



2018 - 2019

Eunice Elementary School  
Student/Parent Handbook

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**PRINCIPAL’S WELCOME**

*I would like to take this opportunity to welcome everyone to Eunice Elementary School! Whether you are new to Eunice Elementary School or a returning family, I am happy that you joined us. I look forward to working with you and your family during the school year.*

*As we journey through this school year, let’s remain positive, work hard, and always do our best. I am optimistic that our year will be filled with fun times, academic achievement, and remarkable growth, as we learn and work together.*

*Mary B. Dupre, Principal*

**FOREWORD**

This handbook has been published to provide patrons – students, parents, teachers and other staff members-with a brief general source of information dealing with customs, practices, regulations and activities of the school. We hope that parents and students of Eunice Elementary School will use it as a source of information regarding school policies, both curricular and organizational. THE INFORMATION CONTAINED WITHIN THIS HANDBOOK IS SUBJECT TO CHANGE BASED ON FEDERAL, STATE AND PARISH DIRECTIVES/LAWS AND ADMINISTRATIVE DECISIONS DEEMED NECESSARY AND APPROPRIATE FOR THE WELL-BEING OF THE STUDENTS OF EUNICE ELEMENTARY. Situations/incidents arising that are not covered in this document will be handled at the discretion of the administration. It is hoped that after carefully reading this handbook, the students and their parents will have a clearer focus of its aims and endeavors. The administration and faculty stand ready to assist you in making this a positive and productive year.

**VISION**

Meeting the needs of the Ss through teamwork so that they can become leaders in this global society

**MISSION STATEMENT**

Synergize to meet g the needs of students.

**ST.LANDRY PARISH PUBLIC SCHOOL PROMOTIONAL POLICY**

All students enrolled in our school are governed by the promotional policy adopted by the St. Landry Parish School Board. Copies of the promotional policy will be sent to each home. The appropriate sheet in the back of the document is to be signed by the parents and returned to the teacher. Please note that there are several requirements for promotion at each grade level including, but not limited to the report card grades in certain subjects.

**GRADING SYSTEM**

Report cards are issued every nine weeks. The following scale is used to determine grades. Only letter grades appear on official school reports.

<b>Points Percent</b>	<b>Letter Grade</b>	<b>Quality</b>
<b>93-100</b>	<b>A</b>	<b>4</b>
<b>85-92</b>	<b>B</b>	<b>3</b>
<b>75-84</b>	<b>C</b>	<b>2</b>
<b>67-74</b>	<b>D</b>	<b>1</b>
<b>66-0</b>	<b>F</b>	<b>0</b>

**Do parents have the right to know the qualifications of the educational staff working with their child?**

Yes. Title I Part A, (Section 1112)(e)(1)(B)(ii) specifies the following requirement. At the beginning of each school year, a local educational agency that receives funds under this part shall notify the parents of each student attending any school receiving funds under this part that the parents may request, and the agency will provide the parents on request (and in a timely manner).

The information must include, at a minimum, the following:

(i) Whether the student's teacher—

(I) has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;

(II) is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and

(III) is teaching in the field of discipline of the certification of the teacher.

(ii) Whether the child is provided services by paraprofessionals and, if so, their qualifications.

Parents may also request information on the level of achievement and academic growth of the student, if applicable and available, on each of the State academic assessments required under this part and timely notice that the student has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who does not meet applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

The notice and information provided to parents must be in an understandable and uniform format and, to the extent practicable, provided in a language that the parents can understand.

**CLASSWORK/HOMEWORK**

Students are expected to do all class work as assigned by teachers daily. Homework assignments are to be completed and turned in on time. Students who do not do homework on a regular basis are subject to disciplinary action.

**SCHOOL HOURS/ARRIVAL**

Car riders and walkers are not to arrive prior to 7:15a.m. Car riders are not to be dropped off down the street and walk. They must be dropped off where the duty teacher is positioned and wait until the duty teacher opens the door to exit a vehicle.

Students must enter the cafeteria by 7:40a.m. to be served breakfast.

A bell rings at 7:45 a.m. for students to enter their classroom and begin their day.

A duty teacher will be available to welcome car riders until 7:55a.m. After this time, students are considered tardy and an adult must enter the office with the student to sign-in the child.

**EXCEPTION:** Pre-K students must adhere to the Pre-K program guidelines regarding school arrival.

**TARDIES/CHECKOUTS**

Reporting to school and remaining for the entire day is important to a child's success in school.

