendas daily, phone calls, weekly progress reports, or quarterly progress reports with regards to home assignment completion.

I.D. Tags

- All students must wear an I.D. tag at all times during the school day and to purchase cafeteria meals.
- One I.D. tag will be issued to each student at no cost. Additional tags will be \$2.00 each.
- For new tags, a student brings \$2.00 to their homeroom teacher in an envelope labeled with the student's name and homeroom teacher.
- I.D. tags must be worn on the outer garment on the right collar.
- I.D. tags are not to be defaced. Stickers may not be placed on I.D. tags.

Injuries

- Students must report injuries to a faculty member immediately. A Student Injury Report will be completed.

Items Not Allowed at School

- Valuables or large sums of money
- Injurious articles
- Liquid paper
- Gum and sunflower seeds
- Nuts or nut products
- Rubber bands
- Any type of medication
- Items to buy or sell from each other
- Electronic materials (cell phones [must be powered off], cameras, games, iPods, iPads, etc.)
- Toys or Trading Cards

Lunches

- See LPSB Policy Manual Child Nutrition Section. All lunches **MUST be prepaid**. Please send your child's payment in the envelope provided by the Lafourche Parish Child Nutrition Department (LPCND) with your child's name and number on it. If you lose your child's envelope, you may request another one.

Medication Policy

- See LPSB Handbook.
- Students are allowed to bring only 2 cough drops for their own use.
- Please call school before dropping off medication. We have limited staff for check in.

Phone Use

- Students will only be allowed to use the office phone in cases of emergency or illness. Calling for assignments or lunches is not allowed.

Procedures for Parents/Visitors on Campus

- For each visit, **report directly to the main office**. Enter the building through the West 25th doors. Bring a driver's license or picture ID.
- Get a visitor pass from the office staff.
- Inform administrator, secretary, or teacher of reason you are present on campus or purpose of visit.
- Please do not reprimand students.
- If you notice student conflict, alert the nearest faculty member.
- Do not physically handle any student.
- **Parents are not allowed to post pictures of other students taken at school on any social media site.**
- Dress appropriately.
- No smoking on campus.
- No cell phone usage on campus.

*****MOST IMPORTANT*****

When volunteering on campus, we **MUST** respect confidentiality of our students, parents, and staff.

Professional Development

- September 1, October 6, and January 12 are Professional Development days for teachers. Students **do not** attend school on these days.

Recess Indoors/Study Hall

- Students will remain in their classroom and in their seats supervised by duty teachers.

Recess Outdoors

- Walk to recess.
- Stay in designated areas.
- Only equipment provided by the school may be used at recess.
- Recess is a privilege that can be taken away if there is evidence of excessive rough play, running, or antisocial behavior.
- When the bell rings, report to class line immediately. Cease play. "Give Me Five."

Responsibility

- Take Home Tuesday blue folders will be sent home every Tuesday with test papers and other graded assignments.
- Students are required to turn in assignments on time. It is the student's responsibility to get assigned work to the teacher.
- Teachers will outline standards for written work.
- Students should bring all necessary materials to class.
- **Home learning assignments are to be done at home. Study Hall is for review and rechecks.**

Restrooms

- Students are not to congregate in the restroom. After using restroom facilities, please leave immediately.

School Bags

- See LPSB Parent/Student Handbook.
- Bus Tags are given to students and placed on the school bag. Tags contain information for the school and bus drivers. **DO NOT REMOVE TAGS FROM SCHOOL BAGS.**

School Grounds

- Students are to keep the school grounds clean. Use available trash containers.
- No student is to leave school grounds. No student is to go to LCOMS campus without written permission from an administrator.

Student Drop off and Pick up

Parent Drop Off

Parents should enter through West 23rd Street and proceed around the block to the school parking lot.

Parents are not to enter the parking lot until 7:45 AM.

Parents will enter through the parking lot entrance and drive through the lot to one of the 5 parent stops. Students will exit the vehicle and enter the doors. Students should be in the back seat or walk around the FRONT of the vehicle. Parents will then exit through the parking lot yielding to staff members as they enter to park. Vehicles should proceed around the block again and exit on West 23rd Street.

Parent Pick Up

Parents should enter through West 23rd Street and proceed around the block to the school parking lot.

Parents are not to enter the parking lot until 3:00 PM.

Parents will enter through the parking lot entrance and drive through the lot to one of the 5 parent stops. Please display the card given to you so we may call your child to one of the 5 stops. Parents will then exit through the parking lot yielding to staff members. Vehicles should proceed around the block again and exit on West 23rd Street.

Study Hall

- Each morning when students arrive on campus, they will report to homeroom to prepare for the day to complete board assignments, review

home assignments, or to study. Students are to go to breakfast and/or the restroom **before** reporting to homeroom. It is our hope this time will benefit students. Once students are in homeroom, they must follow Study Hall Procedures.

Tardy to School/Class

- **Students should be in their classrooms by 8:15a.m.**
- Excessive tardiness to school will be referred to Child Welfare and Attendance for truancy.
- Students are to get to class on time. If a student is late to class, a teacher will use PBIS for tardiness.

Textbooks

- Students are responsible for all their textbooks.
- Students will pay for all lost or damaged books.

Valuables/Money

- Money should be kept with students in pockets or purses. Money should not be left on desks or in book bags.
- At no time should students bring large sums of money to school.
- No student should ask others for money.
- No student should give money to others.

