



EAST ELEMENTARY

STUDENT HANDBOOK

2019 - 2020

ST. LANDRY PARISH SCHOOL SYSTEM | 2019-2020 CALENDAR

<p>6-8 Independence Day (All employees and students)</p> <p>12 First day for 11 month employees</p> <p>22 First day for 10 month employees</p>	<p>JULY 2019</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </table>	S	M	T	W	Th	F	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				<p>1-3 Christmas/Winter Break (No School)</p> <p>4 Students return 2nd semester begins</p> <p>22 Dr. M.L. King Day (No School)</p>	<p>JANUARY 2020</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </table>	S	M	T	W	Th	F	S				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31															
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KEY		
 Employees Only	 Holiday	44 Centenary days December 20, May 21 & 22
 Students begin new semester	 Early Dismissal	(Centenary days may be used to make up lost instructional time in the event of a school closure)

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 East 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 EAST 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 STATEMENT

East Elementary School will prepare students to be educated and successful citizens.

MISSION STATEMENT

The mission of East Elementary School is to work together to provide a positive and safe learning environment committed to embracing diversity and preparing students academically and socially to be college and career ready.

SCHOOL OBJECTIVES

To adequately achieve such philosophy, the school, through its activities and facilities, must endeavor to provide in the proper sequence at the different levels a complete program with the following main objectives:

- To aid each child to acquire and develop the best self realization,
- To aid each child to develop in human relations,
- To develop civic responsibility,
- To safeguard our students,
- To add to the aesthetic side of life,
- We emphasize the need for complete education and the right each child has to acquire it along with the pursuit in the process.

ATTENDANCE POLICY:

(Please review pages 11 and 12 of the District Student Handbook for complete details on student attendance. The District Student Handbook can be found on the St. Landry Parish School Board website at www.slp.k12.la.us and our school website at <http://eastelem.slp.edlioschool.com>.)

ABSENCES AND EXCUSES

- The four reasons for excused absences are:
 1. illness of student (verified by doctor's excuse)
 2. death or serious illness in family (verified by doctor's excuse or written statement from the funeral home.)
 3. religious holiday (verification by minister required)
 4. catastrophe

- Parish policy mandates that all absences are to be reported for truancy purposes when a student reaches 5 absences. Absences will continue to be reported through an LA-15 for every 5 absences throughout the school year. All absences are monitored on a daily basis by the Supervisor of Child Welfare and Attendance.

- Students may be retained and made to repeat a grade once they have accrued more than **10** absences.

- In order for students to make up work missed due to one of these reasons, written statements from a parent, legal guardian or physician stating reasons for absences shall be given to proper school personnel within five (5) school days after the student returns to school.

- Students with excused absences will be allowed to make up work and/or tests provided the excuse is turned in within 5 school days of absence.

- Students/parents shall request makeup work for excused days missed by contacting the school office.

- Unexcused Tardies (being late for school)/early checkouts are considered absences in the classes missed.

- ***"The responsibility for a student attending school lies with the parents or legal guardian. If the student is chronically absent or tardy, the parent and/or student shall be referred to the Office of School and Home Relations (Child Welfare and Attendance). If attendance does not improve, the parent shall be referred to the St. Landry Parish City Prosecutor and Opelousas City Court and the local truancy officer with the Eunice Police Department.***

EAST ELEMENTARY

Gina Lagrange
Principal

550 Brother J Road
Eunice, Louisiana 70586
457-1127

Office: (337) 457-2215
Principal's Office: (337)

Fax: (337) 457-2257

Dear Parent/Guardian

Acquiring 11 or more unexcused absences may result in your child being retained this year. Therefore, each time your child misses 5 absences or late to school/early departure transactions, your child's name will be reported to the Office of Child Welfare and Attendance.

As your child's principal, I am obligated to inform you of your legal responsibilities to enforce your child's attendance at school and the civil penalties that may occur if the student is determined to be habitually absent, habitually tardy, or habitually leaving school early. According to La. R.S. 14:92.2 - Improper Supervision of a Minor, a parent shall be charged with criminal negligence if a minor is allowed to be habitually absent or tardy from school pursuant to the provisions of R.S. 17:233 without valid excuse.

Please assist us with providing your child with the best educational experience by having your child at school before 8 am and refrain from checking out your child early.

Thank you for your assistance in this matter.

Sincerely,

Gina R. Lagrange
Principal

I have read the above letter and understand the consequences of my child having excessive absences, late to school or early departure transactions.

Student name

Signature of Parent

Date

DRESS CODE POLICY

(Please review pages 14 – 16 of the District Student Handbook for complete details on student dress code policies. The District Student Handbook can be found on the St. Landry Parish School Board website at www.slp.k12.la.us and our school website at <http://eastelem.slp.edlioschool.com>.)