When students enter a class late or leave early, this interrupts instructional time.

No students are allowed to checkout after 2:30.

Habitual absences or tardiness, including arriving late and leaving early, will result in one or more of the consequences for the child at school:

Detention

Missed work marked incomplete

Retained in current grade-level once they have accrued 11 unexcused absences

With regard to any student in grades kindergarten through eighth (8th) who is considered habitually absent or tardy, the parent or legal guardian shall be solely responsible for any absence or tardiness of the child on such days. A parent/legal guardian can be charged at the fifth (5th) unexcused absence or unexcused occurrence of being tardy during a semester according to the following law:

La. R.S. 14:92.2 - Improper Supervision of a Minor

- A. Improper supervision of a minor by a parent or legal custodian, who has care and control of the minor, includes any of the following activities.  
(2) Through criminal negligence, the permitting of the minor:  
(c) To habitually be absent or tardy from school pursuant to the provisions of R.S. 17:233 without valid excuse.

St. Landry Parish Policy mandates that truancy be reported to the office of the District Attorney when a student reaches 5 unexcused absences. The Eunice Police Department will also be notified of student truancy. Parents can be charged with neglect if their child is unnecessarily absent.

*\*\* The school year consists of two semesters: August through December & January through May.*

**Students who have a combination of 3 unexcused tardies/checkouts will not be allowed to make up missed work due to unexcused tardies/checkouts.**

### **SCHOOL DISMISSAL**

All parents are expected to adhere to the dismissal procedure. Parents who drive to pick up students must remain in their vehicles in the car rider line. Do not get out of your vehicle to pick up your child. Parents who have not purchased a car rider sign (\$5.00 from the front office) will be required to come into the office each afternoon to sign the child out. Duty personnel will not allow students to get into vehicles if there is no car rider sign visible.

**EXCEPTION:** Pre-K students must adhere to the Pre-K program guidelines regarding school dismissal.

### **SCHOOL ATTENDANCE/EXCUSE POLICY**

School attendance is very important. The following is the revised policy received from the St. Landry Parish School Board regarding school attendance for elementary students:

- Pre-K through Eighth Grade students will not be allowed to exceed ten (10) absences each school year.
- Absences of two or fewer consecutive school days due to personal illness or serious illness in the family may be validated by a parent written excuse note.
- If a student is absent for three (3) or more consecutive days, a student must present a note from a physician, nurse practitioner, or dentist to be excused. These guidelines will not allow students to be excused for vacations or other family trips.
- If a student is absent due to illness, a note from the parent must be sent within 5 days following the student's return to school.
- Once a student has earned more than 5 unexcused absences, he/she will not be allowed to receive more than a 50% on all work missed. On the eleventh unexcused absence, he/she will receive no credit on work missed.
- Students with excused absences will be allowed to make up tests within 5 days of their return.

### **CHANGE OF ADDRESS/PHONE NUMBER**

It is critical that the school is notified immediately of any changes in a student's name, address, phone number, responsible parent, or any other information provided at the time of registration. Such changes should be communicated in writing and addressed to the principal.

### **CLOSED CAMPUS POLICY**

Individuals, including students, are not to be on the school campus after dismissal without supervision of school officials. Also, any person visiting school during school hours must, upon arrival, report immediately to the office.

### **STUDENT PICTURES**

We often take pictures of our students in the class and during various school activities. We use such photographs in newspaper articles, on school-wide power points, and on our school and district web-sites. Should a parent/legal guardian prefer that his/her child's information, including name, photograph,

grade-level not be published, they report to school to complete a form. Otherwise, pictures/videos will occasionally be taken and published without prior notice.

**HOME/SCHOOL COMMUNICATION**

- **Parent-teacher conferences** are encouraged. Please contact the school secretary to schedule conferences. Teachers will not interrupt teaching time to hold parent conferences. Arrangements must be made to hold conferences during a teacher’s planning period.
- **Weekly activity sheets** are prepared by each teacher and sent home on Monday. These sheets contain school-wide notes/news from the principal and details from teachers concerning class lessons and events.
- Students are to bring **graded papers** home each Tuesday unless there is no school on Tuesday or unless a note is sent by the teacher. Parents are encouraged to review papers, sign, and see to it that they are returned to the teacher the following day. If one week’s signed papers are not returned, the teacher cannot distribute the next week’s papers until the original set is returned to school.
- **Progress Reports** will be sent home every three weeks between report cards.
- **Report Cards** are issued to each student by the classroom teacher at the end of each nine weeks reporting period. Please sign and return the white copy. The yellow copy is to be retained for parents’ records. Report cards will be withheld from students assessed for lunch money, damaged books, lost books, other monies owed to the school, or damage to school property. However, parents may see the principal to review a student’s six week grades. Once this debt has been taken care of, report cards will be issued.
- Visit our school **website** at <http://euniceelem.slp.edlioschool.com/> and teachers’ websites.
- Grades will be posted weekly on **JPAMS Parent Command Center**. Discipline will also be posted when applicable.

