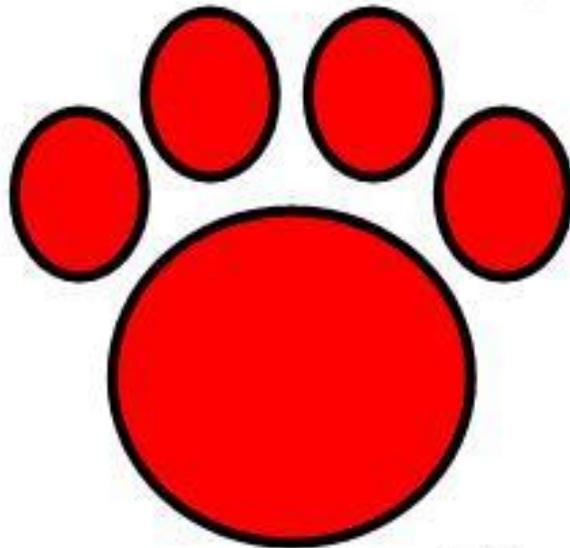


2018-2019 STUDENT/PARENT HANDBOOK

All Jefferson Davis Parish School Policies may be found at www.jeffersondavis.org

Welsh



Elementary

"A Great Place To Learn"

Ms. Amy Treme, Principal
Ms. Erin Thibodeaux, Assistant Principal

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PARISH POLICIES DISCLAIMER

Parish and school policies do change during the course of any given school year and cannot all be listed in the limited format of our student handbook. All parish and school policies will be adhered to whether or not they appear in the student handbook. Should you desire more detailed information or an explanation of these policies, please do not hesitate to call the principal or assistant principal.

Dear WES Family,

It is a true honor and privilege to serve as Welsh Elementary's principal. It is hard to believe I walked these halls for the first time almost 30 years ago as a second grade student at WES. In fact, once I became a greyhound...I stayed a greyhound! I had the opportunity to attend all three Welsh schools and graduated from Welsh High School in 1998. After graduating from McNeese State University, I started teaching Pre-K at Welsh Elementary and was excited to be able to give back to the wonderful community that helped shape me into the person I am today. Throughout the past 16 years, I have been honored to call Welsh Elementary "home" and I truly believe it is "a great place to learn."

One of my strongest beliefs is the impact good, positive communication can have on a student's success in school. Please know that my door is always open and I encourage you to contact me with any concerns or issues that may arise throughout the school year. I want every single student at WES to know that they are valuable, deserve the very best education, and are loved more than they will ever know.

Please take time to read this handbook as it has been prepared to provide you with information regarding the rules, regulations, and practices of our school.

Looking forward to a great school year,

Mrs. Amy Treme

TIPS FOR SUCCESS

Here are a few tips for parents to help make for a successful school year.

1. As soon as possible, after school starts, meet your child's teacher. Make sure your child and his/her teacher know you are supporting his/her education all the way.
2. From the first day, require your child to copy his/her assignments from the board into his/her assignment notebook.
3. Check your child's assignment notebook, his/her homework, and papers brought home each day.
4. Help your child prepare for tests.
5. At the first hint of a learning problem, contact your child's teacher. You may call the school, the teacher, or send a note. It is much better to communicate your concerns about your child's education as soon as you can, rather than letting problems continue considering that it might get better over time.

TELEPHONE NUMBERS/ CONTACT INFORMATION

School Office 734-2351 Fax Number.....734-2704

Ms. Pam Yeates, Secretary
Ms. Alice Arceneaux, Clerical Aide
Mr. Matthew McNally, Counselor

Cafeteria..... 734-2679

Ms. Elva Walker, Cafeteria Manager

Jeff Davis Parish School Board.....824-1834 Parent Center/Media Center...824-0597

Special Education.....824-3522

Mr. Kirk Credeur, Superintendent
Mr. John Hall, Assistant Superintendent
Mr. Benjamin Oustalet, Child Welfare and Attendance Supervisor
Ms. Linda Fonger, Special Education Director
Mr. Jason Bouley, School Board Representative
Mr. David Troutman, School Board Representative

JEFF DAVIS PARISH MISSION STATEMENT

Jeff Davis Parish School System will provide all students with educational opportunities to achieve success in a multicultural, global society.

WELSH ELEMENTARY MISSION STATEMENT

Welsh Elementary School is achieving grade level proficiency in all core subjects.

EQUAL OPPORTUNITY STATEMENT

The Jefferson Davis Parish School Board adheres to the equal opportunity provisions of Federal civic rights laws and regulations that are applicable to the board. Therefore, no one will be discriminated against on the basis of race, color, national origin (Title IV of the Civil Rights Acts of 1964), sex (Title IX of the Education Amendments of 1972) or handicapping condition (Section 504 of the Rehabilitation Act of 1973) in the pursuit of educational goals and objectives and in the administration of personnel policies and procedures.

WELSH ELEMENTARY TITLE 1 FAMILY INVOLVEMENT PLAN

STATEMENT OF PURPOSE

A major goal of the Welsh Elementary School Title I Program is to encourage greater involvement of parents in the education of their children and in developing a strong partnership with teachers, principals, staff, the community and school.

We are committed to the goal of providing quality education for every child. The child benefits if the school and home form a partnership promoting high expectations for our children. Parents are the children's first teachers. Parental support for their children and for the school is critical to their children's success at every step of the way. We strive to include parents in all aspects of the school's Title I Program. The goal is to create a strong school to home partnership that will help all students succeed.

DECISION MAKING

Goal: Include parents in school decisions and develop parent leaders and representatives

- A School Improvement Team comprised of parents, teachers, administrators, and fifth grade students will be formed and meet monthly
- The School Improvement Team and Title I staff will develop a family involvement plan.
- The school will share responsibility with parents for high student performance by developing a school-parent-student compact jointly with parents of children participating in the program. These compacts will outline how parents, staff and students will share responsibility for promoting high student achievement.
- Family/parent involvement is solicited and encouraged in developing the School Improvement Plan.
- Parents, teachers, staff, and administrators from each school in the district are included in the District Advisory Council which meets each semester. The council develops the District Family Involvement Plan and provides input regarding programmatic decisions to be incorporated in the development of the consolidated federal application.
- The School Improvement Team will review and improve the Title I program as needed. A variety of stakeholders will be surveyed as part of the evaluation. Also, an annual evaluation of the content and effectiveness of the Title I family involvement program will be done. The assessment will include a parent survey conducted at the district level.
- The Parent Teacher Organization will meet four times a year to discuss ways to improve family involvement in education (*see PTO section for scheduled meeting dates*).

COMMUNICATING

Goal: Design more effective forms of school-to-home and home-to-school communications with all families each year about school programs and their children's progress.

- A Back to School Night is held at the start of school (*8/6/18 @ 5 pm*)
- An Open-House is held in the fall (9/13/18) which includes a Title I meeting to inform parents of the Title I program and its notification requirements.
- Communication with parents will consist of bi-annual school newsletters, weekly classroom newsletters, notices, letters, fliers, progress reports, brochures, weekly FYIs, and a monthly calendar of activities sent home with students. Other contacts will be made through telephone calls (including School Messenger), SchoolWay App, email messages, and newspaper notices.
- Parents will be informed of their child's progress by sending home daily and/or weekly examples of student work as well as progress reports and report cards.
- Teachers and parents will be encouraged to use notes, calls, and visits to inform each other of difficulties and successes.
- Parent-teacher conferences will be held at the school site at the request of parents or teachers to

discuss student performance and review compact. Parents can contact the school or teacher by phone or email to schedule a conference before or after school.

