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**Parks Primary School
School Personnel
2014-2015**

Principal

Julie Laviolette

Curriculum Coordinator

Pamela Ardoin

Assistant Principal

Tassala Jones

Grade K

Angela Toncrey
Crissy Frederick
Jessica Thibodeaux
Deborah Guillory

Pre-K

Tonia Theriot
Bonnie Page
Shauntel Blanchard

Secretary

Cherie Foti

Grade 1

Regina Smart
Jeanne Olivier
Kate Gary
Holly Hebert

Grade 2

Phillis Castille
Cynthia Cross
Nicole Latiolais
Paula Riley

Pre-K Aides

Lisa Daigle
Barbara Neveu
Allen Dore

Grade 4

Gretchen Broussard
Theresa Blankenship
Kimberly Robin
Shannon Bernard

Special Education

Hope Webre
Sarah Henagan

Grade 3

Jaime Ibach
Cathy Meche
Kellie Champagne
Jenna Prioux

Speech

Kerry Wade
Christine Prejean

Instructional Aides

Betina Robin
Sandra Stutes

Reading Teachers/Tutors

Barbara Mitchell

Technology

Trisha Chauvin

Adaptive P.E.

Hollie Hebert

Reading Title 1 Tutor

Virginia Dugas (Jenny)

Cafeteria Staff

Rosemary Delahoussaye
Brenda Auguillard
Gayle Champagne
Raquel Delahoussaye
Lisa Blanchard

Bus Drivers

Macklyn Guidry
Stacey Clues
Melinda Tauzin
Jody Courville
Barbara Tyler

Librarian

Sue Clausen

Custodial Staff

Jerry LeBlanc
Donald Skipper
TBA (part-time)



*St. Martin Parish School Board
School Calendar 2014-2015
Opening Date: August 13, 2014*

*Professional Development
August 11-12, 2014
November 3-4, 2014*



Parent Teacher Conference

*October 24, 2014
April 2, 2015*

Testing ILEAP and LEAP

April 14-15, 2015

PARCC-ELA & Math

*Grades 3-4 – Phase I – March 16-20, 2015
Grades 5-8 – Phase I – March 2-27, 2015
Grades 3-4 – Phase II – May 4-8, 2015
Grades 5-8-Phase II – April 27-May 22, 2015*

Report Card Day

May 28, 2015

Students' Last Day

May 26, 2015

Holidays

<i>Labor Day</i>	<i>September 1, 2014</i>
<i>Election Day</i>	<i>November 4, 2014</i>
<i>Thanksgiving</i>	<i>November 24-28, 2014</i>
<i>Christmas</i>	<i>December 22-Jan. 2, 2015</i>
<i>MLK</i>	<i>January 19, 2015</i>
<i>Mardi Gras</i>	<i>February 16-18, 2015</i>
<i>Easter</i>	<i>April 3-10, 2015</i>
<i>Memorial Day</i>	<i>May 25, 2015</i>