**STUDENT FEES/FINANCIAL OBLIGATIONS**

All students are required to pay a \$30 activity fee at the beginning of the school year. Students who do not pay this fee are excluded from activities when school money is required to help fund the trip/activity. End of year awards will be held until all debts are cleared (this includes financial obligations of any type).

The following is an itemized list of usage for the fee with examples for each category:

<u>Classroom Resources</u>	<u>\$15</u>
<i>Ink/Copies</i>	
<i>Chart paper</i>	
<i>Websites</i>	
<i>Magazines</i>	
<i>In-class projects</i>	
<i>Organizational items</i>	
<u>Field Trip(s)</u>	<u>\$5</u>
<i>Bus fees</i>	
<i>Partial Entry fees</i>	
<i>Snacks</i>	
<u>Special Programs</u>	<u>\$5</u>
<i>AR rewards</i>	
<i>Math rewards</i>	
<i>PBIS rewards</i>	
<i>STEM Night materials</i>	
<i>End-of-Year awards</i>	

The activity fee will be prorated/refunded if a student enters late or transfers to another school. It averages to \$3.00 per month.

**PERMISSION TO LEAVE SCHOOL**

Any student who is in school at the beginning of the school day is to remain throughout the entire day unless an emergency arises. In the event this occurs, the student is to be picked up and signed out

by the parents or designee listed on the student's checkout card. In the event of an emergency at school and the parents cannot be contacted, the student may be driven home by school personnel. Any other arrangement must be authorized in person by the parents or guardians. **STUDENTS WILL NOT BE ALLOWED TO LEAVE SCHOOL WITH ANYONE NOT LISTED ON THE CHECKOUT CARD. NO EXCEPTIONS.**

#### **CHANGES IN THE WAY A STUDENT GOES HOME**

Should a change need to be made in the way a student normally goes home, the parent or legal guardian of that child will be required to send a note to that child's teacher notifying him/her of such change. It is the responsibility of the student or parent to give the note to the teacher.

If a situation arises during the day warranting a change in the way a student goes home, the parent/legal guardian will be required to come to school and leave a written note stating the way the student is to go home that particular day.

***If a signed note is not available, the child will be sent home in the same manner he/she is normally sent home.***

**It is in the best interest of students that phone requests for changes in the way children go home will be denied.**

#### **VISITORS**

All visitors must be cleared by the principal or designee before visiting the campus. Students from other elementary and secondary schools are not allowed to visit the school while it is in session.

**LOCAL LAW ENFORCEMENT OFFICERS ARE CALLED IMMEDIATELY WHEN PARENTS/VISITORS DO NOT FOLLOW THIS PROCEDURE OR WHEN THEY BECOME UNRULY AND/OR DISTURB THE PEACEFUL OPERATION OF THE SCHOOL. THIS INCLUDES INAPPROPRIATE REMARKS, RAISED VOICES, AND THE USE OF PROFANITY.**

#### **USE OF THE SCHOOL PHONE**

Students may not use the phone unless they receive permission from the principal or a designee. The student must specify the nature of the call they will make. No social calls are to be received or made by the students. Parents are asked not to call their children at school.

#### **STUDENT ACCIDENTS**

All accidents must be reported immediately to the principal's office. For all injuries that require medical attention, parents will be notified immediately.

In the case of emergencies, school personnel will contact 911.

#### **IMMUNIZATION REQUIREMENTS**

Current records are required for all students entering school for the first time, including kindergarten, in compliance with the immunization schedule established by the legislature in La. R.S. 17:170 unless compliance is waived pursuant to the statute.

#### **EMERGENCY PROCEDURES FOR EARLY DISMISSAL**

School buses will run their regular routes if conditions permit. Parents will be contacted through the JCall system. Therefore, it is imperative that you have on file a current, working telephone number. We recommend that parents listen to the local radio and television stations for information concerning early dismissal.