- Parents have the right to request information about the qualifications of their children's teachers or paraprofessional who instructs them. Parents will be notified in the event their child is assigned to, or taught for at least four consecutive weeks by a teacher who is not highly qualified.
- Parents will be notified if their child is placed in a program for Limited English Proficient (LEP) students. The English as a Second Language (ESL) teacher will provide information regarding the program activities, how it will help their child learn English, the exit requirements, and will work with the family in developing strategies to enhance the effectiveness of the program.
- Parents will be notified on the level of achievement of their child in each of the State Academic Assessments (spring high stakes tests). Results of the state assessments will be sent home with final report cards or when they become available to the schools.
- A Literacy Night and a Math Night are held during the school year where families are invited for dinner and games that will help students improve in the areas of reading and math.
- A Literacy Day and a Math Day are scheduled during the school year where parents can visit the classroom and watch a lesson being taught.
- Parents/grandparents are invited to eat lunch with their children/grandchildren on special days. The school cafeteria can accommodate guests any day, but they must notify the cafeteria in the morning so they can prepare enough food.
- Parents are given specific directions to access the Parent Command Center in order to obtain information on their child's progress in attendance, academics, homework and discipline.

LEARNING AT HOME

Goal: Provide information and ideas to families about how to help students at home with homework and other curricular-related activities, decisions, and planning.

- Family Nights for Math and Literacy will be held at each school site to provide parents the opportunity to experience ways to assist their child learn and/or attend presentations by guest speakers.
- Scheduled visits by parents to view student's work and learn more about instructional strategies in the classroom are allowed.
- Parent Center referral forms will be used to refer parents to the Title I Parent Center for help in specific skills and request parent liaison visitation.
- The Parent Center located at 720 E Plaquemine Street in Jennings is open Tuesday through Thursday from 8:00 a.m. to 4:00 p.m. for parents of students Pre-K to grade 5. Educational materials and information may be checked out free of charge. Parent Liaisons will facilitate communication between parents and schools. Home visits will be made to those parents unable to come to the Parent Center.
- Parents will receive a compact with a checklist of responsibilities that teachers, parents, and students will have for helping students achieve the goals.
- Teachers will send home weekly newsletters that state upcoming tests and activities in each subject.
- Monthly calendars of school activities will be sent home for students and parents.
- Monthly Title I newsletters describing ideas for at home learning will be distributed.
- Our school values both at-home contributions and those that take place at school and in the community. Reading to children at home, talking with them at family mealtime, providing an at-home study period, making sure homework assignments are complete and monitoring TV programs are as important as volunteering at school or serving on committees.

VOLUNTEERING

Goal: Recruit and organize parent help and support.

- Members of the PTO have membership information available at Back to School Night and Open House.
- Volunteer surveys are sent out by some teachers at the beginning of the school year to gain knowledge of parents' interest and talents.
- Parent involvement surveys provide information on how families can help teachers, administrators, students and other parents.
- Volunteer opportunities include assisting teachers so they can attend School Building and Intervention Committee Meetings; assisting teachers, administrator, students, secretary, librarian, etc., with clerical work; field trips if they need additional chaperones; helping out with class projects; assisting with DARE for 5th grade; appearing as a guest speaker; working with individual students or small groups of students; listening to students read; gardening or yard work; photographing school activities; preparing bulletin boards; assisting at Mini Olympics, Splash Blast, Test Fest and Pre-K Fun Day; working at the monthly bake sale; assisting with the Hound Pound store, the annual Book Fair and Yearbook Sales, and assisting with Teacher Appreciation Week.
- An in-service for volunteers is provided in August to give information on ways to volunteer, how to get involved and to give a tour of the school.

PARENTING

Goal: Help all families establish home environments to support children as students.

- Parent liaisons through the Parent Center are available to provide assistance to families.
- School guidance counselor has materials and information readily available for parents who are interested in improving parenting skills.

COLLABORATING WITH THE COMMUNITY

Goal: Identify and integrate resources and services from the community to strengthen school programs, family practices, and student learning and development.

- Special assemblies are held during the school year such as Veterans' Day, Mini Olympics, nine weeks and end of year awards programs.
- Our school supports charitable causes such as Math-a-Thon for St. Jude's, collection of pop tabs to benefit Ronald McDonald House Charities, Big Brother's Big Sisters, and the Earlyact club is also involved in community services with Rotary including the school-wide recycling project.
- Information on community library and recreational programs are distributed throughout the school year.
- Support from our Partners in Education such as Sam Fontenot of State Farm, Griffith Lumber, Jeff Davis Bank, Welsh Rotary Club, Wal-Mart, Mr. Gatti's, Sonic, Lacassine Oil Field Services, Welsh Little Dribblers, McDonald's, Waste Connections, Inc., Welsh Irrigation & Equipment, LLC, Cajun Tales, Provincial Home Builders, Owner Cliff Hebert, Nissan of Lake Charles, Owner John Stelly, Billy Navarre, Rayward Sonnier Consulting, The Clinic of Welsh, LLC, Marshland Jumps, St. Martin Bank, Hixon's Pest Control, Morcore Roofing, Bubba's Wrecker Service, National Welding Supply, Calcasieu Rentals, Dr. Mark Petry, Eric Krielow Farms, Seven L. Cattle, Sonnier Family Fitness, Cowboy 9 Tow & Recovery, Last Minute Reading, Country Club Hair, Presbyterian Church, St. Joseph's Catholic Church and Jeff Davis Business Alliance are given throughout the school year for special projects.
- Our Parent Teacher Organization is open to all people of the community.

FAMILY INVOLVEMENT

We invite our families to become involved in our school. Below are activities that parents, grandparents, and siblings may attend. We encourage the entire family to participate in these activities.

1. Back to School Night
2. Open House
3. Nine weeks awards programs
4. Veterans Program
5. Family Literacy Night
6. Family Math Night
7. Mini Olympics
8. End of Year Awards Programs

PARENT INVOLVEMENT

We invite our parents to become involved in our school. Below are activities parents can participate in with their child. We ask that only adults attend and other children be kept at home. These activities are planned so that your child can have your complete time and attention. We want to thank those parents who continually come to help with these activities.

1. Christmas Party
2. Literacy Day
3. Math Day
4. Fun Walk
5. Test Fest
6. CAI Lab Visitation
7. Easter Party
8. Splash Blast
9. Pre-K Fun Day
10. Pre-K Monthly Parental Involvement Activities
11. Field Trips

SCHOOL INFORMATION

ADMISSION

ALL students entering school in Jefferson Davis Parish for the first time shall be required to present their birth certificate, current immunization record, social security card, and proof of residency.

Pre-Kindergarten students must be (4) on or before September 30, 2018. All Pre-K students will be accepted. Our school is allowed sixty for Pre-K. If we have more than 60, the district will bus them to another school in the district that has room for them. Kindergarten students must be (5) years old on or before September 30, 2018.

ARRIVAL AT SCHOOL

The safety of each student is a serious concern at all times. To assume the safety of your children while attending school or under school supervision, the following regulations are to provide safety conditions most favorable for the children of Welsh Elementary School.

1. **No student is to arrive at school before 7:00 a.m.** We do not have any employees on duty until 7:00 a.m. All may go eat breakfast or report to the auditorium. After eating breakfast, students will report to the auditorium. Teachers will begin picking up students at 7:20 and bring them to the classrooms where they will sharpen pencils, copy assignments and prepare for class. Class instruction officially begins at 7:40 a.m.
2. Car-riding students brought to school by their parent are to be let off **IN THE SOUTH (FRONT HORSESHOE)** turnaround that enters the school grounds from Bourgeois Street. Car-riding students should arrive at school before 7:35 am & be picked up at 2:50 pm. Our gates to the front horseshoe will be closed from the hours of 7:35 a.m. until 2:30 p.m. **Bourgeois Street is a ONE-WAY street** from the hours of 6:30 a.m. to 8:30 a.m. and 1:30 p.m. to 3:30 p.m.
3. Students are reminded that once they arrive on campus, they cannot leave.
4. Walking and riding bike students should not arrive on the campus before 7:00 a.m. All walk home students will cross at designated areas. They will be released from the front of school (NOT the back of school) after horseshoe is completely dismissed (around 3:05 p.m.). Bikers must walk their bikes from the beginning and ending of the fence where campus begins and ends. Please make sure that your child knows the rules of walking or riding a bike safely on the road. **NO WELSH ELEMENTARY STUDENT WILL BE ALLOWED TO WALK TO MEET A BIG BROTHER OR SISTER AT WELSH HIGH SCHOOL. THE BIG BROTHER OR SISTER MUST COME TO THE OFFICE AT WELSH ELEMENTARY TO PICK-UP THEIR SIBLING.**
5. The large horseshoe in the rear of school is reserved for buses, cafeteria deliveries, and garbage pickup. **NO OTHER** vehicles are allowed in this horseshoe. Visitors and parents are **NOT** allowed to park in the back horseshoe or parking lot during the school day for any reason. The parking lot and horseshoe are for employees and buses only. Do not attempt to park in these areas to pick up your child for safety reasons. We continue to view safety as one of our three expectations for our students. We will continue to keep buses and car traffic separated.
6. Drivers are urged to be patient, cooperative, and watchful of children.
7. **Breakfast will be served from 7:00-7:25 a.m. Students must arrive at the cafeteria no later than 7:25 a.m. in order to be served breakfast.**