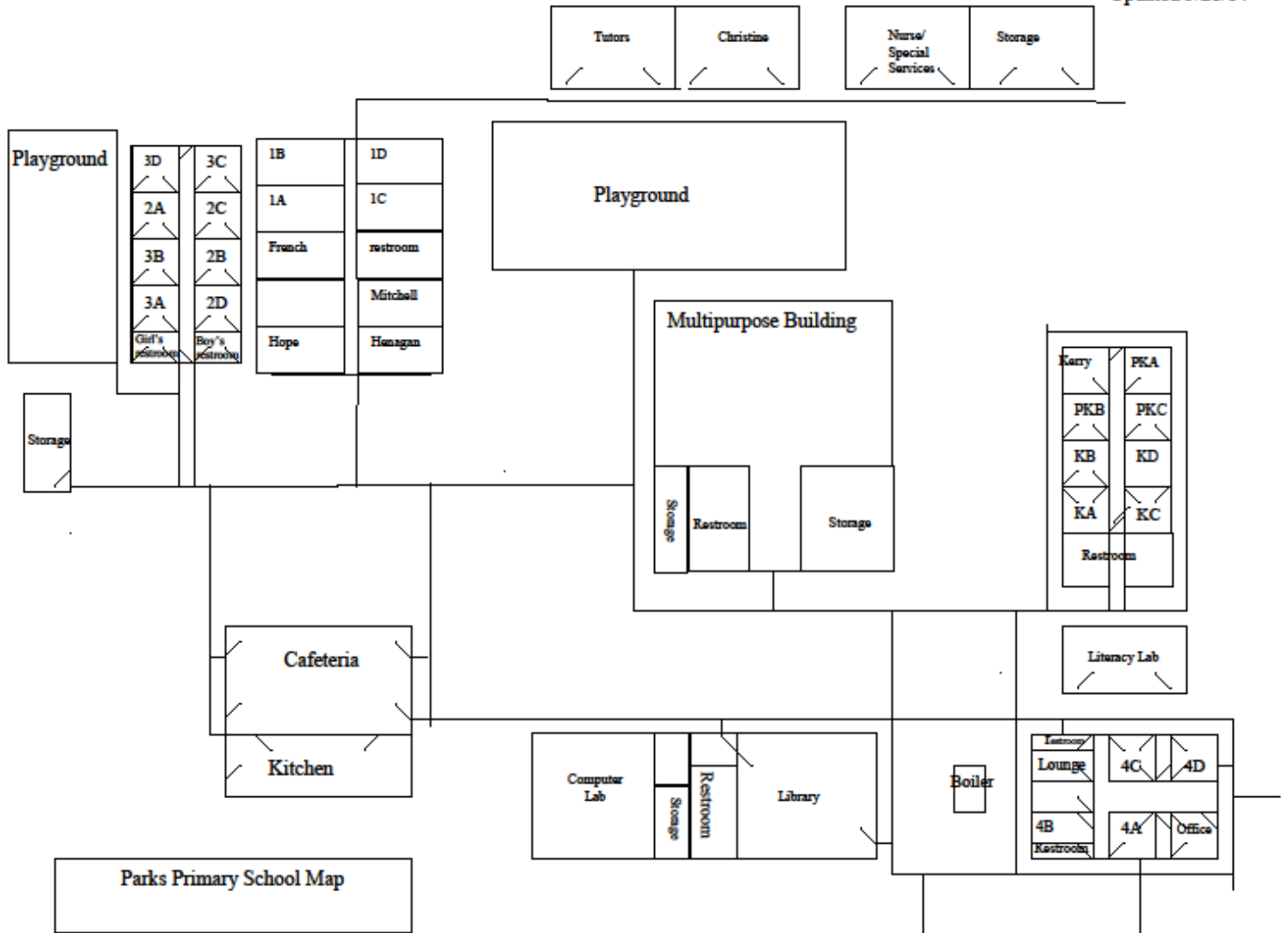
Nine Week Reporting Period

<i>August 13, 2014</i>	<i>October 15, 2014</i>
<i>October 16, 2014</i>	<i>January 8, 2015</i>
<i>January 9, 2015</i>	<i>March 17, 2015</i>
<i>March 18, 2015</i>	<i>May 28, 2015</i>



**Graduation Day:
May 15, 2015**





School Instructional Hours

School instruction begins exactly at 8:00 A.M. and continues until 3:10 P.M. A 7:55 bell will ring and the students will line up and report to class. **Any student arriving on campus or at the classroom door after 8:00 is considered tardy and will be marked accordingly.** Therefore, all students should arrive on the campus no later than 7:50 to line up appropriately and avoid being marked tardy.

Arrival and Departure Policies

Arrival on Campus

Supervision is necessary and will be provided beginning at 7:00. Therefore, children who are being dropped off should arrive **NO EARLIER** than 7:00 a.m. No students should enter the campus until the duty teacher arrives at the gate. Students waiting for the shuttle to another school must sit on the benches outside the fenced area until the bus arrives.

Tardies

The transition bell rings at 7:55 a.m. for students to enter the classroom and prepare for instruction. Students are to arrive at school no later than 7:50 to avoid being tardy to class by 8:00. In accordance with state law, excessive tardies must be addressed by the school. The school must send out letters, hold conferences, and/or report excessive tardies to the Supervisor of Child Welfare and Attendance or the District Attorney's Office. Late arrivals interrupt not only your child's learning, but also interrupt the learning of all the students in the class. Please do your best to have your child at school no later than 7:50a.m.

Early Check Out

Students will only be allowed to check out through the office. A picture ID will be required by all persons checking out the student. **Only the persons listed on the student information sheet will be allowed to check out students, unless other arrangements have been made through the principal.** Upon checkout, the student will report to the office and will be dismissed from the office. **Individuals will not be allowed to retrieve the student from the classroom, hallways, sidewalks, bus loading area, or the playground unless otherwise specified by the principal.**

Please note that any student with tardies and early check outs will not be allowed to participate in perfect attendance activities each nine weeks. We ask that all students attend school on time and stay throughout the day.

Car Rider/Parent Pick-Up

The car rider pickup area is reserved for Parks Primary students only. No students from other schools will be allowed on campus to wait with siblings, relatives, etc. for their ride home. Only children of Parks Primary school employees will be allowed to access the campus and report to the appropriate area upon entering the campus. **Car rider students will not be released to any individual without a car rider name card.** In the event that you have forgotten your card, you will be asked to check the student out through the office despite any inconvenience. Personnel on duty are not always aware of custody battles and cannot be responsible for deciding the correct release of a student; therefore, parents involved with custody issues are asked to check the student out through the office to avoid any confusion with this matter.