#### **CRISIS DRILLS**

Unaccounted crisis drills such as fire drills, lockdown, evacuation drills, etc. will be held on a regular basis. The purpose of such practice is to have staff and students well trained in the proper procedure to use in the event of an emergency situation. Safety instructions and procedures will be discussed and posted in each classroom.

### **LOST AND FOUND**

All articles found on the school grounds should be promptly turned into the office. A student may inquire at the office about a lost item. The school is not responsible for lost articles.

### **NON-RELATED SCHOOL ITEMS**

Toys and other non-related school items are not to be brought to school.

Unopened, sealed, bottled drinks may be brought and opened only in the cafeteria or for an outside second recess. It must be thrown before reentering the classroom. Opened bottles spill which lead to destroyed materials.

Students may not sell items at school. The school will not be responsible for lost or stolen personal items that should not be brought to school. Nor will school personnel spend time looking for such lost/stolen items.

### **TEXTBOOKS**

Students are financially responsible for the textbooks. Textbooks lost or damaged must be paid for. Books are to be checked periodically by teachers. A student must have all books in good condition to receive a report card. Students are deemed financially obligated and are not issued another book until original textbook is paid for. The student will be allowed to use substitute textbooks during the school day only.

### **HOLIDAY PARTIES**

If the teacher plans a party, individually wrapped treats and/or sealed drinks may be sent for everyone in the class.

### **BIRTHDAYS AND INVITATIONS**

Student birthdays that occur during the school year will be announced during morning announcements. Summer birthdays will be recognized at the end of the school year. Other than recognition during morning announcements, no other type of birthday celebration will take place at school. Regarding birthdays and invitations, parents are asked to adhere to the following guidelines:

- Treats may not be sent to school for birthdays.
- No deliveries of any kind will be accepted.
- Students are not permitted to hand out party invitations in school unless every student in the class is being invited. If not, invitations may not be sent to school.

### **DRESS CODE:**

***\*\* The principal will make the final decision on what is/is not appropriate in regards to the uniform policy/dress code.***

**THE UNIFORM SHIRT** - The shirt shall consist of a white or navy polo knit shirt with no logo and with either short or long sleeves. Each school will have the option of another colored shirt. The optional top may have the school logo imprinted on the left chest over the heart. All shirts must be tucked in at the student's waist. All shirts must be long enough to remain tucked when seated. An undershirt may be worn under the uniform top. The undershirt must be white and the sleeve cannot be longer than the sleeve length of the uniform top. Turtlenecks or mock turtlenecks are not allowed under/over the uniform shirt. *\* Option of another color for the shirt is kelly green.*

**UNIFORM BOTTOMS** - Bottoms shall consist of classic, traditional, straight leg dark khaki/navy cotton twill uniform pants or walking shorts with a finished hem (side slits on hems are not allowed). Uniform bottoms must fit at the waist and crotch and be within one (1) size of student's actual waist/inseam measurement. No cargo pockets or flaps on back pockets are allowed on uniform bottoms. Bell-bottoms, joggers, carpenter/cargo style pants, hip huggers or jeans of any color and/or type are not allowed. Brand name emblems on uniform bottoms may not exceed 1" to 2" in size. All uniform bottoms must have a waistband with belt loops. Walking shorts shall not be more than four inches (4") above the back crease of the knee. Sagging of the uniform bottoms will not be allowed. NOTE: Maternity wear will consist of uniform colored maternity pants. Should uniform bottoms be worn, they must remain zipped and buttoned.

**UNIFORM BOTTOMS FOR GIRLS** - In addition to the above uniform bottoms, traditional style uniform jumpers and skirts will be allowed and must have a finished hem and shall not be more than

four (4) inches above the back crease of the knee. All items of clothing must be worn as intended by design. Allowable colors are dark khaki and navy. Overalls are not permitted. Stone, white or dark brown uniform bottoms are not allowed. Dark khaki/navy skorts are allowed for Pre-K-2nd grade.

**NOTE:** No tight or revealing clothing worn by any student will be tolerated.

**BELTS** - A black, brown, khaki, white, navy or optional school color belt must be worn or a plain belt with a buckle no larger than 2" x 3". No studs will be allowed. The entire length of the belt must be worn inside the loops. Hanging of any part of the belt outside the belt loops is not allowed. However, Pre-K through 2nd grade students may wear uniform bottoms with an elastic waistband without having to wear a belt. Belt loops should not be removed; if present, a belt must be worn for Pre-K-2nd grade.

