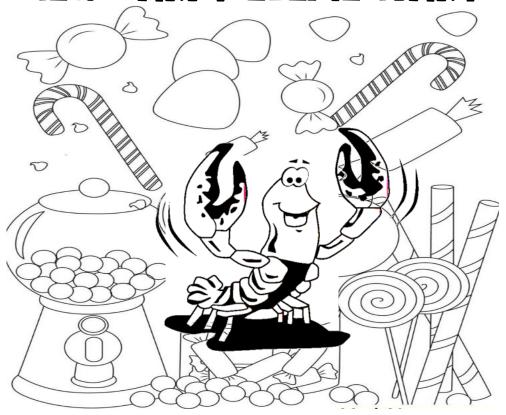
# NEW SARPY ELEMENTARY



# "Life is sweet at NSE!"

# 2023-2024 Student and Parent Handbook

Rebecca Matherne, Principal

130 PLANTATION ROAD DESTREHAN, LA 70047

PH: 985-764-1275 Fax: 764-6942

# 2023-2024 New Sarpy Elementary School Handbook

Pa	ren	ts
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After reviewing the expectations, procedures, and general information in this handbook with your child, please sign and return this form to your child's teacher. If you have any questions or concerns, feel free to contact us at 985-764-1275.

Sincerely,

Rebecca Matherne, Principal New Sarpy Elementary

\_\_\_\_\_

I have read and understand the New Sarpy Elementary School Title I Handbook including:

- Description of the Title I Program
- School Parent Involvement Plan
- District Parent Involvement Policy
- Parents Right to Know

Parent Signature	Date
Student Signature	Date
Teacher	_ Grade

Please return this form to your child's teacher by September 15, 2023.

Los padres,

Después de revisar las políticas, los procedimientos y la información general de este manual con su hijo, firme y devuelva este formulario al maestro de su hijo. Si tiene alguna pregunta o inquietud, comuníquese con nosotros al 985-764-1275. Sinceramente,

Rebecca Matherne, Principal
Las Escuelas Públicas de la Parroquia de St. Charles no
discriminan por raza, color de piel, nacionalidad, orientación
sexual y/o discapacidad.
**************************

He leído y entiendo el Manual del Título I de la Escuela Primaria New Sarpy incluyendo:

- Descripción del Programa Título I
- Plan de Participación de Padres Escolares
- Política de Participación de Padres de Distrito
- Derecho de los padres a saber

Firma del padre:	Fecha:
Firma del Estudiante:	Fecha:
Maestro de aula:	
Grado:	

Por favor devuelva este formulario al maestro de su hijo antes del 15 de septiembre de 2023.

#### Dear Parents:

During the course of any school day, events may occur which threaten the safety and well being of both students and school personnel. These disruptions may be weather related, man-made disasters or situations within the confines of a building site. Whatever the situation, it is imperative that appropriate and organized action be taken.

A Crisis Management and Emergency Response Plan addresses multiple emergency/crisis situations and ways of responding to them. All members of the school community have been assigned specific roles in the process and have been in-serviced as to its implementation.

Occasionally emergency situations may warrant the closure of schools. Because this causes the interruption of family routines, this procedure will be followed only if it is the most prudent one available. If within our control, the decision to close any or all schools will be made as soon as possible so impacted parents can make appropriate arrangements. Stakeholders will be notified of school closures and other information relative to the event through the district's messaging system (Blackboard Connect) and Cox Cable Channels. Additional information will also be provided through WWL870 AM and New Orleans television stations.

Generally speaking, we prefer not to send students home during school hours. In fact, we will house them late into the day or even overnight if the situation makes it unsafe to send them home. Please note that if a school is ordered to provide shelter-in-place or to evacuate to protect the safety of the children, students will not be released from the custodial care of the school until the danger has passed. Therefore, parents are requested not to come to the school to pick up their children in such an emergency situation. Relying on school buses to transport students home on normal bus routes when it is safe to do so will help avoid traffic congestion in and around schools and help keep parish roads clear for essential emergency vehicles. Necessary information will be provided through the channels previously mentioned.

If it becomes necessary to close schools early, middle and high school students will be dismissed first, followed by grades K-5. Parents should develop a plan to deal with the early arrival of their children from school. Bus drivers will monitor the safe arrivals of K-5 students at their homes. If students cannot be safely let off the bus, they will be returned to their schools or to a predetermined site. It is our goal to provide a safe haven for our students through the cooperative efforts of schools, parents, and students. Thank you for your assistance.

Sincerely

Dr. Ken Oertling

Superintendent

St. Charles Parish Public Schools

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#### **Introduction**

On behalf of the staff at New Sarpy Elementary School, I am happy to welcome you to the 2023-2024 school year. We are looking forward to a productive partnership with you to ensure our children can achieve their highest potential. We recognize that in order to be successful in school, children need support from both the home and school. We know a strong partnership with you will make a great difference in your child's education.

We invite you to become an active participant in our school community through joining our Parent Teacher Organization and supporting school events. We truly believe that communication is the key to a successful educational experience. Together, we will continue to improve the quality of our school community and provide the best for the children at New Sarpy Elementary School.