The official drop-off/pick-up area for Parks Primary is on Mouton Street along the side of the school. Parents, who choose to drive their child to school or pick-up their child in the afternoon, must adhere to the following procedures:

- Drive from Main Street or Highway 31 onto Mouton Street near City Hall in order to drop off and pick up your child.
- One or two duty teachers will be available to provide directives for drop off or pick up. In order to unload several cars at one time, it is extremely important that the cars pull up to the designated spot indicated by the person on duty. Several cars will be unloaded at one time unless students are unloading from a bus. At this time, parents must adhere to the teachers' directives for the safety of all students. Please be patient. Remember your child's safety is our primary concern.
- Children are not to be dropped off at school until 7:00 due to a lack of supervision. The school will assume no responsibility for any student on campus prior to this time.
- At 8:00, the gate will be closed by the duty teacher so she can get to class for instruction. Any child arriving after 8:00 is considered tardy and must have a parent/guardian sign them into school through the office.
- For the safety of all students, no child should be dropped off nor picked up in front of the school, across the street, by the cafeteria, or in the parking lots.
- No child will be released to walk to meet a parent waiting in a parked car, along Mouton Street, along Main Street, etc. for safety and liability reasons. The parent must meet the child at the car rider gate with the name card and escort the child back to the vehicle.
- In the afternoon, parents must wait for their child outside the fence near the car rider gate. They must present the car rider name card at the gate or they may check out the student in the office prior to the 3:10 bell. Please note that the car rider sign colors change from year to year. For safety reasons, only the current school year color will be accepted.
- Only walkers will be allowed to leave campus after the bell. Walker permission slips must be signed and submitted to the office. All students from other campuses who shuttle to and from Parks Primary must remain outside of the fenced area while waiting for a sibling or for the bus.

- ALL CAR RIDERS MUST BE PICKED UP NO EARLIER THAN 3:15 AND NO LATER THAN 3:40. Students will be in office after 3:40.

Children with car-rider name cards that were issued this school year can be picked up in the car rider line along Mouton Street. The cards should be displayed in the front window of the driver side of the car. If you have lost your card, inform the school and a new one will be issued. The adult will be sent to the office to sign out any child if he/she does not have the card with them. If you are picking up another child, you must have that child's card or you will be asked to sign him or her out in the office.

ALL children's school bags will be tagged within the first week of school. This tag will tell us whether your child is a car rider, whether the child has a restricted pick-up, etc. This will help us get him/her back safely to you. Therefore, **please do not remove the tag.**

Bus Transportation

Bus stops for children are set up according to State Laws and policies established by the School Board. During inclement weather, bus drivers are allowed to make more frequent stops.

ALL children's school bags will be tagged within the first week of school. This tag will tell us which load your child will ride, whether the child has a restricted pick-up, etc. This will help us get him/her back safely to you. Therefore, **please do not remove the tag.**

The principal and bus drivers are responsible for discipline on the bus at all times. For your child's safety, it is extremely important for your child to sit and behave properly on the bus at all times. Improper behavior on the bus could result in a suspension from the bus and/or school.

Bus safety is extremely important. Should your child encounter any problems while riding the bus, please encourage him/her to tell the bus

driver so a proper investigation can be done. If you feel it is necessary, please do not hesitate to contact the school as well. I will certainly do my best to investigate the facts of the incident and to resolve the problem as quickly as possible. If necessary, consequences will be administered in accordance with parish policy.

Twice during the school year, all bus drivers with the assistance of the principal or other school personnel will conduct bus evacuation drills. Please take the time to discuss these important drills with your child. The students are trained for both front door and rear door evacuations.

Request for a Change in Transportation

There are times when a student must change the way he/she normally gets home. **Any changes that need to be made to a child's mode of travel must be in writing so the necessary paperwork can be completed.** The note should include the child's name, the name of the bus/person that he/she will be riding or leaving with, the address of where the child is to be dropped (bus change only), and the signature of the parent/guardian of the child. Please instruct your child to give his/her teacher the written note so that the teacher can send the note to the office. The necessary paperwork will be completed and your child will be reminded of the change of travel at 2:30 p.m.