**SOCKS** - Socks must be worn at all times. They must be solid navy, white, black, brown or the school optional color with no inappropriate emblem or logo.

**SHOES** - Students must wear a closed shoe (front and back). Sandals, clogs, flip-flops, slippers, or other similar types of shoes are not allowed. Shoes must be laced and tied; Velcro straps must be secured.

**OUTERWEAR** - In cold weather, students will be allowed to wear the following over their school uniform:

**SWEATSHIRT** - A sweatshirt must be waist length with a tight, ribbed elastic bottom, must be plain, solid colored in black, white, heather gray, or navy with no emblem, logo, or marking. Students can wear a sweatshirt in the optional school color with school logo.

**SWEATER** - Crew neck, v-neck, or cardigan style (those that button or zip from the bottom) sweaters must have sleeves, must be waist length, must be plain, solid-colored in black, white, heather gray or navy with no emblem, logo, or marking. Optional school color with school logo and school-issued sweaters are permitted.

**LIGHTWEIGHT JACKET/WINDBREAKER/COAT** - All outerwear, except for sweatshirts, must zip, button, or snap from top to bottom and must not be longer than upper mid-thigh. Outerwear must be plain, solid-colored in black, white, khaki, heather gray or navy with no emblem, logo, or marking, however, jackets in the optional school color with school logo and school-issued jackets are permitted.

**DRESS CODE GROOMING COMPONENT** - The only body piercing jewelry girls will be allowed to wear is earrings. Body piercing jewelry and make-up is not allowed for males. Excessive jewelry worn by both males or females or excessively worn make-up that distracts from the learning environment or poses a safety problem will not be allowed. Pre K- 6 school males may not have a mustache or facial hair; 7 - 12 school males may have a well-groomed, neatly trimmed mustache; other facial hair is not allowed.

Hairstyles for both males and female that are distracting in length, style, or color are prohibited. It is to be restrained as to be pulled back for health, safety, and identification of the student. The principal or his/her designee will determine this. Spiked hair including mohawks for both males and females is not allowed. Hair on males, no matter what style, that is longer than the bottom of the earlobes on the side, below the eyebrows in the front, and longer than the top of the collar in the back is not allowed. Ornamentation such as ribbons, bows, beads, etc. are not allowed for males.

**EXCEPTIONS** - Eunice Elementary Spirit Shirts may be worn on Fridays.

Belts must be worn properly around the waist -sagging pants are not allowed. Students MAY NOT wear any of the following items:

- NO backless, strapless or sleeveless shirts
- NO halter tops, tank tops, or belly shirts
- NO plain white T-shirts; shirts with inappropriate words, slogans or pictures
- NO pajamas or see-through items of any kind
- NO excessively tight or excessively loose items
- NO slippers, sandals, backless shoes or high heels
- NO skirts that are more than 3 inches above the knee, wind pants, sweat pants or warm-ups
- NO head-gear of any kind, including hats, caps, skull caps, head-bands or bandannas

**VIOLATIONS** - First offense: An infractions will be documented and the parent may be contacted to pick up the child until he/she is in compliance. Further disciplinary action may result from future violations.

**PLAYGROUND RULES:**

- Do not throw sticks, rocks, bottle caps, or any other object, which may injure child.
- Do not play tug-of-war or any other game with a jump rope that calls for pulling children with a rope.
- All students must play in their designated play area.
- Do not run on the sidewalks or other concrete areas.
- Be courteous and kind to others at all times.
- Do not litter.
- Footballs are allowed only for tossing from one person to the other. Football games are not allowed.
- H. Games that require touching, tapping, grabbing, etc. are not permissible.
- Stop play immediately at the sound of the bell and walk to the line.
- J. Swing Rules: Always sit in the center of the swing; don't stand or kneel. Hold the chains tightly with both hands. Stop the swing completely before getting off. No jumping out of swings, no twisting chains or swinging sideways. Do not swing empty seats. Never double up with two kids to a swing or try to swing too high. Don't push other children on swings. Stay a safe distance from other children on swings being careful not to run or walk in front, back, or between them.