The information presented in this handbook is vital in establishing an atmosphere of true understanding between the school, parents, and students. Important information about school policies and procedures for the 2023-2024 session are included in this booklet. Please know that at any time during this year if a need arises, procedures may be changed to uphold a safe and supportive learning environment. If questions arise, feel free to call the school for clarification.

After reviewing the policies, procedures, and general information in this handbook with your child, please sign and return the form on page 3 to your child's teacher. If you have any questions or concerns, feel free to contact me at **985-764-1275**.

Sincerely,

Rebecca Matherne, Principal

#### **SCHOOL'S MAILING ADDRESS AND E-MAIL ADDRESS:**

New Sarpy Elementary School 130 Plantation Road Destrehan, LA 70047

Webpage: <a href="https://www.stcharles.k12.la.us/newsarpy">https://www.stcharles.k12.la.us/newsarpy</a>
Email address: <a href="newsarpy1@stcharles.k12.la.us">newsarpy1@stcharles.k12.la.us</a>

#### **SCHOOL TELEPHONE NUMBERS:**

985-764-1275 Office

985-764-1246 Before and After School Care

985-764-6942 FAX 985-764-1246 Cafeteria

Twitter handle: NSE\_Mudbugs Instagram: newsarpyelementary

#### 1) Mission, Vision, Values/Beliefs, District Credo, School Motto

#### **MISSION**

The mission of New Sarpy Elementary School is to ensure high levels of learning for every student.

#### VISION

At New Sarpy Elementary, every student is supported and challenged as they learn the social and academic skills necessary for a productive and fulfilling life. All stakeholders influence students to respect and care for all members of the community and promote and encourage independent, life-long learners.

#### VALUES/BELIEFS

At New Sarpy Elementary we believe that:

- Pre-Kindergarten through Second Grade set the foundation for literacy success in future years of school and life.
- A partnership between educators, students, families, and community members is essential for every student to reach their maximum potential.
- Every student can successfully learn when appropriately challenged and engaged.

- Educators must build relationships with all students that foster equitable opportunities.
- Once modeled and taught, every student can incorporate caring behaviors and appropriate choices into their lives.
- Every student and educator is valued and treated in a caring, dignified manner.
- A positive school culture impacts, energizes, and encourages all students and educators in the learning environment.

## **DISTRICT CREDO**

Our Core Business...Teaching and Learning Our Focus....Continuous Improvement Our Commitment...Learning for Life

# **SCHOOL MOTTO**

Work hard. Stay kind. Repeat.

### 2) Faculty and Staff

**New Sarpy Elementary School Faculty and Staff** 

Principal	Matherne, Rebecca	rmatherne6@stcharles.k12.la.us
Assistant Principal	Ike, Calvin	cike@stcharles.k12.la.us
Assistant Principal	Gomez, April	agomez@stcharles.k12.la.us
Instructional Coach	Oncale, Samantha	soncale@stcharles.k12.la.us
School Office Specialist	Jorgensen, Leah	ljorgensen@stcharles.k12.la.us
School Office Specialist	Reech, Brandie	breech@stcharles.k12.la.us
Nurse	Byrd, Jamie	jbyrd1@stcharles.k12.la.us
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Custodians	Robertson, James	<u>irobertson@stcharles.k12.la.us</u>
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PreK3 PreK4	Graugnard, Simonne	sgraugnard@stcharles.k12.la.us
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Pre K4	Davis, Tammy	tdavis@stcharles.k12.la.us
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Kindergarten	Ernst, Jessica	jernst@stcharles.k12.la.us
	Housewright, Kassy	khousewright@stcharles.k12.la.us

	T =	T
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	Starlone, Taylor	tstarlone@stcharles.k12.la.us
	Toussel, Amy	atoussel@stcharles.k12.la.us
First Grade	Anderson, Kristen	kanderson@stcharles.k12.la.us
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	Smith, Nyla	nsmith2@stcharles.k12.la.us
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	Viverito, Veronica	vviverito@stcharles.k12.la.us
Second Grade	Cotton, Ashley	acotton@stcharles.k12.la.us
	Montz, Brooke	bclement@stcharles.k12.la.us
	Shirley, Sydney	sshirley@stcharles.k12.la.us
	Volion, Christina	cvolion@stcharles.k12.la.us
	Waguespack, Jasmine	jwaguespack2@stcharles.k12.la.us
	VVagacopack, Gaerrine	IMAGAGOPAGNE © OTOFIA FIGURE
Special Education	Campbell, Jenny	jcampbell4@stcharles.k12.la.us
Special Education	Demers, Tiffanie	
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	Cerny, Chad	ccerny@stcharles.k12.la.us
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	Dabney, Dameion	ddabney@stcharles.k12.la.us
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	Griffin, Taleah	tgriffin@stcharles.k12.la.us
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	Lincoln-Lannes, Crystal	clincolnlannes@stcharles.k12.la.us
	Sorapuru, LaDasha	
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Dama an and O. L. C.	Williams Of state	aveilliana a @ atab anto a L40 to
Permanent Substitute	Williams, Chantel	cwilliams@stcharles.k12.la.us
Teacher of the Hearing	Couch, Tara	tcouch@satcharles.k12.la.us
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	Chavez, Bethany	bchavez@stcharles.k12.la.us
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Talented Art	Ferris, Christen	cferris@stcharles.k12.la.us
Gifted	Dejean, Dana	ddejean@stcharles.k12.la.us
Talented Theatre	Lehon, John	jlehon@stcharles.k12.la.us
	,	