- ***The principal will make the final decision on what is/is not appropriate in regards to the uniform policy/dress code.*** The principal-not uniform vendors-should address any questions about the dress code. Although it is impossible to anticipate all problems, distracting “fads” which disrupt the spirit, education, philosophy, or dignity of St. Landry Parish School System will be unacceptable.
- SHIRTS – must be white, navy, or Kelly green in color and must be tucked in at all times.
- BOTTOMS – must be navy or dark khaki straight leg uniform pants/shorts and must be worn with a belt. Girls may wear uniform jumpers or skirts
- Students are not allowed to wear artificial nails, or make-up to school and cannot have any body piercings. Girls are allowed to wear earrings that are not dangling. Boys are not allowed to wear earrings of any kind. Excessive jewelry worn by both males and females that distracts from the learning environment or poses a safety problem will not be allowed.
- HAIR: must be neat and well groomed and not have designs, spiked hair, mohawks, excessive bleach, nor unnatural hair color for both boys and girls. Hairstyles for both males and females that creates problems of health and sanitation, obstruct vision, or distracts from the learning environment will not be allowed.
- HAIR FOR BOYS: 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 (ribbons, bows, beads, rubber bands, etc.) and hair restraints are not allowed for males. Males may not have a mustache or facial hair.
- Grills are not permissible.
- SHOES: Shoes must be closed toe, laced and tied, and worn with socks. Shoes with wheels (heelines) are not allowed.
- Tights can be worn by girls during the winter months. They must be a solid uniform color (navy blue, white, or khaki)
- **VIOLATIONS:** First offense: The student may receive a point off conduct grade and the parent contacted to pick up the child until he/she is in compliance. Further disciplinary action will result from future violations.

GRADING SYSTEM

Report cards are issued every nine weeks.

Grading Scale		Achievement Levels	
100 - 93	A	E (Excellent)	93 - 100
92 - 85	B	S (Satisfactory)	92-85
84 - 75	C	I (Improving)	84 - 75
74 - 67	D	NI (Needs Improving)	74 - 67
69 - 0	F	U (Unsatisfactory)	66- 0

Students with incomplete course work in a subject will receive a grade of “I” (incomplete). Should work not be made-up in a reasonable time, missing grades will be converted to F’s. Semester grades are obtained by averaging grades for the preceding three marking periods. Final grades are determined by averaging the grades for the nine weeks marking periods.

Grade Promotion Requirements:

K - Students must have at least a 67% in ELA and math in order to be considered for promotion.

1st & 2nd - Students must have at least a 67% in ELA and math in order to be considered for promotion.

3rd & 4th - Students must have at least a 67% cumulative average in the subjects of ELA, Math, Science, and Social Studies and students must take state standardized assessment (LEAP 2025), in order to be considered for promotion.

REPORT CARDS

Report cards are issued to each student by the classroom teacher at the end of each nine weeks reporting period (quarter). Please sign and return the report card. Report cards will be withheld from students who owe 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 nine weeks grades. Once this debt has been taken care of, report cards will be issued.

EAST ELEMENTARY MONTHLY CALENDAR & WEEKLY NEWSLETTER

Students will receive a school monthly calendar at the beginning of each month. The calendar will include academic activities and updates, important events taking place during the month, and notes from the principal. Please review and keep the calendar to refer to it throughout the month.

This calendar will contain all school information including early dismissal, holidays, etc.

In addition, students will receive a weekly newsletter from their teacher with information pertinent to their class and grade level.

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 are available on the SLPSB website. 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.

Policy regarding attendance is that a student will automatically fail for the year if they acquire 10 or more unexcused absences. Excused absences must be submitted within 5 days of your student returning to school.

CLOSED CAMPUS POLICY

Individuals, including students, are to enter the school only through the south doors and are not to be on the school campus after dismissal without supervision of school officials. Any person visiting school during school hours must, upon arrival, report immediately to the office. . Parents/visitors are not to proceed beyond the office without being issued a visitor's pass from the office. Only students and staff are permitted in the hallways. Parents may not visit classrooms during instructional time.

VISITORS

All visitors must be cleared by the principal or designee before visiting the campus.

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.

FIELD TRIPS

Many teachers plan field trips for their students during the year. Invitations to attend the field trip are sent home with students with all needed information. In order for students to receive an invitation, they must have met the grade level behavior goal set forth by their teachers and principal prior to the field trip. Students that display unacceptable behavior at school and /or have received office referrals may be given an invitation to attend with the stipulation that a parent or guardian accompany the student.

RECOGNIZING OUR STUDENTS

At East Elementary, we are dedicated to ensuring that our students have every opportunity to be successful and be the best student that they can be. We also believe in recognizing students for their achievements as a way to encourage them to continue to excel. This recognition happens throughout the school year.

In addition to classroom recognition, East recognizes/rewards students in the following ways:

- **Students of the month** - students are selected based on academics, behavior, attendance, and attitude toward school work

- **at the end of each quarter for:**
 - 4.0 HONOR ROLL Students making all A's in a nine weeks grading period.
 - A/B HONOR ROLL Students making all A's and B's in a nine weeks grading period
 - ON A ROLL Students not on Honor Roll who improve their overall GPA by 1.0 during a nine weeks period. Students will not be considered "On A Roll" if they have an F in any subject for that quarter.
 - AR - students are recognized for reaching their AR goals and ribbons are given out for 25 pts, 50 pts, 75 pts, and 100 pts earned.
 - PBIS PARTY - for students earning an A in conduct for the previous nine weeks

- **3 "Celebrate the Magic" programs** for a variety of accomplishments including behavior, classroom participation, citizenship, and showing improvement in the classroom etc.