ATTENDANCE

Once a student arrives at school, he/she is expected to remain and attend each class throughout the day. If it becomes necessary to leave school at any time, a student **must** have permission from the principal.

Students who are absent from any class or from school for any cause, will submit a note from their parents, guardians, or physician stating the cause for absence and the dates of absence. The student must present the note to the office or to his/her teacher. Every absence will be recorded as excused or unexcused. Please note new changes in the attendance policy that was passed by The Board of Elementary and Secondary Education (BESE). When a parent submits a written note that their child was ill, it enables the child to make up any work missed. However, this excused absence will still count as an absence against the student according to the new laws. The only exceptions are those noted in the policy below. Elementary students missing more than 16 days per year may **not** be given credit for the year's work.

➤ **MAKE-UP WORK DUE TO EXCUSED ABSENCES**

Students who miss four (4) or more consecutive days will be allowed ten (10) school days, from the date of return, to make-up assignments. Students who miss less than four (4) consecutive days must make-up assignments missed within five (5) school days. It is the responsibility of the student to make arrangements with the teacher to make-up work missed. If the student misses only the day of the assigned test, upon returning he/she **MUST** take the test. If a student has ten (10) or more consecutive days of excused absences, his/her make-up work procedures are to be handled at the discretion of the principal.

➤ **MAKE-UP WORK DUE TO SUSPENSION**

A student who is suspended for ten (10) days or fewer shall be assigned school work missed while he/she is suspended and shall receive partial credit which will be 25% of the original possible points for such work if it is completed satisfactorily and timely as determined by the principal or his/her designee, upon the recommendation of the student's teacher.

A student who is suspended for more than ten (10) days and receives educational services at an alternative school site, shall be assigned work by a certified teacher and shall receive partial credit which will be 25% of the original possible points for such school work if it is completed satisfactorily and timely as determined by the teacher. Such work shall be aligned with the curriculum used at the school from which the student is suspended.

BELL SCHEDULE

7:00.....Students begin arriving at school and eat breakfast, then report to the auditorium.

7:20.....Teachers pick up students in the auditorium

7:25Students report to classrooms/ Cafeteria stops serving breakfast

7:35Pledge/Announcements (**Please have your child at school no later than 7:30 so they are not behind when the teacher begins instruction at 7:40.**)

7:40Tardy bell rings/ Class begins

2:50Dismissal for Horseshoe, Walkers, & 1st Bus Students

3:15Dismissal for 2nd Bus Students

BIRTHDAYS AND INVITATIONS

If a parent or guardian chooses to provide a cake or snack for a student's birthday (in **GRADES PRE-K- 2nd** only) that occurs during the school year, these items must be brought for every child in the student's class.

- Please coordinate with the teacher beforehand. After receiving approval, these items must be brought to the front office for distribution.
- Please do not send any party favors or gifts. (Note- balloons and other large, bulky items are prohibited on the bus.)
- Personal birthday invitations are not to be given out at school.

BULLYING AND HAZING POLICY

The Jefferson Davis Parish School Board is committed to maintaining a safe, orderly, civil and positive learning environment so that no student feels bullied, threatened, or harassed while in school or participating in school-related activities. Statements or actions of bullying, hazing, or similar behavior such as threatening or harassment, made on campus, at school-sponsored activities or events, on school buses, at school bus stops, and on the way to and from school shall not be tolerated. *Bullying* is defined by law as a pattern of any one or more of the following:

- Gestures, including but not limited to obscene gestures and making faces.
- Written, electronic, or verbal communications, including but not limited to calling names, threatening harm, taunting, malicious teasing, or spreading untrue rumors. *Electronic communication* includes but is not limited to a communication or image transmitted by email, instant message, text message, blog, or social networking website through the use of a telephone, mobile phone, pager, computer, or other electronic device.
- Physical acts, including but not limited to hitting, kicking, pushing, tripping, choking, damaging personal property, or unauthorized use of personal property.
- Repeatedly and purposefully shunning or excluding from activities.

NOTE- The pattern of behavior above is defined as more than once and must have the effect of physically harming or placing a student in reasonable fear of physical harm, damaging a student's property or placing the student in reasonable fear of damage to property, and must be sufficiently severe, persistent, and pervasive enough to create an intimidating or threatening educational environment, or substantially interfere with a student's performance in school.

Hazing is defined as student behavior which subjects another student to potential physical, mental, or psychological harm for the purpose of initiation or admission into, affiliation with, or continued membership in, any organization or extracurricular activity at a public elementary or secondary school.

A student or guardian may report concerns regarding bullying, hazing, or similar behavior to a teacher, counselor, other school employee, or to any parent chaperoning or supervising a school function or activity. Intentionally making false reports about bullying, hazing, or similar behavior to school officials shall be prohibited conduct and shall result in appropriate disciplinary measures as determined by the School Board. The complete Jefferson Davis School Board Bullying Policy is posted on the district and school web-sites.

BUSES

For your child's protection, a reasonable set of rules will be followed by students riding the bus. Children **MUST** follow the rules while riding their assigned bus. Failure to cooperate can result in the loss of the student's privileges to ride. Sometimes we have to get a substitute bus driver to drive a route. Please be patient when we have a substitute and realize that there may be a delay for the time of arrival or departure due to learning a new route.

Bus roster children who do ride a particular bus will need a signed note from their parent to ride a different bus. Please include the name, address, and phone number of the child's destination on the note. If your child lives within a one (1) mile radius of school, this is considered walking distance unless it is in the revised walk zone that includes students living across the railroad tracks and across Highway 90. Students living within the one mile radius **will not** be permitted to ride any bus; for any reason (except for field trips).

➤ **BUS RULES**

An undisciplined school bus is a hazardous bus. Misbehavior can lead to accidents. The driver must concentrate on driving and can't be expected to constantly supervise the students while the bus is in motion. Therefore, for the safe operation of the school bus, students should obey these **safety rules**:

1. Cross the road cautiously under the direction of the driver when boarding and leaving the bus.
2. Follow the driver's instructions when loading and unloading.
3. Remain seated (in your assigned seat) at all times when the bus is in motion.
4. Remain quiet; do not try to distract the driver.
5. Keep arms, head or other objects inside the bus at all times and to yourself
6. Do not throw objects in the bus or out the doors or windows.
7. No eating, drinking, or chewing gum on the bus.
8. No writing or coloring on the bus seats, windows, walls, etc
9. Large, bulky items will not be allowed on the bus (including balloons which is a safety hazard, glass containers/items are also banned)
10. Anything prohibited at school is also prohibited on the bus (including but not limited to alcohol, drugs, weapons, etc).

Additional Information for bus riders:

- Have written permission and be authorized by the principal to get on or off at a stop other than your designated stop.
- Use emergency exits only for emergencies and when instructed to do so.

The Jeff Davis Parish School Board, in an effort to deal with student discipline problems on school buses, authorizes the use of video surveillance equipment in school buses by school officials. Discipline after use of surveillance equipment shall be fair, reasonable, and consistent with state law and School Board policy.