Instructional Facilitator	Clause, Danielle	dclause@stcharles.k12.la.us
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PE	Muller, Chad	cmuller2@stcharles.k12.la.us
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AP PE	Carrigee, Korie	kcarrigee@stcharles.k12.la.us
Music	Tolentino, John	itolentino@stcharles.k12.la.us
Art	Royer, Nicole	nroyer@stcharles.k12.la.us
Library	Jacob, Nicole	njacob@stcharles.k12.la.us
Counselors	Johnson, Shannon	sjohnson@stcharles.k12.la.us
	Davis, Chauntreniece	cdavis1@stcharles.k12.la.us
Mental Health	Jackson, Christie	cjackson1@stcharles.k12.la.us
Professional		
Literacy Interventionist	Centanni, Stephanie	scentanni@stcharles.k12.la.us
Literacy Interventionist	Bagwell, Lonna	lbagwell@stcharles.k12.la.us
Literacy Interventionist	Farley, Paige	mfarley@stcharles.k12.la.us
Literacy Interventionist	Ganucheau, Stephanie	sganucheau@stcharles.k12.la.us
Cafeteria Manager	Tregle, Stacie	stregle@stcharles.k12.la.us
Before/After School	Melancon, Tiann	tmelancon@stcharles.k12.la.us
Care Coordinator		

#### 3) School Hours

Regular School	Time Schedule
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 $\begin{array}{lll} \text{Students Arrive} & 8:30-8:40 \\ \text{School Begins/Late Bell} & 8:40 \\ \text{Students Dismissed} & 3:40-3:50 \\ \end{array}$ 

Early Dismissal Days Schedule

Students Arrive 8:30 – 8:40

School Begins/Late Bell 8:40

Students Dismissed 12:45 – 12:55

On Early Release Days and Parent-Teacher Conference days, the students will be fed breakfast, instructed, and fed lunch prior to dismissal.

#### 4) Arrival/Dismissal Procedures

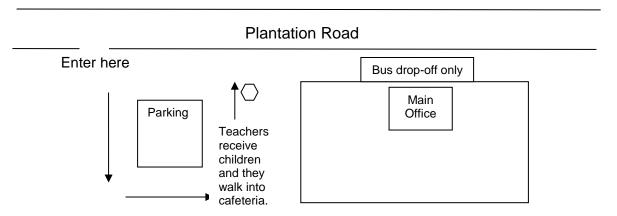
#### **ARRIVAL**

A. No student is to arrive at school before 8:30 AM If you arrive at the school before 8:30 AM, please wait with your child in the car line and wait until a duty teacher releases them from the vehicle.

- **B.** Parents will not be allowed to walk their children to class. This includes the first day of school for all students.
- **C.** The parking spaces marked "**Handicapped Parking**" are only for students and visitors who are handicapped. Please do not use this space for quick drop offs. Also, please do not park in the "NO PARKING" zones. These areas are for bus loading and unloading.
- **D.** The parking spaces marked "School Office Specialist, "Nurse", "Assistant Principal", "Teacher of the Year", "Employee of the Month" and "Principal" are designated for these employees **only**.
- **E.** The front of the school is reserved as a fire lane. Also, this is a no parking zone. It is reserved for emergency vehicles only. If you must park in front of the school for any reason, please use the opposite side of the driveway next to the parking lot.
- **F.** Any student being dropped off (other than by bus) after 8:40 AM must be signed in by an adult through the front office. Students are considered tardy at 8:40 when the tardy bell rings.

#### **CAR RIDERS**

 Cars will enter the carline at the first entrance/driveway before you enter the school (parking lot closest to the cafeteria). Please see the map below.



- Drop-off time will begin at 8:30 when the duty teacher releases the student from the car.
- A staff member will get students out of cars. Please do not let your child get out of your car until a staff member opens your car door.
- Students must be on the passenger side of the car.

- For the safety of children, please drive slowly in the carpool line at all times.
- Parents should pull up to the stop sign so several students can be let out of cars at one time when a duty teacher is available.
- Do not park and walk your child(ren) across the carpool line.
   Because of safety reasons, all parents dropping children off in the mornings must join the carpool line.
- Once the tardy bell rings at 8:40, students are considered tardy and parent will be sent to the office to check in the student.

#### **DISMISSAL**

- A. All students must remain on the school grounds after arriving at school. Once signed out, students are allowed to leave with parents or guardians. A child can only be released to those persons whose name is listed on the emergency card as authorized persons who can sign out a child. Students will not be released to a person if that person's name is not on the emergency card. You will be asked for picture identification prior to the child being released.
- B. Parents are strongly urged not to call for children prior to the regular dismissal except in emergency situations. This disrupts the class learning activities. Parents are to report to the office to check-out students early. Picking up students earlier than 3:40 PM is considered an "early exit", and the student will not qualify for perfect attendance.
- C. Students will need to ride the same bus to and from school each day. Therefore, the only bus changes allowed will be to honor custody judgments or change to a non-bus transportation option (aftercare, car riders). Documents must be on file. Changes in bus transportation must be submitted and approved by the SCPPS transportation department. Student car rider transportation changes must be submitted to the NSE front office by note or by emailingby 2:30 pm on the day of the change (11:35 on early dismissal days). Any transportation changes needed after 2:30 pm (11:35 on early dismissal days) must be approved by school administration.
- **D.** Once buses have been called, we cannot call a student back to the office if you arrive unexpectedly to pick up your child.