In the event of an emergency, phone calls to the office will be accepted. Please do not contact your child's teacher since messages are usually not checked until after the school day has ended. Again, call the office **before 2:15** to let the office know that your child will be changing the way he/she gets home. Many classes are involved in afternoon outdoor activities after **2:15**, making it very difficult to reach several classes to inform the student of the change of travel. Additionally, due to a large volume of office calls in the afternoon as well as office responsibilities, personnel are not always readily available to locate students outdoors to relay the messages. For

these reasons, we cannot guarantee the change in travel for calls received after 2:15 p.m.

The office will issue a car rider pass to those students who will be picked up. Your child will need to give the duty teacher the pass in order to enter the car or will need to be signed out through the office.

The office must complete a bus change slip to inform the bus driver of the new address for the student in the event the child is to be dropped at a different location. The child must give the bus driver the slip upon entering the bus.

Excessive Absences

One way parents and guardians can ensure that their children get the best possible education is to make a commitment to regular attendance. **Parish policy states that "Any elementary student missing more than 14 days excused or unexcused shall be denied credit."** In accordance with state law, the school is required to notify the parents of the excessive absences, as well as to report excessive absences to the Supervisor of Child Welfare and Attendance and/or the District Attorney's Office.

Students shall be considered excused from school for personal illness, serious illness in the family, death in the family (not to exceed one week), or for recognized religious holidays of the student's own faith. **Proper documentation for an excused absence consists of original doctor's excuses, subpoenas, obituaries, and health center excuses.** Parental notes and phone calls are NOT acceptable documentation for an absence to be excused. The health center can assist with providing a doctor's excuse in the event your child is sick and you do not take the child to a doctor. The health center can be contacted at 332-2844. However, the health center must be contacted on the day of the absence in order for an excuse to be written and faxed to the school. Each child may have no more than four excuses per year from the health center. **All original excuses must be**

submitted within three school days. It is the responsibility of the parent and child, to provide an excuse to the school within three school days of the absence. Students that turn in proper documentation within this time will be allowed to makeup work for full credit. In accordance with parish policy, if an excuse is not submitted to the school within three days of the absence, the absence shall be considered unexcused. Students with unexcused absences will be allowed to makeup work or tests missed on the day of the absence and earn 100% of the actual score earned. In the case of a suspension, students suspended shall be allowed to makeup work for days suspended only. These students will earn 70% of the actual score earned for makeup work.

Parents are encouraged to request homework in the event of an absence. However, please understand that the teacher will gather the homework at recess or during a short break to avoid interrupting instructional time. Because of this, homework may be picked up through the office after 3:10 p.m.

Policy for School Visitations

For the safety of our students, the following security measures will be strictly enforced:

- 1. Visitors (including parents) will not be permitted on campus during instructional time (8:00 - 3:10) unless approval has been granted by the principal. All visitors must obtain a Visitor's Pass from the office (with the current date) after signing the Visitor book.**
- 2. Conferences with teachers should be arranged in advance. If you would like to speak to a teacher, you may contact the secretary to leave a message or you may leave a message on the teacher's voicemail. She will return your call during her planning period or after school. Visitors will not be permitted to enter classrooms or walk around campus without passes. Visitors will not be given passes to enter classrooms during instructional times. Students will**

not be allowed to access the telephone during the school day except in an emergency.

3. We invite parent involvement and we appreciate the hard work that is displayed by our many loyal volunteers. However, the **security and safety** of our students are our main concerns and we know that you share these concerns as well. For this reason, parent volunteers must report to the office to get a Visitor's Pass. Volunteers will not be allowed to go directly into the classrooms during instructional time unless previous arrangements have been made through the principal.

4. **Custody Issues**: Parks Primary School strives to provide a safe and secure learning environment for all our students. Therefore, we ask that all legal documentation be provided to the school in the case of custody issues. **ALL requested restrictions, with respect to who can and cannot pick up the child, must be accompanied by legal documentation before any restrictions can be enforced.** This documentation will be kept on file in the office.

Change of Address and Phone Numbers

For our office to keep current records on your child, it is important that parents contact the office or teachers whenever there is a change of address or telephone number (including cell phones). This may be done by a phone call or note. Remember, **the most current phone numbers are important in case of an emergency.**

School Events

Report Cards and Parent Teacher Conferences

Report cards will be sent home every NINE weeks. Parks Primary will implement the new grading scale for grades K-12 set forth by the Louisiana State Department of Education in February 2011. The grading scale follows:

Percentage Range	Letter Grade Assigned
100-93	A
92-85	B
84-75	C
74-67	D
66-0	F

Parent/Teacher Conferences are scheduled twice a year - 1st nine weeks and 3rd nine weeks. On those days, the students remain home and the parents visit school to discuss the progress of their child. Each year a school calendar is sent to parents and conferences are marked. A parent may request additional conferences at any time during the school year. Please write a note to the teacher to arrange a convenient time. The cooperation of parents and teachers is an excellent incentive for your child to do his best.