Parents should understand their responsibility in working with the bus driver and school system for the welfare and safety of their children. Also, emphasis should be placed on the problems involved with safe transportation and the extent of responsibility placed on bus drivers transporting their children.

Parent responsibilities are as follows:

1. Have children ready and at designated pickup points along the route 10 minutes before time and 10 minutes after the designated pick up time to compensate for weather, traffic or emergency situations that the drive may encounter while on the route. If a bus is late, please allow at least 10 minutes after pick up time before calling the school.
2. Cooperate with school and bus driver in teaching children safety precautions, good manners, and habits.
3. Assist when there are disciplinary problems.
4. Sign all documents from the local system to acquire transportation for the children.

CAFETERIA

If you need to call the cafeteria, you may reach them at 734-2679.

➤ **SCHOOL LUNCH**

Welsh Elementary has been accepted into the CEP Lunch Program. All students will receive lunch free of charge. Cost for lunch for employees and invited guests (see explanation below) is \$3.00 and breakfast is \$1.75. Visitors will be charged \$2.50 for breakfast and \$5.00 for lunch.

NOTE- Policies and guidelines set up by the Department of Education allow Parents/Grandparents who are invited to our school for a special occasion such as National School Lunch Week, Grandparents Day, or Student of the Week, to eat in the school cafeteria at the employee and invited guests cost

1. **CAFETERIA GUIDELINES**The School Lunch consists of meat/grain and bread products/vegetable/fruit/milk. Vita Pup and Sunny Delight can only be purchased AFTER the child places their plate in the designated class spot. Slushes are 100% fruit juice and may be purchased by the students who bring their lunches, too.
2. If a student is allergic to milk or any other food item, the cafeteria manager MUST receive a doctor's note stating the specifics of the diet needed for the child. The cafeteria will then be able to provide an alternative for the child when necessary.
3. Students are allowed to bring their own lunch in a proper container. However, no carbonated drinks (cokes or colas) are allowed in the cafeteria.
4. **No food chain wraps, bags, drinks, etc., can be brought into the cafeteria by anyone. (Example: Burger King, Dairy Queen, etc.)**
5. Trashcans will be placed at the end of each table. Students will dump trays one row at a time. Students should not bang their trays on the trash cans – forks are to be used to scrape off food if necessary. Trays will be stacked at the end of the tables and the cafeteria workers will collect the trays.
6. Parents and relatives will be allowed to eat with ONLY their child/ grandchild. The only exception is Kindergarten students who are allowed to have one friend sit with them and their parent/relative.

DISCIPLINE (Also see Positive Behavior Intervention System for more information)

➤ **WELSH ELEMENTARY SCHOOL DISCIPLINARY ACTION PLAN**

Teachers are to discipline any student misbehaving on our campus. It is to be understood that this responsibility for discipline will not be limited to one class. Teachers are to correct any child who is misbehaving regardless of their grade or school. Every teacher is authorized to hold students to a strict accountability for any disorderly conduct in school or on the playgrounds of the school, or in the street while going to or returning from school, or during intermission. Should the severity of the problem entail the help of the principal or assistant principal, it shall be given. **The principal or assistant principal will have the authority and the duty to take disciplinary action whenever the behavior of the student interferes with or disrupts the maintenance of a proper atmosphere for learning within the classroom or other areas of school.**

Note- After the third suspension, the student and parent or guardian must meet with the principal and school superintendent's designee before the student is eligible to return to school. A fourth suspension could result in the expulsion from school.

➤ **DISCIPLINE POLICIES**

Firearms, knives, other weapons, assault, theft, fighting, and willful disrespect towards staff members could result in automatic suspension from school or police intervention. Students will adhere to the parish guidelines on drugs, firearms, knives, and other weapons.

THREAT: Any student using the words shoot or kill (etc.) -- could possibly result in an automatic suspension.

○ **CELL PHONE**

Student direct or indirect (cell phone going off in class) usage of cell phone on campus is prohibited.

Consequences for Violation:

- Two appropriate consequences shall be assigned prior to an out-of-school suspension for cell phone usage (direct or indirect). Consequences before a suspension may include any of the following: recess detention, lunch detention, after-school detention, or in-school detention/suspension.
- Third incident of usage (direct or indirect) will result in an out-of-school suspension.
- First cell phone usage suspension will not count towards a recommendation for expulsion.

○ **CHEATING**

Cheating **IS NOT** an acceptable behavior. Issues will be handled by teachers and administrators. If a student in **Grades K-3** is caught cheating, (has a cheat sheet, is copying from another student, or is giving the answers to another student) the penalties are as listed below:

First Offense:

- The teacher will clip the student down to red (follow minor side of discipline flow chart), contact the parent, and provide intervention (student conference).

Second Offense:

- The teacher will contact the parent and refer the student to the office (major referral). The student will receive a "0" zero on the material.

Third-Sixth Offense:

- The teacher will refer the student to the office (major referral), the student will be suspended for (1) one day, and will receive a "0" zero on the material.

Seventh Offense:

- The teacher will refer the student to the office (major referral), the student will be suspended, recommended for expulsion, and will receive a "0" on the material.

If a student in **Grades 4-5** is caught cheating (has a cheat sheet, is copying from another student, or is giving the answers to another student) the penalties are as listed below:

First Offense:

- The teacher will contact the parent and refer the student to the office (major referral) and will receive a "0" zero on the material.

Second-Fourth Offense:

- The teacher will refer the student to the office (major referral), the student will be suspended for (1) one day, and will receive a "0" zero on the material.

Fifth Offense:

- The teacher will refer the student to the office, the student will be suspended, recommended for expulsion, and will receive a "0" on the material.

- **POSSESSION AND/OR DISTRIBUTION OF DRUGS (ACT 909-1990 LEGISLATIVE ACTION)**
 1. Any student who is in kindergarten through fifth grade and who is found guilty of knowledge of possession of, and intentional distribution of or possession with intent to distribute dangerous controlled substances on school property, on a school bus, or at a school event and who is found guilty will be referred to the local school board through a recommendation for action from the Superintendent.
 2. Specific procedures for Specifies procedures for review or appeal as follows:
 - a) The parent or tutor of the pupil may within five (5) days after the decision is rendered, request the school board to review the findings of the superintendent or his designee.
 - b) The parent or tutor of the pupil may within ten (10) days appeal to the district court for an adverse ruling of the school board/superintendent.
 3. Requires that upon recommendation by a principal for the expulsion of any student referred above, a hearing shall be conducted by the superintendent or his designee to determine whether the student shall be expelled or if other corrective or disciplinary action shall be taken. Until such hearing, the student shall remain suspended from school.
 4. Mandates that no student expelled pursuant to this Act shall be readmitted **to any public school in the state** except upon the approval of the school board of the system which he seeks admittance.

DISMISSAL OF STUDENTS

Parents need to be consistent with dismissal procedures for their child/children. Any changes will need to be put in writing or directed through the office. **NO PHONE CALLS WILL BE ALLOWED to change how your child gets home after 1:30 p.m. except in extreme emergencies.**

➤ ***LEAVING SCHOOL EARLY***

All students must be signed out by a parent, guardian, or designated responsible adult before leaving campus once the official school day begins. **Only designed responsible adults that are listed as ones allowed to sign-out your child will be able to do so. Any other person will not be allowed to sign your child out.** Please notify the office if there are any circumstances which would prohibit certain individuals from signing your child out or picking your child up from school. This is to ensure your child's safety.

We encourage parents to make appointments after school. Students who are checked out early for no valid reason will be documented as unexcused. Leaving school early will be counted as a tardy.