#### **CAR RIDERS**

 Parents/caregivers picking up students should park in the side parking lot and line up along the sidewalk leading to the cafeteria.

- Parents/caregivers will enter the cafeteria and line up in two lines based on first letter of student's last name. (A-K, L-Z)
- Parents/caregivers must be listed on the student emergency card and must have identification. Identification will be checked daily.
- Students not picked up by 3:50 PM will be brought to Before and After Child Care (if registered) or to the front office. At this time, the school secretary will begin calling the names on the emergency list so arrangements can be made for someone to pick up the student as soon as possible. Chronic late arrival will result in a special concern conference with administration and/or the Supervisor of Child Welfare and Attendance.

#### **BUS RIDERS**

- Routes and bus stops are established by the transportation supervisor and the school bus operator. If you have a question about a bus stop or route, contact the Transportation Department (985-785-7207).
- The School Bus operator will not let a child off the bus without seeing an adult waiting for that child. The receiving person must be visible to the school bus operator or the child will be brought back to school. There will be no exceptions. When a child is brought back to school, the school secretary will attempt to contact the emergency numbers so that arrangements can be made for the student to be picked up. If the student is registered for aftercare, the student will be sent there. The parent will be responsible for all fees. Chronic student returns will result in a special concern conference with administration and/or the Supervisor of Child Welfare and Attendance.
- If a student misses his/her afternoon bus, parents will be called.
  Parents should make arrangements to pick up their child as soon
  as possible. Children registered for Before and After Child Care
  may be sent with parent permission. Parents will be responsible
  for all fees.
- For the first few weeks of school, students may arrive home a little later than normal. This is because the bus drivers are still navigating new routes.
- On inclement weather days, students will be released by calling bus loads. This procedure is naturally slower so don't be alarmed if your child arrives home a little later than normal.

#### 5) Student Attendance

It is necessary that your child attends school every day he/she is not ill. We will provide your child a variety of opportunities to develop language/communication and social skills, to problem solve and to develop number sense. In order to achieve this goal, you can best help us by sending your child to school every possible day. Please be aware of and cooperate with the following:

- **A.** By state law, a student must be present at school for a minimum of 167 out of 177 school days. The Parish Supervisor of Child Welfare and Attendance can make an exception only in the event of personal illness or circumstances, as approved. The supervisor requires documented excuses for each day of absence.
- **B.** All absences must be excused within 3 days of the absence by parent note (2 days per nine weeks), medical note from physician or state-licensed nurse practitioner, or extenuating circumstance approval. Refer to the <u>District Code of Conduct</u> in your student's St. Charles Parish Schools Inbox for additional information.
- C. If a child is absent or tardy (unexcused) for three (3) days, you will receive an attendance letter. Following five (5) unexcused absences/tardies in a semester, the parent or guardian is in violation of the Louisiana Compulsory Attendance Law, which is punishable by fine, community service or other consequences. If the child is absent five (5) consecutive days without notification from the parent, the office will arrange for a home visit. If the child is absent 10 or more consecutive days without parental notice, a conference with the teacher and parent is required for the child to return to school.
- D. When tardy (after 8:40 AM), it is necessary for the child to be signed in by the person bringing the child to school. Please do not drop your child off in front of the school if he or she is tardy. Chronic tardiness will result in a special concern conference with administration and/or the Supervisor of Child Welfare and Attendance. Note: Late busses do not constitute tardiness unless the student has failed to use his or her time wisely in making his or her way to class.
- E. Early exits are sometimes necessary Please do not call the school ahead of time to have your child waiting in the office for your arrival. Time waiting in the office is a loss of valuable instructional time and sometimes can account for long waiting periods due to unforeseen circumstances in route to pick the student up. When arriving at school, go to the office to sign him/her out. Chronic early exits may be addressed through a special concern conference with the administration. If a child is

returned to school on the same day, he or she must be signed back in at the office and obtain an admit slip.

- **F.** Should a student become ill at school, the office will notify the parents. Arrangements will have to be made by the parents to pick up the student and officially sign the student out for the day. No student who feels ill may leave without reporting to the office and following the above procedures.
- G. Recognition for "Perfect Attendance" requires attendance on every school day from 8:40 AM until dismissal time, even on early dismissal days and conference days. Neither tardiness nor early exits are acceptable for perfect attendance. This includes early exits after field trips, class parties or early exits from the already early dismissal days. Even excused doctor visits make a student ineligible for perfect attendance recognition. Conditions that do not prevent a child from receiving a perfect attendance award are 1) Absence for participation in school-sponsored activities and 2) Absences because of failure of school bus to operate due to severe weather conditions or like circumstances.

Every day at New Sarpy Elementary School is a day where teaching and learning takes place. When a child misses a day of school, he/she has missed important instruction and learning. Therefore, it is <u>essential</u> for your child to be at school every day except when feeling ill. Please schedule all vacations and special family events/trips when your child is out of school for holidays.