*\*\*Although not typical, entire classes and/or grade levels may lose recess privileges at the same time. Students who do not behave during recess will lose recess privileges.*

**Note:** All students are urged to practice safety at all times in and around the school campus.

**CONDUCT GRADE**

Eunice Elementary students are expected to conduct themselves in a manner that reflects respect, safety, and responsibility. An understanding of “discipline” is necessary for this to happen. Discipline is not simply a prescription of punishment for rule violation. It promotes the orderly atmosphere needed in a school so that learning can take place. “Although the ultimate responsibility for student cooperation rests with the student and his/her parents, it is the daily responsibility of school personnel to see that no single person interferes with the total learning environment of other students.”

Eunice Elementary faculty and staff have established a school-wide discipline plan. Inappropriate behaviors fall into 3 categories or “levels” of infractions. Each level is addressed either by the classroom teacher or the school administrator. **THIS PLAN WILL BE STRICTLY AND CONSISTENTLY ENFORCED. NO STUDENT WILL BE ALLOWED TO BEHAVE IN A MANNER THAT DISRUPTS THE TEACHING/LEARNING PROCESS.**

Parents are expected to track student infractions by logging in the **JPAMS Parent Command Center**.

You are being provided details that explain the discipline plan. Note that the plan involves not only consequences for poor behavior, but also rewards for good behavior.

*Level 1 infractions will be handled by the teacher. Possible consequences include: warning, student conference, parental contact, loss of privileges, and/or teaching the correct behavior. Below are examples of Level 1 infractions.*

<b>Level 1– Minor Infraction</b>	
Disrespect for others	Eating/chewing gum without permission
Touching/Tapping someone’s property or person	Sleeping in class
Teasing	Tardy/early checkout (3 = detention)
Using profanity/obscene language/drawing/gesture	Off task/not doing work, not following directions
Leaving desk/area without permission	Disrespect for other’s privacy
Yelling, excessive noise level, talking without permission	Urinating on others/walls/floor
Running/disrupting smooth traffic flow	Wasteful (soap/paper towels)
Unsafe acts	Not flushing toilet after use
	Not disposing of trash properly

Dress code violation (note goes home) Disruptive/not raising hand to speak Does not have class material, signed papers/notes, homework	Loitering Turning off lights Leaving class to go to restroom Area messy/not organized/clean Possession of electronic device
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*Level 2 infractions may be handled by the principal. Possible consequences include student conference, parental contact, detention and/or suspension. Below are examples of Level 2 infractions:*

<b>Level 2 – Serious Infraction</b>	
Accumulation of 15 minor infractions Disrespect for authority Willful disobedience Instigating fights/harassing/threatening Not responding when spoken to by an adult Stealing (precautionary setting put in place)	Lying/cheating (results in an “F”) Unsafe acts Defacing/cut other’s property Vandalism Pulling fire alarm

*Level 3 infractions will be handled by administration. A Louisiana Department of Education School Behavior Report will be completed and reported, student will be conferenced, and parents will be notified. Other possible consequences include those referred to in Level 1 and Level 2.*

<b>Level 3 – Major Infraction</b>	
Continues to habitually violates rules Commits a serious offense Public Indecency Bullying	Use of or possession of dangerous substances Possesses weapon(s) False alarm/bomb threat Obscene behavior or possession of obscene material

**BUS RULES AND REGULATIONS:**

- A. Students must be on time at the designated stop and behave according to school rules.
- B. Students must obey the driver promptly and cheerfully.
- C. Help to keep the bus clean and sanitary. Anyone purposely damaging or breaking school property will be disciplined and be required to pay damages.
- D. Avoid causing trouble by teasing, pulling hair, scuffling, or using profane, obscene or abusive language.
- E. Arms and hands must be kept inside the bus windows at all times. Nothing is to be thrown out of the windows.
- F. There should be no moving around while the bus is in motion. If assigned to a seat by the driver, remain in that seat.
- G. Loud talking will not be tolerated.
- H. No eating or drinking.
- I. Obtain permission from the driver before opening windows when it is cold or raining.
- J. No student will be allowed to ride another bus or be discharged at a different stop unless they have written permission from their parents signed by the principal.

**Note:** Any violation of any of the above rules and regulations may be reason for disciplinary action, loss of riding privileges, suspension or expulsion. The level of the infraction assigned will be at principal’s discretion. Your cooperation will help to make transportation safe and comfortable.