- **TICK (totally in control kid) program** at the end of the year for earning an A in conduct for the entire year.

- **LEAP PEP RALLY** - In April, fourth grade students are recognized for earning high scores on their third grade LEAP scores

- **ACADEMIC AWARDS PROGRAM** - students are recognized at the end of the school year for their academic achievements (grades, attendance, improvement, and AR)

With the variety of programs we have set up to recognize our students, we strive to include as many students as possible throughout the year. Our programs may not formally recognize all our students, but we pride ourselves in nurturing, encouraging, and uplifting our students on a daily basis. Although some students may qualify for every program we have, they will most likely be chosen for the programs that will honor their efforts in the most appropriate way while teaching them life lessons of encouraging and supporting others. Parents will be notified when their child will be recognized at a program.

ACCELERATOR READING

1st Grade - First grade students, who are performing at an adequate independent reading level, will begin checking out, reading, and AR testing the first day of the 2nd 9 weeks grading period.

Reading Goals are: 2nd grading period – 10 4th grading period – 40
 3rd grading period – 25 End of Year Activity Goal - 55

2nd, 3rd, and 4th Grade

Reading Goals are: 1st grading period – 10 4th grading period – 55
 2nd grading period – 25 End of Year Activity Goal - 75
 3rd grading period – 40

***** Students will only be allowed to test 2 times in a day unless given permission by the coordinator. Points earned from books below a child's reading range may not count towards all AR rewards. AR tests taken on guide books used as part of Reading/ELA class will not count toward AR rewards.**

HONOR ROLL CLUB

Grades K & 1

A/B Honor Roll and ALL A Honor Roll students will be rewarded at the end of the 2nd, 3rd, and 4th quarters with pencils and coupons.

A/B Honor Roll and ALL A Honor Roll students will be recognized at the end of year awards day program.

Grades 2, 3, & 4

A/B Honor Roll and ALL A Honor Roll students will be rewarded at the end of each quarter with pencils and coupons.

ALL A Honor Roll students will be rewarded with a special treat/activity at the end of each quarter.

A/B Honor Roll and ALL A Honor Roll students will be recognized at the end of year awards day program.

PBIS INCENTIVES

Students will earn "Enchanted Behavior Bucks" throughout the quarter. During the middle of the quarter, students will be able to redeem their bucks for reward passes to be used at the teacher's discretion.

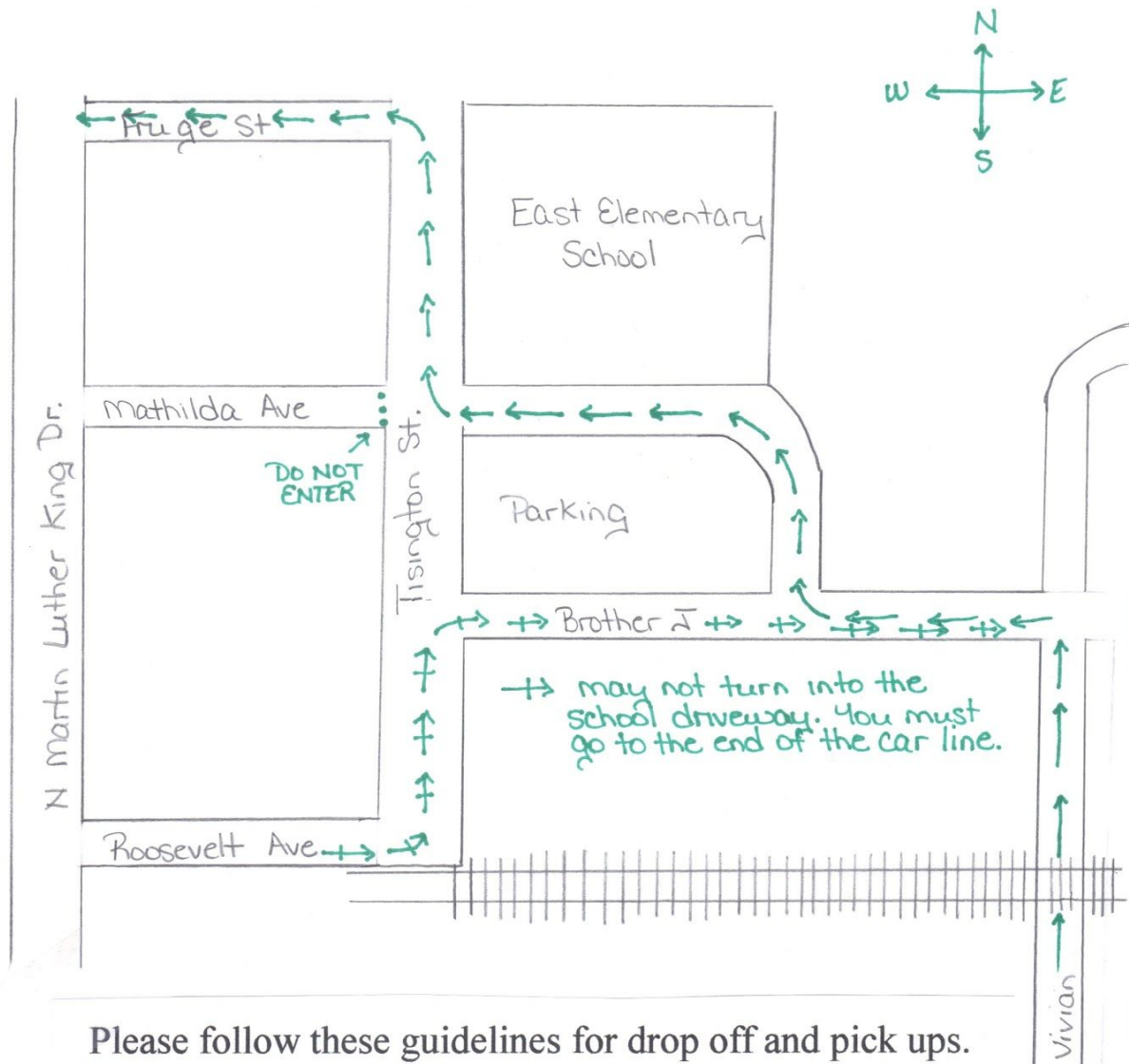
At the end of each quarter, students with an "A" in conduct for the quarter will be allowed to participate in the PBIS party.