DRESS CODE

Students in Jefferson Davis Parish (Pre-K - 12) shall be required to wear uniforms to school. Religious clothing must be approved by the Superintendent. Parents/guardians shall be responsible for purchasing uniforms. Uniforms shall be worn as follows:

Pre-K - 12 Boys Dress Code:

Shirts-

- Hunter green, white, navy, or red shirt (oxford, knit, or broadcloth)
- Polo/golf or oxford style
- Short or long sleeves, with collar, no exposed labels or logos
- Shirts must be tucked

Pants/Shorts -

- Uniform khaki or navy blue pants or shorts (no exposed labels or logos)
- Pleats optional, cuffed or hemmed
- No outside pockets (sewed on) or rivets
- Shorts not more than 3 inches above to 3 inches below the knee
- *Boys in Pre-K - 2 may wear pants or shorts with elastic waists.

Pre-K - 12 Girls Dress Code:

Shirts -

- Hunter green, white, navy, or red shirt (oxford, knit, or broadcloth)
- Polo/golf or oxford style
- Short or long sleeves, with collar, no exposed labels or logos
- Shirts must be tucked

Pants/Short/Skorts/Jumpers -

- Uniform khaki or navy blue pants, capris, or shorts (no exposed labels or logos)
- Pleats optional, cuffed or hemmed
- No outside pockets (sewed on) or rivets
- Shorts not more than 3 inches above to 3 inches below the knee
- Approved Plaid #44, uniform khaki or navy blue skirts, skorts, jumpers-with blouse or shorts
- Not more than 3 inches above to 3 inches below the knee
- *Girls in Pre-K - 2 may wear pants or shorts with elastic waists.

Dress Code Expectations:

1. At the discretion of the principal, school-approved spirit shirts worn with the remainder of the approved uniform are allowed in conjunction with the *School-Wide Positive Behavior Support Program (SWPBIS)*, picture day(s), school spirit days, ACT group, etc.
2. Socks ,stockings, or leggings for girls must be solid colors of white, khaki, hunter green, black, grey, or navy blue. Girls may wear leggings under their dress, skorts, skirt, or shorts of the appropriate length, not more than 3 inches above to 3 inches below the knee.
3. Footwear - Slippers, sandals, or flip-flops are not acceptable. Shoes must have enclosed backs. Lace-up Croc style shoes are acceptable.
4. All students must wear plain belts of solid leather or fabric (brown, black, hunter green, khaki, grey, or navy blue) if pants have loops. No decorations are allowed on belts. Buckles must be plain.
5. No over-sized clothing will be allowed. Pants must fit at the waist. No "low riders." Drawstring pants, cargo pants, carpenter pants, joggers, and sweat pants are prohibited. Shirts will be tucked in properly. No outside rivets or sewed-on pockets are allowed.
6. Undershirts/turtlenecks must be a solid color of white, khaki, hunter green, black, grey, or navy blue with no monograms, no name-brands, and no logos. Undershirts/turtlenecks do not take the place of the uniform shirt.

7. Sweatshirts or 1/4 zipped/buttoned pullovers, if worn, must be either hunter green, navy blue, khaki, black, grey, or white. Uniform shirt collar must be visible under a sweatshirt. No hoodies or pullovers are allowed.
8. Seasonal Clothing - Jackets, sweaters, and vests should come to mid-thigh or higher. No emblems or logos will be allowed except for school approved club, spirit, or letter jackets. Jackets, sweaters, or vests, if worn, must be a solid color (hunter green, navy blue, khaki, black, grey, or white). Uniform shirt collar must be worn under a sweater or vest. Any other jacket will be approved at the discretion of the school principal.
9. Hoods, caps, or hats may not be worn inside buildings.
10. Only the wearing of one pair of stud earrings shall be allowed for students. No "spacers" or "gauges" are allowed in school. Visible body piercing is prohibited. (Example: nose, lips, tongue, eyebrows, etc.) Students shall be allowed to wear chains or necklaces provided the necklace is underneath the uniform shirt.
11. Hair shall be neat, clean, and out of the eyes. No hair designs, color, or style causing undue attention shall be allowed. Only naturally occurring hair colors are allowed.
12. Male students may wear neatly trimmed mustaches, and sideburns can extend to the lobe of the ears. Beards are not allowed.
13. Maternity clothing is allowed and must be approved by the principal.
14. Obscene, disturbing, or inappropriate tattoos must be covered.

Dress Code Violations:

A student enrolled in grades Pre-Kindergarten through five shall not be suspended or expelled from school or suspended from riding on any school bus for a uniform violation that is not tied to willful disregard of school policies.

La. Rev. Stat. Ann. §14:95.9, includes permitting a student to wear, carry, or possess a backpack on school property or a school bus that has bullet-resistant metal or other material intended to provide protection from weapons or bodily injury.

Revised: June, 2018

DRUG EDUCATION

➤ **DRUG FREE ZONES**

It is unlawful for anyone to use, distribute, be under the influence of, manufacture or possess any controlled substances as defined by statute on or around school property or an area within 2,000 feet of any property used for school purposes by any school, or on a school bus. These areas shall be designated as *Drug Free Zones*. The School Board, in cooperation with local governmental agencies, and the Louisiana Department of Education, shall designate and mark *Drug Free Zones* which surround all schools and school property.

➤ **STUDENT ALCOHOL AND DRUG USE**

The Jefferson Davis Parish School Board is dedicated to providing a drug-free learning environment for the students attending public schools. The Board directs that each student shall be specifically prohibited from

being under the influence of, bringing on, consuming, or having in his/her possession on a school bus, on school premises, or at a school function away from the school, any alcoholic beverages, narcotic drugs, prescription medications, marijuana, nitrate based inhalants, imitation or counterfeit controlled substances, or other controlled substance as defined by state statutes, unless dispensed by a licensed physician as allowed by law. The Superintendent shall be responsible for maintaining appropriate procedures for the detection of alcohol, narcotic drugs, nitrate based inhalants, imitation or counterfeit controlled dangerous substances, or any other controlled substances.

Any violations of criminal laws, state or federal, committed on school property shall be prosecuted as provided by law. School officials, teachers and/or Board employees shall report all violators to the principal, who in turn, shall notify the proper law enforcement agency and shall cooperate with the prosecuting attorney's office in the prosecution of charges. Any student who distributes, sells or dispenses in any manner or form whatsoever a controlled dangerous substance as defined by state law to another student or anyone else while on the school premises shall be expelled pursuant to the provisions and guidelines as set forth in state law.

The principal shall immediately notify the parents or guardian, by telephone, of any student found in violation of this policy. If the parents or guardian cannot be reached by phone, the principal shall then notify them of the action by sending a letter within twenty-four (24) hours. Care shall be given to afford due process to all students.

In addition, any student suspended or expelled for being under the influence of, or in possession of, or for use of drugs, in any form, and alcohol, shall be required to have an assessment at a substance abuse treatment center, either private or public, and will follow the recommended treatment plan. Before being admitted back into school, the student must present to the principal a complete report from the substance abuse treatment center to which the student was referred.

➤ **TITLE IV – SAFE & DRUG FREE SCHOOLS AND COMMUNITIES**

Using a variety of resources, provides 16 hours of drug and violence prevention and character education to students in grades Kindergarten through fifth.

While it is mandated by Louisiana law that public schools must provide education in these areas, the federal *No Child Left Behind Act* allows parents to withhold their child(ren) from this instruction. If you do not wish for your child to participate in the Safe & Drug Free Schools' activities, you may elect to withhold him/her from participation by completing the attached form and returning to his/her school.

Parents: *Please complete and return the attached form **ONLY** if you **DO NOT** wish for your child to participate in Safe & Drug Free activities.

School _____ School Year _____ Student's name _____
Grade _____ Date _____ Homeroom teacher's name _____

____ **DO NOT** wish for my child to participate in Safe & Drug Free Schools activities.

Parent's or Guardian's signature _____

EMERGENCY SITUATIONS

➤ **EMERGENCY PREPAREDNESS/CRISIS MANAGEMENT PLAN**

Fire drills, lockdown drills, and shelter in place drills are conducted regularly as part of our Crisis Management Plan. In case of an emergency where students must be evacuated off-site, parents and guardians are to report to the Welsh Community Center. This will be the site for the Parent Center where students will be checked out according to our state-approved procedure. Only parents/guardians presenting a photo I.D. will be allowed to check out their children. Under no circumstances should you report to school. Follow all directions as given by the local media under the direction of parish emergency personnel. We appreciate your cooperation.