#### 6) Early Release Days

**Early Release Days** are scheduled to provide opportunities for faculty and staff members to address duties associated with curriculum, assessment, evaluation, and record keeping. On these days (which are specifically identified on the district and school calendar), school begins for the student at the usual time but ends at **12:45 PM.** Breakfast and lunch are served on Early Release Days. Students have a shortened instructional schedule and lunch.

If you plan to pick your child up early on these days, do not park in the drop-off area or in the bus loading area. You must park in the parking lot and check out the student from the office or wait until dismissal time and follow the normal checkout procedures.

#### 7) Curriculum

New Sarpy Elementary School adheres to curriculum in accordance with the St. Charles Parish Public Schools district selected curriculum and is aligned to the Louisiana Student Standards.

All students are expected to engage 100% in all aspects of the curricula. It is the parent's responsibility to inform the school of any need to exclude his/her child from any school activity for religious or medical reasons. Such reasons need to be explained in writing and sent to the principal.

#### 8) School-wide Discipline Plan

Discipline at New Sarpy Elementary School is concerned with educating children to respect themselves, others, and the environment. This requires that faculty and staff teach children to recognize, understand, and follow rules. We work with the students to teach them self-control as they learn the limits of acceptable behavior. Children will be given a clear understanding of what behaviors are acceptable and what are unacceptable. The faculty and staff are trained in restorative practices and how to set limits for children, teach and encourage the appropriate behavior and take the necessary steps to apply logical consequences.

New Sarpy Elementary School, along with all other public schools, have been required by the Louisiana State Department of Education via legislative mandate to implement a character education program. Our School-Wide Discipline Plan is at the heart of our character education program. It follows the approach of The Responsive Classroom. The vision of this approach is to teach student how to be successful in both the academic and social curricula. In order to achieve this, we teach and expect all students to exhibit the qualities of C.A.R.E.S. (Cooperation, Assertion, Responsibility, Empathy, and Self-Control)

#### **SCHOOL-WIDE RULES**

- Treat others the way you want to be treated.
- I accept and respect others.
- I am prepared and ready to learn.
- I take care of myself and my school.
- I keep myself and others safe at all times.

In addition to our school-wide rules, each student is required to abide by the <u>Code of Conduct District Handbook</u>. It contains some required administrative responses to certain infractions.

#### **Teaching Children to Care**

In order to promote a safe and caring environment, teachers will encourage students to feel ownership and responsibility towards the management and behavior with the class. In respectful and proactive ways, children are taught expectations for behavior and care for themselves, each other, and their

materials as well as the skills necessary to be independent and motivated learners.

Teachers will slowly and deliberately teach goals and expectations at the start of the school year in order to:

- Build a solid foundation of trust and warmth between the teacher and children and among the children.
- Give children many opportunities to model, role play and practice expected behaviors in order to be successful.
- Create an environment where it is safe to take risks, make mistakes and work to fix mistakes.
- Nurture and extend each child's sense of belonging to a group, of being an important contributor to the group, and of needing the group.
- Nurture each child's ability to exercise independence and responsibility in work, care for materials, and care for others.
- Excite and motivate children to the potentials of learning in their classroom environment.

#### **BEHAVIOR INTERVENTIONS**

Minor Infractions – name calling, continuous talking, outbursts, sarcasm, outof-seat, failure to bring materials to class, etc. These types of problems should be handled through classroom interventions.

#### The goals of logical consequences are to:

- stop inappropriate behavior immediately
- assist the student to regain self-control
- help the student learn from the experience and prepare for a better future

#### Types of logical consequences:

- You break it you fix it (Repairs and Apologies of Action)
- Loss of privilege
- Time out

#### STEPS TO REGAIN SELF-CONTROL

Step 1: Teacher will give a reminder/redirection to the student (could be verbal or non-verbal)

Step 2: Student is directed to the "control spot" in the classroom for the purpose of regaining control

Step 3: Student and teacher will have an individual conference at the door for the purpose of regaining control (If possible, buddy teacher will check in with the student before they return to their classroom)

Step 4: If behaviors continue after returning from the individual conference, the teacher must determine next steps which could include completing an infraction/short form as a communication/documentation tool. Other next steps could include but are not limited to: conferencing with the student to determine

the root cause of the behavior, assign a logical consequence, conduct a restorative conference, refer to counselor, contact an administrator, etc. If a student makes it to Step 4, a parent will be notified of the concern and the steps taken to address the behavior.

NOTE: This process is not always linear and each situation deserves careful consideration.

#### **EXTREME MISBEHAVIORS**

Some misbehaviors are of a serious nature and do not allow for the normal steps to be taken.

Some extreme misbehaviors may warrant a Louisiana Department of Education Behavior Referral. Below is a list for purposes of example but is not limited to the following:

- Harms themselves or others
- Commits immoral or vicious practices
- Disturbs the school and habitually violates any rule
- Violates traffic and safety violations (school bus)
- Leaves school premises without permission
- Commits any other serious offense
- Instigates or participates in fights while under school supervision
- Damaging school property (Students damaging school property will be charged for the cost of the materials damaged and the cost of the installation if applicable.)

For any of these extreme misbehaviors, the student may be removed from the situation and a parent will be contacted.

# Possible Consequences to Address Extreme Misbehaviors

### Social Emotional Wellness (SEW) Committee

The purpose of the Social Emotional Wellness (SEW) committee is to review the social emotional wellness of each individual. The committee will review all pertinent data and develop a plan to support the student.