Progress Reports

Progress Reports are sent home every 4 $\frac{1}{2}$ weeks during the 9 week period in grades 1 through 4 keeping you abreast of your child's academic progress. Each progress report is usually sent home with test papers on Tuesday. Please know that you can also review your child's grades, absences, discipline record, etc. on a daily basis through the parent command center. The parent command center is located on the parish website at www.saintmartinschools.org.

School to Home Communication

Communication between the home and the school is extremely important. All notes will be sent home in a folder with your child. Please check your child's book bag for any teacher notes that he/she may have received. In addition, your child's weekly test papers are sent home every Tuesday in a blue folder purchased by the school for you to view, sign, and return the next day.

Memos from the office are sent home as the need arises so please check your child's school bag daily. Information in these memos are intended to keep parents informed of important dates, school events, deadlines, safety issues, etc. Please clean out your child's folder daily.

All discipline referrals will be sent home by your child. Classroom intervention forms are sent home with your child on the day of the classroom incident or the day following the classroom incident, depending on the time the incident occurred. Office/State referrals are sent home with your child as well. For office/state referrals, a phone contact is usually made detailing the incident prior to sending the referral home with the child.

Parent Command Center on the parish website is another form of communication. A parent can access at any time to review the following: attendance, grades, and discipline referrals. The site can be accessed at www.saintmartinschools.org.

In addition to the Parent Command Center, an automated phone system is also being used throughout the parish. Parents will receive an automated phone contact each time the following information is ENTERED into the computer system: 1) the child is tardy or absent; 2) the child receives a failing grade on an assignment/test; 3) the child receives a state discipline referral. Other automated calls may include: 1) bus route/load change; 2) lunch owes; 3) school activities.

Field Trips

Field trips are valuable educational experiences. School uniforms must be worn on field trips. All schools must adhere to the dress code adopted by the St. Martin Parish School Board. Teachers will request for parental assistance for the trip. **Chaperones and/or other adults attending the field trip will not be allowed to bring additional children or siblings on the field trip.** Written permission from the parent or guardian is necessary for the student to be allowed to participate on these trips. If a permission slip with the signature of the parent or guardian is NOT returned to school prior to the planned outing, the student will not be allowed to go with his/her classmates. Additionally, if a student has frequent behavior referrals, a parent may be requested to accompany the student on the field trip. **If a parent wants to check out a student after a field trip, the student must return to school on the bus, and then be checked out from school.** PBIS field trips are held for positive behavior. **Any student who fails to meet behavior requirements will not attend these field trips.**

Achievement Day

Parks Primary holds an Achievement Day each school year during the month of May. Activities for the students take place at all grade levels as well as the opportunity to purchase snacks and play games in the afternoon. For liability reasons, only Parks Primary students will be allowed to participate in the activities.

Community and parent support are a vital link to the success of Achievement Day. Parent volunteers will be requested. Profit derived from Achievement Day is used to purchase educational supplies for the beginning of the next school year.

Fire, Weather/Hazardous Materials, Evacuation, and Lock Down Drills

Fire, weather/hazardous materials, evacuation, and lock down drills are held regularly at unannounced periods throughout the year. These drills are to instruct the students about proper behavior and self control in times of

emergency. Parents should stress to their child the importance of cooperating with teachers during these drills.

If it ever becomes necessary to evacuate the school while the students are on campus, parent checkout will take place in the school cafeteria with proper identification and the buses will load in the regular loading area on Mouton Street.

If it ever becomes necessary to evacuate the school and take the students off campus, the off campus evacuation site will be St. Joseph's Church. You will be allowed to checkout your child from the vestibule area of the church with proper identification. The buses will be parked along the main highway to load the students and bring them home. Please be patient and follow our directives in order to provide for an orderly and safe evacuation for all our students.

School Pictures/Yearbook

School pictures are valuable, inexpensive memorable souvenirs. They are provided by a reputable company and are usually taken twice a year. Student ID's are provided at the beginning of the year. Lost or replacement IDs must be purchased by the students for a small fee. These ID's are used in the library and are necessary for identification in times of emergency. Yearbooks will also be available at the end of the school year for purchase. The yearbook is planned by our school technology/yearbook committee and is an excellent memory book for your child. All proceeds from the sale of the year books are used to purchase student ID's and supplementary aids and materials.