➤ **PROCEDURE FOR CANCELLATION OF SCHOOL**

Notification of cancellation of school for special events will be made in advance by newsletters or notes sent home. For emergency situations which arise during the day, the principal, assistant principal, or secretary will call bus drivers, and then notify radio station KJEF and Channels 3, 7, and 10. Plans for such emergencies, including what to do if no one is at home, should be formulated and discussed with your children.

EXTRACURRICULAR CLUBS

Welsh Elementary provides many opportunities for students to become involved at school. Some of the organizations students can join are **4-H** (4th and 5th grade students, some 3rd grade students who turn 9 before Jan. 1st), **Early Act** (4th and 5th grade students), **Beta Club** (5th grade students who qualify), and **Library Club** (5th grade students). Most clubs do have membership dues that must be paid in order to be a member.

FIELD TRIPS

Field trips are part of the educational experience and can enhance both academic and cultural experiences. Field trip guidelines will be as follows:

- Eligibility:
 - Students with major disciplinary infractions that pose a threat to students/teachers will not be allowed to attend field trips that occur within the same semester as the disciplinary infraction.
 - Students with unsettled debts, which the school has attempted to collect (e.g.- library fees for lost library books, fundraising money, etc) will not be allowed to attend field trips.
 - Permission forms must be signed by a parent/guardian at least a day in advance of the field trip.
 - Students are under the jurisdiction of the school while on field trips and will be held accountable for behavior.
- Checkouts from Field Trips:
 - Parents/guardians must sign his/her child only out from the school prior to the field trip. This must be approved by the principal.
- Refunds of Field Trip Money:
 - Refunds for field trips will be considered only if a request for the refund is submitted in writing

GRADING GUIDANCE/GRADING SCALE

In a nine-week grading period, students will have a minimum of six major grades and three minor grades. The lowest of the six major grades will be dropped each nine weeks. Students will also take a Quarterly Exam (QE) in each core content area each nine weeks. This will count as a major grade and cannot be dropped. The following will not be assigned grades: AR, participation (with the exception of PE), bell ringers, DOL, or homework.

GRADING SCALE

Letter Grades	Percent Scale
A	93-100
B	85-92
C	75-84
D	67-74
F	0-66

GUIDANCE & COUNSELING PROGRAM

The guidance and counseling program at Welsh Elementary is designed to assist your child in making the most of his/her educational experience. Services are available to all students in a variety of settings and are preventive as well as remedial in nature. The guidance and counseling services are vital components of the educational process, which enables students to assess their needs, recognize their abilities, and formulate strategies to achieve their potential. These services assist students to make sound decisions and become responsible, productive, life-long learners. If the counselor deems it necessary to include your child in any groups or activities in her office she will do so unless you notify the school for your child to not participate.

HOMEWORK

Homework should be for well-defined purposes and carefully assigned for the student's benefit. It is the policy of the Jefferson Davis Parish School Board that no grade will be assigned for homework.

- In grades 1st and 2nd, homework should require no more than that which can be accomplished in approximately ½ hour.
- In grades 3rd- 5th, homework should require no more than 1 to 1 ½ hours in all subject areas.

INSURANCE

At the beginning of the school year students are provided information concerning school insurance which is available from a company approved by the Jefferson Davis Parish School Board. The program includes two types of coverage: the at-school coverage and 24-hour coverage. The at-school coverage provides protection while students are in school or while they are participating in school-sponsored activities. The 24-hour coverage is intended to provide for more complete coverage for the student whether he is in school or not. The 24-hour coverage lasts through the summer months until enrollment time again, usually in September. Students may enroll in the program at any time during the year. Those who enroll in the insurance program and find it necessary to file a claim for an injury, should report to the office immediately, so there will be no delay in getting the claim form to the doctor.

INTERNET & COMPUTER USE

Students may use the Internet at school only if the annual Acceptable Use Policy (AUP) has been properly signed and approved by parents and school personnel and then only in accordance with school and district policy and regulations governing such usage.

Any person using computers or other electronic information resources shall be required to use such equipment in a safe, responsible, and legal manner. Only school appropriate-material should be accessed on the Internet. Any violation of the AUP will result in disciplinary consequences. The principal shall determine what is appropriate or inappropriate, including appropriate disciplinary action.

JURISDICTION

All students shall be under the jurisdiction of the school during normal school hours, from the time the student arrives at school each day until he or she leaves the school campus in the afternoon. In case a student rides a bus, he/she shall be under the jurisdiction of the school from the time he/she boards the bus until he/she exits the bus in the afternoon. Students shall also be under the jurisdiction of the school while attending any school-sponsored activity either at school or away from school.

LEGAL CUSTODY

Where the legal custody of a student has been judicially assigned to one parent, to a legal guardian, or foster parents, a certified copy of the judgment shall be submitted to the school office. A copy of judgment will be kept on file. In the absence of a legal document, a child will be released to either parent.

LIBRARY (including AR)

All students get to enjoy visiting the library each week. Only 1st-5th graders are allowed to check out books from the library. It is their **responsibility** to return the books weekly. They must be **respectful** to all books by helping to keep them nice and clean. They need to keep their books in a **safe** place such as their book sack once they finish reading it. If books are damaged or lost you and your child will be held responsible for the cost to replace the book. **If students have overdue books they will be allowed only one book until the overdue book is returned or payment is sent.** When notices are sent home please look for the book before sending payment. The librarian will send 3 notices before actual payment needs to be sent. The 4th notice will have the amount that needs to be paid with the librarian's signature. Students that have not taken care of their bill or returned their books will not be able to receive their report cards. Many books are found at home after payment is sent which makes it difficult for our bookkeeper. After payment is made, if books are found at home within this school year, money will not be reimbursed until after January and again at the end of the year. Many times parents find the book the day after they pay for it. Please look everywhere before sending payment.

➤ **ACCELERATED READER (AR)**

Research shows that there is a direct correlation between students who become life-long readers and positive academic performance.

Although AR will NOT count as a grade in any subject, WES students in grades 2-5 are strongly encouraged to participate in the AR program. This program includes incentives throughout the year and an invitation to SPLASH BLAST in May for any student receiving 25 points or more while maintaining 80% accuracy. Awards will be given each nine weeks to those students who maintain the highest average and the most points in their homerooms.

LICE

Parents are asked to contact the school should lice be detected in your child, so we, in turn, can check the class. Please remind your child/children not to share hats, combs, coats, etc with anyone.

The school will observe the following guidelines in its effort to control lice:

- Parent/guardian will be notified if their child is found to have positive evidence of head lice infestation (either live lice or nits). Students may be excluded from school once lice are identified.
- Parents/guardians will be responsible for shampooing hair with head lice shampoo, which can be obtained at any pharmacy. Parents/guardians may also contact their family physician for a prescription shampoo. Most shampoo treatments must be used on dry hair. Bits must be pulled out of the hair, and all persons in the household should be checked and treated, if necessary.
- Upon returning to school, please go to the office to be cleared. At-home treatment measures (provided by the school nurse) should continue.
- A child should not miss more than two days of school for lice treatment.

LOST AND FOUND

Any valuables found will be brought to the principal's office. Any clothing found will be placed in the "Lost and Found" located in the hall near the cafeteria. If names are found in the clothing, the articles will be returned to their owners. Having your child's name in his/her clothing will ensure that the lost articles will be returned quickly. Children need not bring large sums of money to school.

MEDICATION POLICY

It shall be the policy of the Jefferson Davis Parish School Board that medication shall not be given to or taken by students at school with limited exception as outlined below. Students shall not be allowed to have any type of medication in their possession on school property. **NO MEDICATION OF ANY KIND IS TO BE BROUGHT TO SCHOOL BY STUDENTS, INCLUDING ON THE BUS!!**

Medication found to be in the possession of a student on school property shall be taken from the student and reported to the principal, who shall contact the parent or legal guardian for appropriate information.