Students earning an "A" average for all four quarters will be a TICK (Totally In Control Kid) students and will be recognized at the end of the year.

CLASS ATTENDANCE REWARD

At the end of each quarter, the class with the highest percentage of students with perfect attendance will be rewarded with a snack/drink treat. Only students with perfect attendance for that quarter in that class will participate.

DROP OFF AND PICK UP PROCEDURES



Please follow these guidelines for drop off and pick ups. They were designed with our students' safety in mind. Also, keep in mind that the Eunice Police Department is out enforcing this plan.

DROP OFF PROCEDURES

- Car riders and walkers are not to arrive at school before 7:30 AM.
- Students who eat breakfast at school need to be at school no later than 7:50 AM. This will allow them time to eat breakfast and get to class before the first bell rings at 8:05 AM.
- All students must be dropped off at the bus stop area (south side of campus). NO EXCEPTIONS
- The horseshoe drive is ONE lane only. All cars and buses must form a single line on the right. There is to be no passing, driving, nor parking on the left.

Do not allow students to get out of the vehicle until the car stops in front of a duty teacher.

- Drivers who drop off students at any point other than at the hands of a duty teacher will be reported to the police. These students will not be allowed to go to class and the parent will be called. It is a very dangerous situation when students are walking unescorted between parked and moving vehicles.
- Parents are not allowed to park in the parking lot and walk their child across unless the parent is signing the child in at the office.
- After dropping off or picking up students, parents are to exit the horse shoe drive onto Tisington Street - **DO NOT PASS THROUGH PARKING LOT AREA.**
-

TARDY STUDENTS (LATE ARRIVALS)

- Arriving at school on time is important to a child's success in school. The school day begins promptly at 8:10 AM. Parents will receive notification through the parish's automated J-CALL when their child is absent from school, arrives late, and/or leaves early.
- If your child arrives after 8:05 AM, you must come to the office to sign him/her in for the day. Your child is tardy when there is no longer a duty teacher out front to accept your child. Unescorted tardy students will not be allowed in class and parents/guardians will be called for immediately to return to school to sign the child in. Children should be fed breakfast at home if they arrive later than 7:50 AM.

Teachers will not be responsible for the tests and/or classwork that children miss as a result of arriving late and may receive a "0" for the tests/classwork without a doctor's

excuse. Students who are tardy for school may not be allowed to make up any missed work.

Excessive check ins and or early check outs will be reported for truancy.

PICK UP PROCEDURES

- All students must be picked up at the bus stop area (south side of campus). NO EXCEPTIONS
- The horseshoe drive is ONE lane only. All cars and buses must form a single line on the right. There is to be no passing, driving, nor parking on the left.
- Please adhere to the school zone traffic map. Please note that **WHEN EXITING THE HORSESHOE DRIVE, VEHICLES CAN ONLY TURN RIGHT. VEHICLES ARE NOT ALLOWED TO CUT ACROSS THE PARKING LOT TO AVOID HAVING TO MAKE THE BLOCK.** Eunice Police Department will be monitoring and issuing tickets to violators.
- Car riders will be dismissed at 3:20 PM.
- Parents are not allowed to come to the office to pick up their students after 2:30 PM. They must get into the car line and remain in the car. Drivers and their passengers must remain in their vehicles and in the line to pick up students. The police will be called for anyone who gets out of a vehicle to remove a student from the pickup point.
- Every person who picks up a student in the car pick up line must show the car rider's tag. Tags can be purchased for \$5 in the office. Anyone who does not have a tag will be pulled over and sent to the office to verify that they are on the student's check out card. **The student WILL NOT be allowed to leave with any person who is not on the check out card. NO EXCEPTIONS!!**
- In the event that the person picking up a student does not have a car tag, they are not allowed to simply come to the office to sign the child out. **THEY MUST GO THROUGH THE CAR LINE.** Anyone that comes to the office to sign out a student without having gone through the line will be turned away and instructed to report to the **END** of the car line. **Cars are not allowed to cut the line.**

CHECKING OUT EARLY

- Remaining at school for the entire day is important to a child's success in school. The school day ends at 3:20 PM.
- **Students are not to be checked out of school after 2:30 PM.**
- Every person who picks up a student MUST be on the student's check out card. If you need to check out your child early and are unable to pick up your child yourself, please make sure to send someone who is on the check out card.
- Teachers will not be responsible for providing the tests and/or classwork that children miss as a result of leaving early and may receive a "0" for the tests/classwork without a doctor's excuse.
- **Students who check out early from school may not be allowed to make up any missed work without a doctor's excuse.**

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 normally is. We are not able to take the child's word on how he/she is to get home.
- **It is in the best interest of the students that phone requests for changes in the way children go home are not accepted. Phone request will be denied.**

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.