Citizenship grades for each nine-week period will be determined as noted below:

<b>NUMBER OF Infractions</b>	<b>CITIZENSHIP GRADE</b>
Only 8 or fewer Minor Infractions	<b>H</b> (Honorable)
Only Minor Infractions (9 or more)	<b>S</b> (Satisfactory)
Serious Infraction	<b>N</b> (Needs to improve)
Major Infraction	<b>U</b> (Unsatisfactory)

### **POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORT (PBIS)**

Eunice Elementary School will continue to implement PBIS to maintain a positive culture. There will be clear and consistent expectations for behavior. Students are expected to be:

- ✓ Be Respectful
- ✓ Be Safe
- ✓ Be Responsible

These expectations are taught throughout the school. They are acknowledged through praise and incentives to promote and reinforce model behaviors in students. Any staff member may recognize and reward when appropriate behaviors are “spotted.” Students will be awarded bobcat spots for positive behavior. These spots will earn various rewards in each homeroom and chances for a prize from weekly drawings.

Throughout the school year students will also be recognized for the following:

- Golden Honor Roll
- Honor Roll
- Perfect Attendance
- ACE
- Most Improved
- AR Growth
- Reaching PBIS Goals

### **END-OF-YEAR AWARDS CEREMONY**

Students will be rewarded at the End-of-Year Ceremony by earning one or more of the following:

**Golden Honor Roll** (Students making all A’s, including an H Citizenship grade, in a nine weeks grading period will be on “Golden Honor Roll”)

**Honor Roll** (Students making all A’s and B’s, including an H or S Citizenship grade, will be on “Honor Roll”)

**Merit Honor Roll** (Students making A’s, B’s, and no more than one C, including an H, S, or N Citizenship grade)

**Perfect Attendance** (Students being present each day with no more than a total of three tardies and/or early check-outs)

**Awesome Conduct Everyday (ACE)** (Students who earn an “H” as a citizenship grade each nine weeks period)

**AR Top Reader** (The student in each grade-level (1<sup>st</sup>-4<sup>th</sup>) with the highest record in Accelerated Reading)

Additional policies related to discipline, suspension, and expulsion are found at the back of this book in the St. Landry Parish School Board Policies section.

### **Child Nutrition Services Parent Information**

#### **Community Eligibility Provision (CEP)**

The St. Landry Parish Child Nutrition Department is pleased to inform you that we will continue to implement the Community Eligibility Provision (CEP) for the School Year 2018-2019.

This means that all enrolled students in St. Landry Parish public school system are eligible to receive a healthy breakfast and lunch at no charge to your household each day of the 2018-2019 school year. No further action is required of you. Your child(ren) will be able to participate in these meal programs without having to pay a fee or submit a meal application.

ALL STUDENT MEALS ARE FREE!

#### **Meals from Home**

Food may be brought from home; however, it is at the discretion of each principal. If the principal allows students to bring meals from home, the following rules apply. All meals from home must incorporate whole grains and other nutrient-dense foods by following the current meal pattern (meat/meat alternate, grains, fruit, vegetables, and milk) for breakfast and lunch in accordance with U.S. Department of Agriculture (USDA) regulations and policies. To ensure proper holding temperatures, please make sure the food

products are kept cold using ice packs until meal service. The cafeteria cannot store student meals brought from home.

Fast food, candy, chips, and soft drinks or sugar-based juice drinks are not allowed in the cafeteria. Milk and 100% juice drinks are allowed and may also be purchased in the cafeteria.

### **Refunds**

Parents or guardians must request a refund when their child is no longer enrolled, exiting due to graduating, or just to clear out their account. You may submit a written request for a refund on the form provided by the cafeteria manager. Once the form is completed and submitted, it will be processed for approval. Be sure to give us your new address if you will be moving to a new location.

Refund checks are mailed. Refunds will not be granted after the last day of the fiscal year which ends on the last business day in the month of June. You may also come by the Child Nutrition Department and we will be happy to help you.

Note: Any balances remaining in an account for existing students will be carried forward to the following school year.

### **Allergies**

All school campuses are Peanut and Seafood Free. Any food brought from home may not contain any type of nuts or any kind of seafood. There are several students with allergies that are enrolled in our schools.

### **Drinks**

No soft drinks (soda) or sugar-based juice drinks are allowed in the cafeteria. Water, milk and 100% juice drinks are allowed and may also be purchased in the cafeteria.

### **Microwave**

Students at the elementary level (K-8) are not allowed to use the microwave at school. Therefore, parents are encouraged to pack student meals with ice packs to ensure proper temperature control for the safety of the student.