Positive Behavior Intervention Systems

Safety first

Leap into positive behavior

Elect to do the right thing

Show respect for all

School-wide expectations for bus, classroom, hallway, cafeteria, playground, and restroom are posted throughout the school.

A reward and consequence system is explained to students at the beginning of the school year.

Rewards

Incentives, activities, and privileges are given daily, weekly, and/or monthly.

Consequences and Descriptions

Step 1 Conference and/or Verbal Warning

- Student/teacher conferences are scheduled to discuss inappropriate behavior and to work towards behavior improvement. Students in lower grades use a color system to indicate to parents the success of their child's day.

Step 2 Written Work

- Lower grades use a standardized written assignment designed by grade level. Upper grades use a one-page written assignment which is given. ALL written work is due the next day written neatly on standard loose-leaf paper. Also, a parent or guardian must sign it.

Step 3 Student/Parent/Teacher Conferences

- Teachers will discuss with the student and parent inappropriate behavior and ways to improve.

Step 4 Recess Detention

- Teacher detention may be held at recess. Written work or conferences may be part of recess detention.

Step 5 Administrative Referral

- Results –administrative conference, recess detention, PARC (after school detention), in-school suspension, out-of-school suspension, or loss of privilege.

PARC (after school detention)

- In lieu of in-school or out-of-school suspension, PARC is held from 3:20 – 4:20 pm. Parents or guardian must provide transportation for student pick up.

In-School Suspension

- Students report to the assistant principal's office before school with all their school books and materials. Students remain in an in-school suspension room all day completing class work, remediation, enrichment, and self-discipline activities. Students may be assigned to one, two, or three days.

Loss of Activity or Field Trip Privileges

- Students who habitually or severely violate rules will not be permitted to attend certain school activities or trips.

Mediation

- Using the mediation process, students resolve minor conflicts.

NOTE: For all administrative consequences, a Louisiana state behavior report is issued to students and must be returned signed by parents.

Severe violations will result in automatic administrative referral.

Bus

- Follow all rules.
- Use sidewalk to go to and from buses.
- All students are to ride their designated bus.
- A bus permit approved by the administration is required for change of bus.
- An adult must be with their child at the bus stop in the morning and must be waiting for their child in the afternoon if the child is 10 years old or under.
- If a student is brought back to school because an adult is not at the bus stop:
 - 1st Offense-Warning/Conference
 - 2nd Offense-Bus Suspension

Bus Referrals

- Bus transportation is a privilege that is dependent upon good, safe behavior. Bus privilege may be denied in cases where students do not follow bus rules.
- Step 1 Conference and/or other administrative consequences.
- Step 2 Bus riding privileges may be denied for both the morning and afternoon bus. Bus suspension ranges from 1-5 days. Habitual bus violations will result in contacting bus supervisor for bus suspension beyond 5 days.
- A student must also use good, safe behavior at bus stops and when walking to and from bus stops.

******Severe, unsafe violations will result in an immediate bus suspension******

South Larose Elementary School Rewards and Incentives

PAWS – Positive Attitudes Wonderful Students

- ❖ Students who are eligible to participate in PAWS must meet all 5 criteria in a month.
 - The criteria are as follows:
 - **Homework** – no more than 1 missed homework assignment.
 - **Behavior** – SLES expectations in the class, halls, cafeteria, recess and on the bus.
 - **Attendance** – no unexcused absence, tardy or early dismissal.
 - **Responsibility** – on time, complete assignments in class/home, has supplies for class, returns things on time, has proper uniform, and wears name tag.
 - **Academic** – performs to the best of his or her ability.

Each month a different activity will be held for students who are eligible to participate. Charms will be given for each month.

AM - Accelerated Math

- For every 25 objectives that a student masters, they will receive a charm and a fruit roll-up.

AR - Accelerated Reader

- Each student grade level 2nd on up will receive a reading goal **every nine weeks**. (Select 1st graders will begin as teacher recommends)
- Each student must achieve their point goal and maintain an **85%** in comprehension each nine weeks in order to attend the AR celebration.
- Each time a student reaches an increment of 25% (25%, 50%, 75%, 100%) of their **point goal** for the nine-weeks grading period, while maintaining an 85% in comprehension, they will receive a cool pop.
- Students must take the comprehension test on their own without assistance.
- Charms will be given for each AR certification level.

PAW-fect ATTENDANCE

- Students who attend every day, all day (Bell to Bell) each nine weeks are rewarded with a celebration.
- Those students who have perfect attendance the whole year are awarded a special celebration on the last day of school.

Student of the Month

- One student from each homeroom and elective class will be chosen each month.
- Teachers select one student from their class that has exhibited hard work, class participation, good behavior, good attitude toward others, good citizenship, demonstrates responsibility, and is respectful to others.
- Each student will receive a Student of the Month certificate, PAW Buck and pencil.

Kidbiz

- Badges and certificates will be awarded.
- Students will receive rewards for School Daily Top Scorer and School Weekly Top Scorer.
- There will be special prizes for State and National Scorer.
- Celebrations each nine weeks will be held for students who achieve their goals.

SLES News

- Announcements made every morning.
- 5th graders only can try out for the team.
- Requirements:
 - appropriate behavior
 - attendance
 - homework
 - grades

Smarty Ants

- Smarty Ants of the week will be announced on SLES news.
- Certificates will be awarded.