Academic Assemblies

Each nine weeks, students are recognized at school for Principal's List, Honor Roll, Achiever's Award, Perfect Attendance, and an A in conduct. These students receive public recognition, certificates, and pencils for their hard work. Additionally, students receive the following privileges:

- Principal's List consists of all A's in every subject on the report card and Honor Roll consists of only A's and B's in every subject on the report card. Principal's List and Honor Roll students earn the privilege of Picnic on the Green or other planned activity. (see below)
- Achiever's Award students who have earned A's, B's, and C's on their report card are treated to a short video or activity.
- Perfect Attendance students with no absences, early checkouts, or tardies earn the privilege of Blue Jean Day (see below)
- Students with A's in conduct earn "Party with the Principal". In "Party with the Principal", students are allowed to join the principal in fun activities to win prizes.
- Pre-K and K students who earn an "S" in conduct for the 9 weeks period will earn the privilege of Picnic on the Green.

For Principal's List and Honor Roll, students will be allowed to participate in Picnic on the Green. Snacks must be sent to school with the student. **No snacks will be accepted in the front office.**

For perfect attendance for the nine weeks period, students will be allowed to wear **blue** jeans with **no holes**. A notice will be sent home with the child stating that they are allowed to wear jeans. For the purpose of "Attendance Day" students must be in attendance for the entire school day with no tardies or early check outs-**NO EXCEPTIONS!** Students must be present from bell to bell (morning through the afternoon). Students who do not qualify for Attendance Day or who do not adhere to the dress code will be sent to the office for a change of clothes.

The annual Parks Primary Honors Ceremony in May will recognize students that have earned the following awards:

- Principal's Award: A's in every academic subject on the report card for the entire year (no B's at all)
- Honor Roll Award: A's and B's in every academic subject on the report card for the entire year (no C's or lower grades at all)

- State Perfect Attendance Award: No full or half days absent for the entire school year
- Parks Primary Perfect Attendance Award: No full days, half days, tardies, or early checkouts for the entire school year
- Tiger Paw Award: A's in conduct for every nine weeks of the school year with no state referrals. Students in Pre-K and K must earn an "S" in conduct for every nine weeks of the school year with no state referrals.
- LEAP/iLEAP Award: Advanced in every subject area of the LEAP or iLEAP test

Parties

The following holidays are celebrated with parties: Harvest Fest (Halloween), Christmas, and Easter. Valentine's Day-card exchange only.

***On party day, treats must be sent with the student or brought by the parent at the time of the party. NO treats will be accepted in the front office.** For safety reasons, all treats sent should be store bought or individually wrapped. No additional children or siblings will be allowed to attend the party due to limited spacing in the classroom.

Birthdays parties occur in grades Pre-K and K only. Siblings in other grade levels are not allowed to attend the birthday parties in Pre-K and K.

Gifts, flowers, and balloon deliveries will not be sent to the classroom due to an interference of instructional time nor will they be allowed on the bus for safety reasons. Therefore, please make necessary arrangements to pick up your child and/or any deliveries.

School and/or Family Activities

Throughout the school year, your child will participate in several school wide events such as Red Ribbon (Drug Free) Week, Attendance Week, 100th Day of School, Book Character Activities, Character Education Activities, etc. These activities expose your child to experiences beyond the textbook in a fun and engaging manner.

In addition, we encourage family activities such as Family Breakfast, Mardi Gras Parade, Pumpkin Patch Pictures, Grandparents Day, Christmas event, Title I and School sponsored Parent Workshops, etc. Please be reminded that these events are designed for specific family members. Due to space and other accommodations for each event, a memo detailing invited guests for each event will be sent home prior to the event. Please adhere to the guidelines for each event.

Textbooks/Library Books

Every student is issued one set of textbooks each school year. Additionally, beginning in grade one, students are allowed to check out library books from the school library on a weekly basis. The student and his/her parents are responsible for these textbooks and library books. If they are damaged or lost, these books must be paid for before any other textbooks and/or library books can be issued or checked out. The school system needs the cooperation of the parents in teaching students to respect and care for the textbooks or library books issued. Keeping books clean, dry, and free from any markings is essential. Please try to reinforce this with your child. All textbooks are now bar coded, scanned, and tracked through a computerized library system, linking the textbook to your child. As an extra precaution, please make sure that your child's first and last name is in his/her book.

Students reading at a second grade through fifth grade reading level are required to earn a designated number of Accelerated Reader points.

Accelerated Reader requires that your child read self selected stories and take a computerized comprehension test on the book. The points earned from each test taken become part of your child's reading grade each nine weeks period.

Fee Collection

Throughout the school year, various fees will be collected for lunch, fundraising, pictures, supply fees, field trips, etc. In order to ensure that the money sent to school is properly credited for payment, please **place the money in an envelope labeled with your child's name, the name of the homeroom teacher, the amount, and the activity for which the money is designated.** This type of labeling will make sure that the money collected is credited to the proper account.