Acutely ill students should be sent home after parents or guardians have been contacted. Students convalescing from short term illness should remain at home until the need for medication no longer exists. Parents and / or legal guardians may, with the approval of the principal, personally administer medication to their child or children at school in the office.

When there are special circumstances because of student permanent health problems or health problems of long duration and medication is needed to assure school attendance of the student, arrangements by the parents or legal guardians of the student shall be made with the principal in consultation with the school nurse for the student to receive required medication. The administration of any medication shall be handled in accordance with the following:

1. **Non-prescribed Medication:** This policy requires that all medication administered at school be prescribed by a physician, that a written physician's order be on file at the school stating frequency and dosage, that the medication be dispensed by a pharmacist with the container labeled by a pharmacist, and that a parent's consent form also be on file. **This policy applies to all medications, including over-the-counter drugs such as aspirin or cough drops, Advil, etc.** Of course, any parent may still come to the school and administer medication to his or her child if he or she wishes. We know that these policies may seem cumbersome, but we ask that you keep in mind the intent of the regulation which is to ensure public safety.

Anyone having questions about the medications policy should contact the school nurse, Ms. Ashley Galley, at 337-734-2351.

2. Prescription Medication: Prescribed medicine shall be brought to the principal with a written, signed permission form from the student's parents or guardians. Written orders from a physician clearly detailing the name of the drug, dosage, and time intervals between administrations of medication shall accompany the parent's written request. If doctor's orders are not available, no medication shall be administered.

3. Prescribed Maintenance Medication: Students who are under doctor's care with a chronic long-term condition which requires a regimen of specific medication over an extended period of time shall be treated as any other student taking a short-term prescribed medication.

In addition, school personnel shall maintain a log each time medication is given. The log shall reflect the dosage, date, and time. The log shall be signed by the authorized person administering the medication.

The school nurse shall provide the medication log and any additional information needed. The provisions stated here shall not preclude the administration of first aid by the school in the event of injury or accident. If any treatment is necessary, such treatment shall be commensurate with the severity of the injury.

No employee of the school district may be held responsible if the child does not receive his scheduled dose of medication or if the child takes an overdose of medicine. If the daily dose of medicine is lost, stolen, or spilled, or if the child refuses to take it or spits it out, a reasonable attempt will be made to reach the parents. If the parents cannot be reached, the school personnel shall not be held responsible. These particular situations must be documented and signed by the person(s) involved.

➤ **NEW MEDICATION ADMINISTERED OUTSIDE THE SCHOOL'S JURISTCTION**

Students who are diagnosed and prescribed a new medication that may have side effects should follow the following guidelines. The law states that the initial dose of medication shall be administered by the student's parent or guardian outside the school jurisdiction with sufficient time for observation for adverse reactions. If a student begins a new medication outside the school jurisdiction, sufficient time for adverse reactions to occur will be decided by the child's doctor. Because of this, parents shall be given the option to keep their child home for one day after the initial dose of a new medication given outside of the school's jurisdiction. The student will be excused for one day if the parent chooses to keep their child home for observation.

PARENT-TEACHER CONFERENCES

Parents are encouraged to arrange conferences with teachers to discuss the progress of their children. Such conferences are valuable aids for better understanding among teachers, pupil, and parents. However, it is necessary to schedule teacher-parent conferences at some time other than the teacher's regularly scheduled class periods. State law and parish policy requires that at least two parent teacher conferences be scheduled during the first semester of each school year for students in academic need. Law also requires that a parent attend at least one of the scheduled conferences.

PARENT TEACHER ORGANIZATION (PTO)

Welsh Elementary has a very active Parent/Teacher Organization. Four meeting dates have been set for the 2018-2019 school year:

Monday, August 6th @ 6 p.m. (initial meeting)

Tuesday, November 27th @ 3 p.m.

Tuesday, January 29th @ 3 p.m.

Tuesday, April 30th @ 3 p.m.

We hope that you consider joining this important group. Our PTO helps with special events at school, monthly bake sales, and generously offers their time and energy to raise money for special projects at school. Members of the PTO also help with school wide fundraisers that bring in money for the school to help with nine-weeks awards programs, positive behavior rewards, and playground equipment.

POSITIVE BEHAVIOR INTERVENTION AND SUPPORT

Faculty and staff encourage positive behavior in every aspect of education. A school wide Positive Behavior Intervention and Support Committee (PBIS) meets once a month - analyzing our school's discipline reports and creating positive approaches to discipline.

Component 1: Statement of Purpose

We strive to motivate each child to make the most of his/her own unique abilities, so that he/she will continue to learn in a safe environment, to encourage further community involvement to continue to work together as a governing body along with administration, teachers, parents, and students.

Component 2: Clearly Defined Positive Stated Behavioral Expectations

Be Respectful

Be Responsible

Be Safe

Component 3: Procedures for Teaching Behavioral Expectations

Philosophy: Positive behavior needs to be taught, modeled, shaped, and cured in a conducive and supportive environment. Teaching positive replacement behaviors has potential for lasting change.

Belief: A school wide positive behavioral support teaches appropriate behavior to all students in the school. Plans are to understand the behavior, teach an alternative that meets the student's needs, and change environmental conditions in an effort to permanently change the way a student seeks to get his/her needs met. This includes providing interventions to students to support new skills.

Teachers teach behavior expectations in all areas of the school at the beginning of the school year. Expectations are then retaught after each major holiday (Labor Day, Thanksgiving, Christmas, Mardi Gras, and Easter) and retaught on an as-needed basis. Teachers also reteach expectations to students who do not attend the quarterly Behavior Bashes. A "Teaching Behavioral Expectations" documentation log is kept by each teacher throughout the year and turned in at the end of the year.

Component 4: Procedures for Encouraging Behavioral Expectations

- Teachers encourage students to follow the behavioral expectations by providing daily verbal praise, encouraging students to attend the quarterly Behavior Bashes, and by distributing Hound Pound tickets for following the 3 B's.
- Students are allowed to use their Hound Pounds to purchase prizes/ treats at the monthly Hound Pound store.
- Teachers select one boy and one girl from each homeroom to receive the Positive Behavior Award.

Component 5: Continuum of Procedures for Discouraging Problem Behavior

Every classroom will have a clip chart that has seven colors:

Pink – outstanding

Purple – great job or role model

Blue – good day or showing pride

Green – ready to learn

Yellow – slow down or think about it

Orange – teacher’s choice of consequence

Red- parenRed – parental contact or office referral

Every day each student will begin the day on green. Student who exhibit exceptional behavior while following the school wide behavior expectations should be allowed to clip up as determined by the teacher.

MINOR- Classroom Managed Behaviors: These behaviors do not require administrator involvement, do not significantly violate rights of others, do not put others at risk or harm, and are not chronic. For example: excessive talking, blurting out, out of line, out of seat, not following directions, running in the hall, not prepared for class, horse playing, being disrespectful: rolling eyes, making rude comments, not using proper manners, etc.

Classroom teachers will use the color clip chart to manage these **MINOR** behaviors:

- 1st Offense: Inform student of rule violated and describe expected behavior (warning)
- 2nd Offense: Student clips down on the clip chart (yellow); dteacher and student debrief event and teacher re-teaches appropriate school wide behavior expectation.
- 3rd Offense: Student clips down on the clip chart (orange); teacher decides on a consequence (time out, loss of free time/free time/privilegespriviledges, etc.)
- 4th Offense: Student clips down on the clip chart (red); tfollows the MINOR side of the flow chart for incidents/ consequences.

Minor referrals will start over after each semester.

If a student receives 7 MINOR REDS or 2 MAJOR REDS, the student shall be referred to the Intervention Team and entered into Tier II interventions for behavior. After a student’s second suspension, a functional behavior assessment will be completed.