STUDENTS WILL NOT BE ALLOWED TO LEAVE SCHOOL WITH ANYONE NOT LISTED ON THE CHECKOUT CARD. NO EXCEPTIONS.

CLASSWORK

Students are expected to do all class work as assigned by teachers daily. Homework assignments are to be completed and turned in on time.

MATERIALS

Students are expected to have the necessary materials for each subject.

STUDENT PAPERS

Students are to bring graded papers home on a weekly schedule determined by the teacher. Parents are encouraged to review papers, sign, and see to it that they are returned to the teacher the following day.

STUDENT PICTURES

We often take snapshots of our students in the class and during various school activities. We use such photographs in newspaper articles, on school-wide power points, Facebook page, and on our school web-site. Should a parent/legal guardian prefer that his/her child's photograph not be published, they should write a statement to the teacher notifying them of this. Otherwise, snapshots will occasionally be taken and published without prior notice.

CONFERENCES

Parent-teacher conferences are encouraged. Please contact your child's teacher to schedule conferences. Teachers should not interrupt teaching time to hold parent conferences. Arrangements must be made to hold conferences during a teacher's planning period.

STUDENT BEHAVIOR

The school's discipline plan, also known as the School Wide Positive Behavior Support Plan, is included in this handbook. Once you receive this plan, please sign the required form stating you have received a copy and understand the behavioral expectations for all students.

Additional policies related to discipline, suspension, and expulsion are found in the District Student Handbook which can be found on the St. Landry Parish School Board website at www.slp.k12.la.us and our school website at <http://eastelem.slp.edlioschool.com>.)

All students are expected to exhibit proper and appropriate behavior at all times.

Unacceptable behavior will be dealt with appropriately as stated in our school's plan and according to the policies set forth by the St. Landry Parish School Board.

STUDENT FEES/FINANCIAL OBLIGATIONS

All students are required to pay a supply fee at the beginning of the school year. Students who do not pay this fee, or who owe cafeteria bills and any other type of financial obligations, are excluded from field trips.

Activity fees are used in the following manner:

- Awards/Incentive Programs
- Enrichment/Remediation Materials
- Instructional Material
- Classroom Projects

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.

STUDENT ACCIDENTS

All accidents must be reported immediately to the principal's office. Parents will be notified of all injuries.

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

IMMUNIZATION REQUIREMENTS

All students must have all the immunizations required by the health unit. At the beginning of each school session or upon the entry of a new student, the immunization record of each student will be checked. If a student is found deficient, he will be allowed **ten (10)** days to get his/her immunizations up-to-date or he/she will be sent home until the immunization record is brought up-to-date. The rule is for the protection of all students.

Exception: Kindergarten student will not be allowed to register without proper immunization records.

EMERGENCY PROCEDURES FOR EARLY DISMISSAL

School buses will run their regular routes if conditions permit. Parents of students who do not ride the bus will be contacted by phone. 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. Parents will receive notification through the parish's automated J-CALL when there is an emergency early dismissal.

PARENT CONTACT INFORMATION

In the event that a parent/guardian's phone number is changed, they are asked to provide this new number to the school immediately. Being able to contact parents in the event of illness or emergency is extremely important.

FIRE DRILLS

Unannounced fire drills will be held on a monthly basis.

TORNADO DRILLS AND OTHER CRISIS DRILLS

Safety instructions and procedures will be discussed and posted in each classroom. Drills are practiced periodically.

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. Drinks, including bottled water, may not be brought to school.

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.

PLAYGROUND RULES:

- A. Do not throw sticks, rocks, bottle caps, or any other object, which may injure a child.
- B. Do not play tug-of-war or any other game with a jump rope that calls for pulling children with a rope.
- C. All students must play in their designated play area.
- D. Do not run on the sidewalks or other concrete areas.
- E. Be courteous and kind to others at all times.
- F. Do not litter.
- G. Footballs are not allowed on campus.
- H. Games involving tackling, shoving, tapping, touching, etc. are not permissible.

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

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. Your cooperation will help to make your transportation safe and comfortable.

*** Only the principal has the authority to suspend students from the bus. Parents will be notified of the suspension and be responsible for providing transportation to and from school during the suspension period. If the problematic behavior occurs on route to school in the morning, the student will be allowed to ride the bus on that same afternoon.

If a student is suspended/expelled from his/her bus, he/she shall NOT ride any other bus during the suspension period.

BIRTHDAYS AND INVITATIONS

Student birthdays that occur during the school year will be announced during morning announcements. 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.
- Do not have items sent to school. (balloons, flowers, etc.)
- Students are not permitted to hand out party invitations in school unless every student in the class is being invited. If not, invitations must be mailed from home.