Cafeteria Policies/Fees

Due to the implementation of computerized lunch accounting system, it is extremely important that **breakfast and lunch money must be credited to your child's meal account by the first of every month.** Your child's meal account cannot have a negative balance. Therefore, please pay for ALL meals in advance. In the event that your child has a negative balance, a letter will be sent home with your child notifying you of the outstanding balance in your child's meal account. Please pay the outstanding balance amount in addition to the required monthly amount to avoid a negative balance in the future.

A lunch payment schedule/chart will be sent home with your child on the first day of school. Please understand that all students, regardless of the prior year's status, are considered full pay until the student's lunch application has been submitted and processed. Parents are responsible for all fees incurred during the approval process. Additionally, guidelines for food brought from home are listed below:

Lost and Found

The school does maintain a Lost and Found; however, **all unclaimed articles are donated to charity at the end of the school year.** Please encourage your child to check with the front office if he/she has an item of clothing that is missing. Articles of clothing left on the school buses are also turned into the front office. Other items such as eye glasses, electronic devices, etc. may be brought to the office as well.

In an attempt to prevent students from losing their coats, caps, sweaters, jackets, etc. we would like to request that parents please take the time to **write the name of the child in his/her clothing and belongings.** We encourage all students to be personally responsible for their possessions; however, students tend to forget their clothing once it is removed. **With proper labeling on clothing and other belongings, the teachers and office personnel can return these items to the students as soon as they are found.**

Change of Clothes

In many cases, it is difficult for parents to be contacted or for working parents to leave work whenever a child is in need of a change of clothes. Therefore, I am asking that you send a change of clothes for your child if he/she is in Pre-K, Kindergarten, or 1st grade. We will do our best to contact the parent. **However, if we are unable to reach someone and a change of clothes is not available, your child will have to remain in his/her wet clothing.**

Although our school does have a few articles of used clothing, sizes vary and the right size may not always be available. If we are able to provide a change of clothes for your child, we ask that the clothing be washed and returned to school the following day. This will allow us to continue to assist our students and parents in need of a change of clothing in the future.

Contagious Diseases

Children with the following contagious diseases should be isolated at home and may return to school as stated by a doctor's excuse.

1. Chickenpox-an interval of at least six days from the earliest evidence of the disease
2. Mumps-from several days after the earliest symptom until swelling has disappeared.
3. Measles-five days after the rash has disappeared.
4. Impetigo (Indian Fire)-while sores remain unhealed or untreated
5. Ringworm-no child should be re-admitted to the classroom unless he has a note from a physician stating he is under care.
6. Pink Eye-should not attend during the acute stage, may attend after signs and symptoms have disappeared.

Lice Screening

Employees of Parks Primary do conduct lice screenings on a regular basis. Lice screenings are scheduled after each school holiday. Lice checks are also completed when a parent reports that their child has lice/nits. All students in that child's class are screened. In addition, should a teacher or other school personnel suspect a child of having lice/nits, then that child is screened and if that child is found to have lice/nits, the rest of the class is screened as well.

Should lice be found during any screening, the following procedure is followed:

1. Parents are contacted and informed of the procedure to be followed to rid the child of lice. Treatment should be started immediately so that the child may return to school as soon as possible. Parish policy states that the child is excused for up to three school days for the treatment of lice.

2. After the child is treated, the parent must bring the child to school for verification that the child has been treated and is free of lice and eggs/nits. After being rechecked and found clear, an admit slip will be issued to the child allowing him/her to return to class.

3. In the event that lice and/or eggs/nits are found upon recheck, the student will not be allowed to remain at school. The parent is encouraged to take the necessary steps to clean the hair. A recheck is required in order for the child to return to school.

Electronic Devices, Toys, or Other Items

Children are not to bring electronic devices, toys, or other items to school. Many of these items have some value to you or your child. School personnel will not be responsible for these items in the event that they are lost or stolen on the bus or school campus. Should your child have these items in their possession, these items will be confiscated and held in the office. Parents will be contacted to come to school to retrieve the confiscated items from the principal.

Dress Code

All schools must adhere to the dress code adopted by the St. Martin Parish School Board. **See full dress code policy in Parish handbook.** Below is a brief reminder of the basic dress code.

Hair: Must be of appropriate length for school. Style or color should not cause distractions in learning. Therefore, unnatural hair colorings (pink, blue, purple, orange, etc.) are not allowed. Mohawks are also not allowed nor any designs shaved into the hair.

Accessories: No accessories such as necklaces or bracelets are necessary in a school setting. Boys are not allowed to wear earrings and girls are not allowed to wear dangling or chandelier earrings due to safety issues.

Shirt: Solid color: red or white (polo); short or long sleeves; two or three buttons at the top front and collar. No emblems or insignias or monograms.