MAJOR- Office Managed Behaviors: These behaviors do require administrator involvement, significantly violate the rights of others, put others at risk or harm, and are chronic. For example: inappropriate language (cussing), noncompliance, physical aggression, stealing, instigating and/or participating in fights, threatening students physically or verbally, writing or using profane/obscene language (including cussing), leaving campus or classroom without permission, etc. Office managed behaviors would also include behaviors that violate district, city, and/or state laws as illegal substances, dangerous weapons, vandalism, destruction of property, physical injury to others, etc.

At any time, if student behavior is considered a MAJOR, teacher will move student’s color to RED and immediately follow the MAJOR side of the flow chart and refer the student to the office.

Types of disciplinary action from administration may include, but are not limited to, the following:

- Loss of free time/ privileges
- Exclusion from extra-curricular activities
- In School Detention (ISD- morning, lunch, non-instructional time)
- After School Detention (ASD)
- In School Suspension (ISS)
- Out of School Suspension (OSS)
- Expulsion form School

PROMOTION & RETENTION

The Jefferson Davis Parish School Board shall require pupil promotion and retention to be based upon an evaluation of each pupil's achievement in terms of appropriate instructional goals. District-wide standards for promotion and retention are established in the **Pupil Progression Plan** and shall govern the placement of students. Pupils meeting the standards and other criteria established in this plan shall be eligible for promotion and/or credit. Regulations set by the BESE shall also be met in order to receive credit.

REPORT CARDS and PROGRESS REPORTS

Report cards are designed to inform you of the progress made by your child each nine weeks. Progress reports will be sent home in the middle of each nine weeks.

Nine-Week Period	Progress Reports Issued	Nine Weeks Ends	Report Cards Issued
First	September 18	October 16	October 22
Second	November 28	January 7	January 11
Third	February 13	March 14	March 20
Fourth	April 29	May 23	May 24 (Mail)

NOTE- Possible failure letters will be sent home with the Second & Third Nine Weeks Report Cards.

STUDENT OF THE YEAR

Students must have a cumulative grade point average of 3.5 on a four-point scale calculated on semester grades in grades 3, 4 and 5 to qualify for the student of the year. Students who meet the above criteria for each grade will be asked to submit an application portfolio. All candidates who submit a portfolio will also participate in a writing sample as well as an interview with a panel of judges. Students will be judged according to the state application guidelines that can be found on the Louisiana Department of Education website.

STUDENT ILLNESS AND ACCIDENTS

Welsh Elementary School recognizes its responsibility to provide proper care to the students when they become ill or injured. Any first aid treatment shall be in accordance with the severity of the illness or injury. Furthermore, when a child becomes sick at school or is seriously injured in an accident, the principal shall be responsible for informing the parents of such illness or injury immediately by phone or otherwise. If it proves impossible to get in touch with the parents, the principal has the responsibility of placing the child under the treatment of a physician, preferably the family physician if he/she is known. Neither the School Board nor the school shall assume any liability for the treatment of a student. The physician should be given information concerning all the circumstances involved, including the principal's unsuccessful attempts to inform the parents of the illness or injury and the fact that the responsibility for payment for services rendered lies with the parents. If treatment is deemed urgent and a physician is not immediately available, the student may be taken to a local emergency room.

- Principals shall notify the Superintendent of all serious accidents to pupils, whether they occur on the school grounds or the school bus.
- Accidents requiring medical attention should be reported immediately. In case of extreme emergencies, school personnel will contact 911. Parent/guardians will be notified immediately.
- In case of an accident, the injured student and teacher in charge must come to the office to fill out an accident report. Students who are involved in accidents and who are not under teacher supervision, whether automobile or personal, are also to report immediately to the office. This will enable school officials to determine the seriousness of an injury and will allow them to take precautionary measures and to notify parents.

STUDENT ILLNESS AND ACCIDENTS (continued)

Those students who have the school insurance will be given an insurance form to take to the doctor so that the doctor may file his claim with the insurance company. Neither the insurance company nor the school will assume responsibility for payment of doctor bills when no report was made by the injured student and the teacher in charge.

STUDENT RECORDS

All student records maintained by the school are open to review by the child's parent or guardian. In the event your child transfers to another school, school records will not be released to anyone outside the school without written permission from the parent or guardian.

SUPPLY FEE

All students are required to pay a \$40 supply fee. Arrangements can be made for a payment plan through the front office. Parents will be notified throughout the year on the progress of these payments. Please be sure to pay the supply fee in full by March 14, 2019.

TARDY POLICY

A student shall be considered tardy or late to class if the student is not in the classroom when the bell to begin class ceases. Tardy or early dismissal shall also mean leaving or checking out of school unexcused prior to the regularly scheduled dismissal.

TELEPHONE USAGE

Students are allowed to use the telephone in the office if they have permission. The use of the telephone is limited to important calls as determined by the school staff. Children will not be allowed to receive phone calls unless the principal determines that it is an emergency.

Cell phone direct or indirect usage is prohibited on school campus.

TEXTBOOKS AND SCHOOL PROPERTY

Textbooks and library books are loaned to students. Students assume full responsibility for the careful use of them. If a student marks, tears, or ruins books in any way, he may be charged for the book. Writing on or scarring desks or walls will not be tolerated. Property damaged or destroyed either willfully or through negligence must be replaced or paid for by the student responsible.

TOY POLICY

Small toys labeled with the child's name will be allowed in Pre-K and Kindergarten **only**. No toy guns or weapons will be allowed in any grades. Students may bring their own basketball/football to be played with under supervision of a teacher. The use of electronic devices on campus and the bus are prohibited.

TRUANCY COURT

“EVERY MINUTE COUNTS”

Students are expected to be in attendance every minute of every day. Louisiana State Law mandates compulsory school attendance and every parent or legal guardian of a student shall enforce and be held accountable for the attendance of their student at the school to which the student is enrolled and assure their student's attendance at school every day scheduled by the local school board until their 18th birthday.

TRUANCY COURT REFERRAL CRITERIA & PROCEDURE

In compliance with state law pertaining to ACT 745 regarding amendments and reenactment of LA R.S. 17:233 (B)(1) and LA R.S. 17:233(C), relative to habitual absences and tardiness, Truancy Court for the 2019-2019 school year will occur on a regular basis. You are hereby notified that if your student meets the following criteria listed below, he/she may be referred to Truancy Court which is an informal process and intervention strategy of the Jeff Davis Parish 31st Judicial District Families in Need of Services Program (FINS) and the Jeff Davis Parish School's Child Welfare & Attendance Program:

- *Students who exceed 5 days unexcused absence or unexcused occurrence of being tardy to include early sign outs by parents within any school semester or as deemed eligible for referral by the Director of Attendance, and who do not provide a valid excuse according to the criteria for extenuated circumstances as listed above may be referred to Truancy Court.*

*Interventions may include student and/or parent counseling, required school bus ridership, surrendering of driver's license, or driving permits, or hunting/fishing license, Saturday community service, and court fees.

*In cases of non-compliance, continued absences or occurrences of being tardy, or when interventions fail to correct the problem, violations may be referred to formal court where additional penalties may be imposed upon the parent/legal guardian and/or student.

Student attendance records are printed on his/her report card every nine weeks. However, if you have any questions or concerns regarding Truancy Court, contact the Principal of your child's school or Ben Oustalet, Director of Child Welfare & Attendance at 337.824.2003.

VISITORS

All individuals entering this campus **MUST** come by the school office to sign-in and receive a visitor's pass. You must get a visitor's pass ANY time you are on campus, including before and after school. Parents **MAY NOT** visit the classroom during instructional time unless it is a scheduled conference or special event. We do encourage parents to come to school for special events. Before leaving campus, please return the pass to the office and sign-out.

Note: For the safety of our students and staff, parents will not be allowed to walk their children to class each morning. Parents that bring their children to school should go through the horseshoe. If a parent walks their child into the school building, they will need to say good-bye in the lobby, and the children will proceed to the cafeteria for breakfast, the auditorium or to their classroom depending on the time. The cafeteria closes for breakfast at 7:25 a.m.