HOLIDAY PARTIES

Teachers will inform parents of any class parties. Any treats supplied by the students **MUST** be brought to school before 9:00 AM. Treats brought to school after 9:00 AM will not be accepted.

CAFETERIA

The following rules are to be enforced at all times:

- The student will wash his/her hands before eating.
- The student will not talk or drink with food in his/her mouth.
- The student will always practice good table manners.
- Loud or ill-mannered behavior will not be tolerated.
- After eating, the student will return his/her chair to its proper place, dispose of his/her plate, and leave the cafeteria in an orderly manner as directed by the teacher.

Students will not waste supplies such as paper towels and soap.

***** URGENT MESSAGE *****

PLEASE NOTE THAT EAST ELEMENTARY IS A NUT FREE AND SEAFOOD FREE CAMPUS". Please help us keep our students safe by not sending any treats to school that contain nuts or nut products. Thank you

**Child Nutrition Services Parent Information
Cafeteria & Meal Policies**

The school cafeteria is maintained as a vital part of the health program of the school environment. To encourage good nutrition, a well-balanced breakfast and lunch is offered free of charge to all students. The cafeteria staff and your fellow students will appreciate your cooperation in:

- Depositing all breakfast & lunch litter in trash cans.
- Returning all trays and utensils to the dishwashing area.
- Leaving the table and floor around your place in a clean condition for others.
- Leaving the cafeteria immediately upon completing your meal.

Note: No food may be brought to a student during the school day unless the student is on a special diet. A statement from the doctor is necessary for verification of a special diet. By law, students are not allowed to receive food delivered from outside vendors or businesses (i.e. McDonald's, Burger King, Pizza Hut, Taco Bell, etc.). Students are not allowed to bring food or drinks into classrooms, and they will not be excused from class to eat delivered food regardless of the person who brought it.

Students with Food Allergies must provide the Diet Prescription for Meals at School Form completed and signed by a physician as well as meet with the school nurse, the cafeteria manager and other stakeholders for special arrangements.

All schools are PEANUT and SEAFOOD free.

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 2019-2020.

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 2019-2020 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, fruits, 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.

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.

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.

Students at the high school level (9-12) may use the microwave, if available; however, it is at the discretion of each principal. If microwave use is allowed, the following should be adhered to:

- There should be adult supervision when students are using the microwave
- Adults and students must remain by the microwave when it is being operated.
 - Operating instructions should be available to users.
 - Instructions for safe use of the microwave should be provided.

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.

Non-Discrimination Statement: This explains what to do if you believe you have been treated unfairly.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local)

where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

PBIS & Discipline

(Please review pages 16 - 39 of the District Student Handbook for complete details on student behavior and discipline. The District Student Handbook can be found on the St. Landry Parish School Board website at www.slp.k12.la.us and our school website at <http://eastelem.slp.edlioschool.com>.)

East Elementary's PBIS Mission Statement:

East Elementary's Staff and Students are
Safe, Respectful, and Responsible.

East Elementary's Expectations:

Be Safe, Be Respectful, and Be
Responsible.

PBIS Behavior Tiered Plan

	Tier 1	Tier 2	Tier 3
Infractions	Sleeping in class Playing in the restroom Horse playing (minor) Excessive talking Uncooperative behavior (minor) Dress Code Violation Failure to bring materials To class Misbehavior in hallway, cafeteria, and bus stop Following classroom Rules	Teasing Destruction of property Horse playing (major) Instigating fights or arguments (minor) Uncooperative behavior (major) Disrupting class Using profanity Willful disobedience Cheating	Fighting Threatening bodily harm Stealing Bullying Instigating fights or arguments (major)
Conduct Grade Deductions	Subtract 1 point from the quarter's 100 point behavior grade.	Subtract 3 - 5 points from the quarter's 100 point behavior grade.	Subtract 15 points from the quarter's 100 point behavior grade.
Actions Taken	Parental Contact Remedial work Loss of privilege Loss of recess (Recess detention) **Upon the 3 rd Occurrence of the same infraction . the infraction then becomes a Tier 2 infraction.	Parental Contact Remedial work Loss of privilege Loss of recess **Upon the 3 rd Occurrence of the same infraction . the infraction then becomes a Tier 2 infraction.	Office Referral Actions taken will be at the discretion of the principal and may include after school detention and/or in school suspension.

- Homework will no longer be counted towards behavior, students with incomplete homework will have points deducted from their homework grade. Students may be given recess detention for missing homework.
- Lower grades using a "Green, Yellow, Red" system will subtract a point from conduct grade when the student reaches the yellow mark as well as when they reach the red mark.

School-Wide Behavior

- **East Elementary Conduct Grading Scale:**

100-93 = A

92-85 = B

84-75 = C

74-67 = D

66-0 = F

When an infraction occurs, the student will have the appropriate points subtracted from his or hers quarterly 100 point conduct grade. The number of points subtracted from the conduct grade depends on the type of infraction. Infractions and point deductions are listed on PBIS TIERED PLAN. Issuance of any deductions and infractions must be documented on a weekly behavior log. Lower grades using a “Green, Yellow, Red” system will subtract a point from conduct grade when the student reaches the yellow mark as well as when they reach the red mark.