#### In-School Suspension/Detention

In-school suspension removes a pupil from his normal setting but maintaining him/her under supervision within the school. Half-day or full day suspensions will be assigned based on the severity of the behavior or for repeated inappropriate behaviors. Students participating in in-school suspension may

receive credit for work performed during the in-school suspension. Failure to comply with these procedures may result in an out-of-school suspension.

#### **Out-of School Suspension**

Extreme behaviors may warrant a suspension out of school. In the case of an out of school suspension, both parent and student are required to conference with administration before re-admittance to school.

#### **ROLE OF PARENTS**

The aid and cooperative assistance of parents in the successful teaching and practicing of our School Wide Behavior Plan is essential. Commitment to our belief about children and the ways we have identified to help them grow socially can be shown through conversations and actions with children and teachers.

The logical consequences approach can be much more difficult than a system of automatic rewards and punishments. It acknowledges that over and over in the period of development those adults will have to show children the limits of safety and respect. Neither the teacher nor parent can afford to become frustrated with the need to repeat communications, make phone calls, or participate in conferences with one another. The effort of all adults to create a school where there is peacefulness, respect, fun and significant academic learning is hard work. Parents and teachers working together is the key to building and maintaining a healthy and productive environment.

#### 9) Student Dress Code

The following guidelines have been established and are included in the <u>Code of</u> Conduct District Handbook.

Any apparel should be worn as designed (i.e., belts buckled, pants at waist, shoestrings tied, etc.). All students must conform to the official uniform guidelines below during regular school hours (includes bus transportation to and from school).

The <u>official school uniform</u> for boys and girls is described in the tables that follow:

#### **Uniform Information**

Shirts: Collared white or royal blue shirts

Pants/Shorts: Navy or khaki (no shorter that 2" above the top of the kneecap)

**Skirt/Skort/Jumper:** Navy or khaki (no shorter than 2" above the top of the kneecap). Girls are encouraged to wear shorts under skirts or jumpers or navy or black leggings under skirts or jumpers on cold weather days. Leggings may not be worn as pants.

NSE issued spirit shirts may be worn any day with uniform bottoms. White or royal blue non-hooded sweatshirts may be worn over the school uniform. Coats/Jackets must open the entire length of the front. Hooded sweatshirts may not be worn at school.

- Reasonably sized logos/labels, which are not distracting, are permitted. Pants must be solid navy or khaki with no trim or adornments.
- Pants, skirts, shorts, and jumpers must be hemmed. Side slits above the knee are not permitted.
- Outerwear (coats or jackets) that does not open the length of the front by snapping, buttoning, or zipping is not allowed. A white or royal blue non-hooded sweatshirt or sweater may be worn over the school uniform shirt. No hooded sweatshirts may be worn on campus during the school day. Please label all outerwear with your child's name.
- White or royal blue shirts can be worn under a uniform or jumper.
- Transfer students will be given ten (10) school days to acquire a proper uniform.
- Further rules and regulations concerning dress may be specified for special event (i.e. black and gold days, etc.), activities or field trips.
   The principal will make the final decision as to whether a student's dress or appearance is acceptable.
- Footwear must have soles and restraints for the entire foot. Backless shoes are not allowed. Although sandals are permitted, they are not recommended for primary school aged children, as the day consists of many hopping, running and movement activities. CROCS or like footwear are strongly discouraged due to the lack of support these shoes provide for the foot.

#### SPIRIT DAY

Although "spirit shirts" may be worn any day with uniform bottoms, students are encouraged to wear their "spirit shirts" with jeans on Fridays to celebrate New Sarpy Elementary School. Spirit shirts may be purchased from the PTO. Select days throughout the year will be identified as special dress down days. Some examples include "Black and Gold Saints" spirit days, Valentines Day,

pajama day, etc. These days will be identified on the school website and weekly Connect Ed messages.

# The following distract from and/or disrupt school operations and decorum and are *prohibited* on the person and/or his/her belongings:

- 1. Visible underwear, tank tops, halter tops
- 2. See-through shorts/blouses
- 3. Bare shoulders, bare midriffs; bare side and backs
- 4. Clothing with holes torn and/or worn in them and frayed clothing
- 5. Jeans, denim material of any color, wind pants, sweat pants, cargo pants/shorts, and overalls
- 6. Baggy, sagging or oversized clothes
- 7. Garments that are immodestly too small
- 8. Trench coats
- 9. Leggings/jeggings/biker shorts
- 10. Sunglasses
- 11. Bandannas, caps, hats, gloves, waist pouches, or hoods.
- 12. Slogans or advertising of alcohol, tobacco, or drugs; satanic cult or gangrelated symbols or paraphernalia; profane, obscene, or sexually oriented language on clothing or body
- 13. Ornate or cumbersome jewelry is not permitted.
- 14. Jewelry requiring visible body piercing, such as nose rings, eyebrow rings, lip rings, cheek and tongue rings. (Only earrings are permitted.)
- 15. Clothing that is shorter than two inches above the top of the kneecap.
- 16. Graffiti on school apparel, including but not limited to school bags, purses, etc.