Jumpers: Uniform Navy Blue; Uniform shirts must be worn under jumpers; Navy blue shorts worn under jumper.

Skirts, skorts, shorts, slacks: Solid color: Navy blue; worn at waistline; no patch pockets; must have front waistband and belt loops; Pre-K and Kindergarten students may wear pull on shorts and slacks.

Cropped, stirrup, parachute, wind, stretch/warm-up, and jean style pants are not allowed.

Belt: Mandatory when wearing slacks, shorts, or skirts with belt loops. Belt buckles must be plain.

Socks: Must be worn even with "boat" shoes or slip ons.

Shoes: Closed toe and closed heel shoes; no sandals, boots, moccasins, crocs, slippers or heels above one inch. No roller blade, lighted or any extraordinary features. Shoes with laces should be tied at all times.

Sweaters/Sweatshirts: Solid navy, white, or red or school spirit sweatshirt.

T-shirts/undershirts, turtlenecks/mock turtlenecks: solid color: navy, red or white. Can only be worn under polo shirt.

Hats/Caps: Winter knit pullover hats shall be allowed on buses and outdoors during cold weather.

Spirit shirts: A school approved spirit shirt may be worn on the pre-designated day.

Coats and Jackets: Coats and jackets of any color (zip or pull-over) are acceptable. No long, below the knee dusters or trench coats allowed. Coats, jackets, and hoods are not to be worn in the building.

Discipline/Positive Behavior Support

Philosophy

Parks Primary faculty realizes that appropriate behavior is crucial for each student's social, emotional, and cognitive growth. A cooperative relationship between the school staff, students, and parents is essential for this growth to occur.

With this in mind, Parks Primary has adopted the following Positive Behavior Support Plan.

Overview of Positive Behavior Support

Parks Primary faculty and staff decided specific behaviors that are required of all of the students. These serve as school-wide rules that are enforced by every adult on campus. Teachers will positively reinforce appropriate behavior while imposing consequences on inappropriate behavior. Listed below are the school wide rules, consequences, and rewards.

Positive Behavior Support Rules

We expect all students to Promote Respect, Practice Responsibility, and Stay Safe. Please see the attached chart that details these behavioral expectations.

Positive Behavior Support Reinforcers

- Verbal praise
- Tiger Paw slip
- Classroom privileges
- Positive notes, stickers, etc.
- Each school day begins with an A in conduct
- Conduct raised one time per day for effort

- Nine weeks "Party with the Principal" activity
- Cubs Den Activity

Positive Behavior Support Consequences

Pre-Kindergarten

1st time - Warning

2nd time - Think chair

3rd time - Drop of clothespin and lose 5 minutes of recess

4th time - Drop of clothespin and lose 10 minutes of recess

5th time - Lose emblem (star, frog, etc.) and note sent home to parents

Kindergarten

1st time - Warning

2nd time - Drop clothespin, move to S- in conduct, lose 1-10 minutes of recess (copying name or abc's or numbers 1-3 times each)

3rd time - Drop clothespin, move to N in conduct, lose 1-20 minutes of recess (copying name or abc's or numbers 2-6 times each)

4th time - Drop clothespin, move to U in conduct, lose 20-25 minutes of recess, behavioral intervention report sent to parents

Grades 1-4

1st time - Warning

2nd time - Conduct lowered to a B and behavior redirected

3rd time - Conduct lowered to a C, lose 1-10 minutes of recess for student conference and copying of classroom rules 1-3 times

4th time - Conduct lowered to a D, lose 10-20 minutes of recess and copy classroom rules 2-6 times

5th time - Conduct grade lowered to an F, lose 20-25 minutes of recess and copy classroom rules 3-9 times. A behavioral intervention report will be sent home.

For severe behavioral issues, the behavioral intervention report will be sent home by the teacher to request parental support in correcting the undesired behavior. The behavior will be described on the intervention report. If necessary, the teacher will send home two behavioral intervention reports

before further action. **Upon the third event, the teacher will write a state referral form. The state referral form will be addressed by the Assistant Principal and/or the Principal.** Consequences will be implemented in accordance with parish policy.

Homework Policy

Homework is an important reinforcement of classroom lessons. It also provides each student with the opportunity to practice being a responsible student. Therefore, it is imperative that all students complete their daily assignments. Students who do not complete homework assignments will be sent home with an Incomplete Homework Notification form for the homework assignments missed on that day. **A maximum of 4 Incomplete Homework Notification forms will be sent home in a nine weeks period before principal assistance will be requested by the teacher.** Once an office referral has been made, the administrator will take the necessary action to address the issue and a parent contact will be made.