- Teachers may not deviate from the steps of the Tiered Plan. The plan requires the teacher to contact parents and deduct the appropriate point value from weekly behavior grade. The plan also gives actions that could or will take place because of behavior. Consequences are mandatory and are to be documented with behavior on student infraction sheet.
- Documenting behavior and infractions helps the teacher, administrator, and parents track behavioral issues. When documenting in j-campus, it must be completed within a 24 hour period and the parent must be called.
- In departmentalized settings, the teacher will have to deduct quarterly behavior points and track behavior within each class. At the end of the 9 weeks the teacher will then put in their own conduct grade under the major subject taught.
- At each mid nine weeks, teachers are to document the percentage and grade by hand on the progress report.
- Duty teachers will communicate infractions of students to the homeroom teacher. The homeroom teacher will then document the infraction and will deduct from the behavior grade.

PBIS Incentives:

- This year we are going to the *ENCHANTED BEHAVIOR BUCK* system to go along with our MAGICAL THEME. Each grade will receive a different color buck so that we can assure better accuracy and fairness. All teachers will receive golden bucks for them to hand out to other students in other grades that deserve to be praised for good behavior (before school duty, after school duty, etc.).

ENCHANTED BEHAVIOR BUCKS

- Pre-K- Orange Bucks
 - Kindergarten – Yellow Bucks
 - 1st grade- Red Bucks
 - 2nd grade- Blue Bucks
 - 3rd grade- Green Bucks
 - 4th grade- Purple Bucks
 - Sped- Pink Bucks
 - All Faculty – Golden Bucks
- Midway through each quarter, the students will cash in their bucks for incentive passes. These passes can be used at any time with teacher approval. Each pass has a value that the students will have to cash in their bucks to receive. Teachers will receive passes to hand out.

Incentive Passes

10 Bucks	OUT OF CHARACTER	(wear a hat and crazy socks to school for a day.)
	NO HOMEWORK	(no homework for one night. Not permitted on graded assignments.)
	CELEBRITY SEATING (PK, K, & 1 st)	(sit in a designated teacher chair during one subject.)
	LUNCH BUDDIES	(choose who you will sit with at lunch)
5 Bucks	FLUFFY FRIEND	(bring a stuffed animal to school)
	CRASH THE COMPUTER	(10 min. of free Computer Time after all work has been completed in class)
	SMELLY SOCKS	(take your shoes off in the classroom)
	SNACK & DRINK (2 nd , 3 rd , & 4 th)	(can use at any time upon teacher discretion)
2 Bucks	GET COLORFUL	(complete work using a colorful pen or color pencils)
	YOU'RE A SWEETIE	(pick a treat)
	PENCIL OR ERASER	(choose a pencil or eraser)

End of 9 weeks Parties

- If a student has an average of a 93 -100 by the end of the nine weeks they will be invited to a PBIS PARTY
- If a student has an average of a 93-100 for EVERY nine weeks, the student will be a T.I.C.K. (Totally In Control Kid) and will be recognized at the end of the year.

East Elementary Celebrate the Magic Programs

- Celebrate the Magic programs will be held three times throughout the year.
- Students will be recognized for a variety of accomplishments including behavior, classroom participation, citizenship, and showing improvement in the classroom etc.
- ” programsWeather permitting, we will have our programs on Peart Park. Teachers will bring their classes to Peart Park and sit along the perimeter of the cement when the first bell rings. Pledge, guests, and awards will be given in this little ceremony. An alternate location if weather is bad will be determined when needed.
- Parents will be contacted by their child’s teacher to inform them that their child is being recognized. Parents are encouraged to attend and are asked to refrain from telling the child of the award.



Educational Websites for Students



<http://math.ppst.com/money.html>

<http://kbteachers.com/math/money>

<http://streaming.discoveryeducation.com>

<http://www.kidknowit.com>

<http://www.bbc.co.uk/schools/typing/flash/stage1/shtmi>

www.starfall.com

www.iknowthat.com

www.arcademicskillsbuilders.com

www.spinandspell.com

www.literacycenter.com

www.primarygames.com

www.paulysplayhouse.com

www.coolmath4kids.com

www.aplusmath.com

www.elecerritowire.com

www.louisianapass.org

www.charliefrench.com

www.factmonster.com

www.50states.com

Also visit the Louisiana Department of Education's website (www.doe.state.la.us) for more links including Newton's Classroom.

INTERNET USE & AGREEMENT

(Please review pages 39 - 41 of the District Student Handbook for complete details on student computer use. The District Student Handbook can be found on the St. Landry Parish School Board website at www.slp.k12.la.us and our school website at <http://eastelem.slp.edlioschool.com>.)

A. RIGHT Students have the right to use the district's educational network as a tool to enhance learning, as it becomes available at their location.

B. RESPONSIBILITY Students have the responsibility to learn and follow guidelines that are deemed appropriate in using the educational network. All access to the Internet will be teacher directed and will conform to the following:

C. RULES FOR USE OF COMPUTER NETWORK AND INTERNET: Students shall:

- Sign a statement as evidence that the student has read, understands, and intends to comply with these policies, and all other related policies before using the computers at St. Landry Parish School Districts.
- Use World Wide Web search engines and/or other Internet tools only under the direction and supervision of teachers.
- Not access visual depictions that are obscene, pornographic or harmful to minors.
- Not attempt to gain unauthorized access, including so-called "hacking" or otherwise compromise any computer or network security or engage in any illegal activities on the Internet, including willfully introducing a computer virus, worm, or other harmful program to the network.