## The principal shall make the final decision as to what is appropriate.

#### COMPLIANCE MEASURES

Each school should strive to achieve full compliance through the use of incentives and positive reinforcement measures. However, for students who are non-compliant with the mandatory school uniform program and who have not been granted an exception, consequences will be issued as defined for the infraction of disrespect for authority/willful disobedience.

**No student will be considered non-compliant** with the uniform program in the following instances:

- When a student wears the uniform of a nationally recognized youth organization such as Boy Scouts or Girls Scouts on regular meeting days.
- 2. When student's parent or guardian has secured an exemption from the uniform program.
- 3. While an appeal of an exemption is pending under the described School Uniform Policy.
- 4. During the first 10 school days after transferring from outside the parish.

- 5. When a student is on campus outside normal school hours.
- 6. When a student has been authorized by the school principal to wear a school activity uniform such as those worn by members of the cheerleading squad, dance team, band, or athletic teams.

#### 10) MEALS

The St. Charles Parish Public School System offers nutritious breakfast and lunch meals each school day. In addition, a variety of food items is offered as "extra sales." Students may pay for extra items daily or the cashier may deduct the sale from the student's prepaid account. Please contact the cafeteria manager at your child's school if you do not wish for your child to purchase extra sale items.

#### **Community Eligibility Provision**

We are pleased to inform you that St. Charles Parish Public Schools will continue to participate in the National School Lunch and School Breakfast Programs provision called the Community Eligibility Provision (CEP) for School Year 2023-2024.

**All students** enrolled in St. Charles Parish Public Schools are eligible to receive one healthy breakfast and one healthy lunch at school each day at no charge to your household for the 2023-2024 school year.

This applies to students enrolled at the following schools/centers: Allemands Elementary, Ethel Schoeffner Elementary, Lakewood Elementary, Luling Elementary, Mimosa Park Elementary, Norco Elementary, New Sarpy Elementary, RJ Vial Elementary, St. Rose Elementary, Albert Cammon Middle, Harry Hurst Middle, JB Martin Middle, RK Smith Middle, Destrehan High, Hahnville High, Carver Early Learning Center, and East Bank Head Start Center.

No further action is required of you. Your children will be able to participate in these meal programs without having to pay a fee or submit a meal application.

For additional information, please contact: Jenny DeRoche, Director of Child Nutrition, 13855 River Road Luling,

LA 70070, 985-785-3179, jderoche@stcharles.k12.la.us.

#### Free and Reduced Price Meal Applications

Because St. Charles Parish Public Schools is participating in the Community Eligibility Provision (CEP), Free and Reduced Price Meal Applications are not being accepted for the 2023-24 school year.

#### **Meal Prices**

#### **Breakfast**

Student Breakfast (one Free meal per day) \$0.00 Student Extra Breakfast Meal \$2.25 School Board Employee Breakfast \$1.65 Visitor Breakfast \$2.25

#### Lunch

Student Lunch (one Free meal per day) \$0.00 Student Extra Lunch Meal \$4.25 School Board Employee Lunch \$3.00 Visitor Lunch \$4.25

Please see the links on the Child Nutrition webpage for Extra Sales Prices.

Note: items available for extra sales may vary by cafeteria.

#### Online Meal Payment System & Pre-Payment Procedures:

#### **On-Line Meal Payment System**

An online school meal payment system is available allowing parents to make payments to students' school meal accounts and check account balances via the internet or telephone. All parents who want to utilize the payment system are required to create an account at <a href="https://www.MySchoolBucks.com">www.MySchoolBucks.com</a>.

This service allows parents to deposit funds directly into their children's school meal account via on-line transactions. In addition, parents can view student account balance and purchase history, as well as set up E-mail reminders and low balance notifications.

A small transaction fee will be charged for payments made with a credit card, debit card, checking account, or savings account. There is NO charge for viewing account balances. Anyone having questions or problems can get technical support via the website or by emailing <a href="mailto:parentsupport@myschoolbucks.com">parentsupport@myschoolbucks.com</a> or by calling 1-855-832-5226.

#### **Pre-Payment Procedures**

The procedure for paying for meals and extra sales items is to PRE-PAY. A check, cash, or money order should be sent in a sealed envelope with the student's first and last name (no nicknames please) and the amount enclosed written on the outside of the envelope. Payment envelopes can also be obtained from the cafeteria manager. Money must be in the account before purchasing an extra sales item. NO CHARGES will be accepted. This policy is for everyone: students, staff, and visitors.

To ensure that all checks for meal payments clear prior to the end of school, no checks will be accepted after May 1, 2024. There will be a \$15.00 charge for all NSF checks. At the end of the school year, parents may receive a refund of unused money from the student's account by requesting it, in writing, from the

cafeteria manager prior to the last day of school; or the funds may remain in the student's account for use in the following school year.

#### **Additional information:**

#### Removal of Food from the School's Cafeteria

Food and beverages purchased or provided from the school cafeteria must be consumed on the school's premises, with the exception of school-sponsored meetings and field trips.

#### Food and Beverages Brought Into the School's Cafeteria

Carbonated beverages are not allowed in the school's cafeteria during student meal times by students, staff, or visitors. Only milk, water, 100% juice products, and other beverages consisting of 50% real fruit juice may be allowed in meal service areas during student meal times for all grade levels.