- Not access objectionable or inappropriate material over the Internet.
- Not post any e-mail or other messages or materials that are derogatory, abusive, obscene, profane, sexually oriented, threatening, offensive, dangerous, slanderous, sexually harassing, terrorizing or illegal. Students shall not use any language online that is not permitted in the classroom.
- Not post personal information about themselves (last names, addresses, or telephone numbers) or any other person.
- Not forward personal mail without permission.

Not abuse or waste network resources through frivolous and non-educational use or send chain letters or annoying or unnecessary letters to large numbers of people.

- Observe the copyright law. Students shall not plagiarize or otherwise use copyrighted material without permission. Students shall properly cite the source of information accessed over the Internet.
- Not make any purchase on the Internet while using school equipment or Internet service.
- Not use e-mail, chat rooms, net meeting rooms, and other form of direct electronic communication including instant messaging systems unless authorized.

Also Note:

- Installation of software is allowed only by the District's administration, and should not be undertaken by any other user.
- Users are not permitted to work in or to modify the Network Operating System.
- Unauthorized exploration or changes to any system files are prohibited.
- The St. Landry Parish School Board computers must be used only for educational activities and are limited to activities that have been approved by a teacher or staff member.
- The presence of food or drink in the vicinity of the computers or computer related equipment is

forbidden. • Documents and/or mail stored on the District network should be deleted regularly in order to conserve file space. • The St. Landry Parish School Board reserves the right to purge accounts after proper notification of exceeding space regulations. • Students are not to download large files unless absolutely necessary, and only with the approval of the teacher. If necessary, students will download the file at a time when the system is not being heavily used and immediately remove the file from the system computer once the research project in question is completed. • Users must remember to log off any computer before leaving the area as use rids will be used as the primary method for tracking computer usage. • If a user is concerned that their password is no longer secure, then see the system administrator for a new password. •

CDs and portable memory drives are acceptable for file storage. Please be careful when inserting or removing these diskettes. CDs and memory sticks are the preferred forms of storage. • Interpretation, application and modification of the policy is within the sole discretion of the St. Landry Parish School Board. • Any questions or issues regarding this policy should be directed to the St. Landry Parish School Board Administration. D. Students who may inadvertently access a site that is pornographic, obscene or harmful to minors shall immediately disconnect from the site and inform the teacher. E. Consequences for failing to follow these standards may range from loss of Internet privileges to expulsion from school, depending upon the nature and severity of the act.

All school and district rules apply to the Internet the same as they do in the classroom or elsewhere on school grounds. Network administrators and school personnel may review student e-mail messages at any time or track student navigation of the World Wide Web. Any activity that may be in violation of local, state, or Federal laws will be reported to the appropriate law enforcement agency. Any parent or guardian who has questions or concerns about their child's Internet Access is encouraged to discuss these concerns with the school principal. Parents or guardians are also encouraged to discuss family values with their children to guide their activities on the Internet.

This certifies that my child and I have read the St. Landry Parish School Board Computer Use Agreement and agree that the student intends to comply with these policies, and all other related policies before using the computers at St. Landry Parish Schools.

Parent Signature _____ Date _____
Student Signature _____ Date _____

PUBLICATION RELEASE FOR STUDENT WORK

Dear Parent,

Your child's art, writing, or picture may be considered for publication on the St. Landry Parish School District's website, your school's website, or other media outlets such as newspapers throughout the coming school year. In order for that to occur, we must have this form signed and returned to the school. The websites may be accessed on the internet at www.slp.k12.la.us. Please complete and return the following consent form. Forms will be filed at the school location. The following information is considered private and will not be placed in any publication, except where described below.

Today's Date _____ School Year _____

Student's Name _____

Mailing Address _____

City, State, and Zip code _____

Home Phone _____

Age _____ Grade _____

Teacher's Name _____

School _____

I give permission for my child's writing, picture, art, first name, last name, age, grade, and school's name to be published on the St. Landry Parish School Board websites at <http://www.slp.k12.la.us> or in other media outlets.

Parent's Signature / Date

Student's Signature

****** PLEASE SIGN AND RETURN ******

This is to certify that I have received and/or read a copy of the *St. Landry Parish School Board's "Student Rights and Responsibilities Handbook and Discipline Policy."* which can be found on the St. Landry Parish School Board website at www.slp.k12.la.us and our school website at <http://eastelem.slp.edlioschool.com>.

It further certifies that my child(ren) and I have read and discussed the information presented in the 2019 – 2020 East Elementary School's Student Handbook that can be found on our school website at <http://eastelem.slp.edlioschool.com>. which includes:

- Drop off and pick up procedures, tardies, and check outs
- School zone traffic route map
- Changes in the way a student goes home
- Discipline plan (PBIS)
- School wide behavior expectations
- St. Landry Parish Policies
- Child nutrition services parent information

Parent Signature Date

Below are names, grade levels, and signatures of all students in our household attending East Elementary for the 2019 – 2020 school year.

Student Name	Grade	Student Signature
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____