#### **District Wellness Policy**

The district's wellness plan, **Eat Smart**, promotes healthy lifestyle choices that include daily physical activity and healthy eating to meet the Dietary Guidelines for Americans. To obtain procedures for meeting goals set forth in the plan, go to the Wellness Corner on the St. Charles Parish Public Schools Child Nutrition webpage.

NON-DISCRIMINATION STATEMENT: In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online

at: <a href="https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf">https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf</a>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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; or (2) fax: (833) 256-1665 or (202) 690-7442;

or (3) email: <a href="mailto:program.intake@usda.gov">program.intake@usda.gov</a> . This institution is an equal opportunity provider. [2022]

#### 11) Transportation

#### **Bus registration**

The registration process is super easy but will require the student ID number. Parents can locate the student ID number in the parent portal and on the child's report card. The parent will complete this registration for each child in the household that needs transportation service. The registration process will ask for an email address which will allow the system to automatically send the parent an email confirmation of the bus registration submission. A communication via email, phone, or Black Board connect will be used to inform the parent of the student's bus number and pick up time. Registration process will be much faster than last year, but will take a couple of days to process. We still need to verify that there is enough room on the bus and if not, adjust streets to allow for more students on a specific bus. The parent should sign up for the free "Where's the Bus" app and the app will also provide the bus number and pick up time.

Bus Registration link: <a href="https://wheresthebus.com/sh">https://wheresthebus.com/sh</a> 01/scpps bus registration.php

\*\*Bus registration will be ongoing all year and we will work to get students added to the bus as quickly as possible. Please remember there are no bus notes and any special transportation requests need to go through transportation.

#### Parent App- https://wheresthebus.com/

- The app can be downloaded to any iOS or Android enabled device.
   Parents can also access the app on their PC through a web browser.
- Configurable security settings ensure that only validated parents and guardians have access to the child's bus arrival information.
- Parents receive precise bus stop arrival time information, updated every 15 seconds.
- Parents with children on different buses can easily switch between viewing each bus.
- Bus substitutions are clearly indicated to parents, reducing potential confusion.

The app uses GPS to track the precise location of your child's school bus in real time and will be available for the 2022-2023 school year. By using this app on your phone, you will know if the bus is running late in the morning or afternoon. You will also know when the bus is approaching the bus stop and when the bus is on its way home! This will assist and provide better service to families for bus arrival and departure times. The app is free for both Apple and Android Devices and keeps your personal information secure.

TO SIGN UP:

- 1. Go to www.WheresTheBus.com.
- 2. Look for the "Parents" Section on the left, and click on the "Set Up Account" button.
- 3. Select St. Charles Parish Public Schools from the drop down menu.
- 4. Enter Parent and Student Information.
- 5. Await further instructions via email once your information has been validated. We are excited to offer this new feature to our students and families, and we hope you take advantage of this new advancement from the St. Charles Parish Public Schools' Transportation Department.

Students will need to ride their routed bus to and from school each day. Therefore, the only bus changes allowed will be to honor custody judgments. Please plan accordingly.

Students will be issued a lanyard and bus identification card at the beginning of the school year. This tag is required to ride the bus and should remain on your child's school bag at all times. Should your child lose or damage the tag, they will receive one tag as a replacement at no charge. If they need additional replacements, there will be a \$3.00 charge added to your child's school fees for each additional replacement.

<u>Discipline</u> Bus riders are still under school supervision when riding on the bus. The school bus operator must be respected and obeyed at all times by both parents and students. The school bus operator is to provide students a safe trip to and from school. The school bus operator is in charge of the bus. Students turned in for repeated violations will be suspended from riding the bus. This could become a permanent suspension of bus riding privileges for the remainder of the school year if the behavior persists. Your cooperation and support of this regulation is expected.

#### **School District Regulations for Students Riding Buses**

- 1. Never stand in the road while waiting for the bus.
- 2. Clean feet before entering the bus.
- 3. Avoid throwing waste paper or other rubbish on the floor of the bus.
- 4. Never mar or otherwise deface the bus.
- 5. Never use improper language on the bus.
- 6. Avoid unnecessary conversations with the school bus operator.
- 7. Stay seated on the bus at all times.
- 8. At all times, keep arms, feet and head inside the windows.
- 9. Get on or off the bus only when it is **not in motion.**
- 10. Never leave the bus without the driver's consent.
- 11. Never allow anything to block the center aisle of the bus.
- 12. Respect persons who you pass on the route.
- 13. Report to the school bus operator at once any damage to the bus.

#### 12) Before and After-School Child Care Program

New Sarpy Elementary School is the site for the St. Charles Parish Public Schools Before and After-School Care Program for students at New Sarpy. Many enrichment and academic activities are offered to these children while they are under appropriate adult supervision. Before school care begins at 6:00 a.m. and after- school care lasts until 6:00 p.m. Call 985-764-1246 for more details.

#### 13) New Entrants

Students entering New Sarpy Elementary School must have an up-to-date original immunization record, a telephone number, a street address (and mailing address if required), birth certificate, social security card, and two valid proofs of residency such as a current electric bill, water bill, rent receipt, lease agreement.

#### 14) Change of Address/Phone Number

If a student's contact information or address changes during the school year and still attends this school, please **notify the school office** of the new address and/or phone number so that our records can be updated. Please provide the office with the necessary documentation. You may be asked during the school year to update residency information if the information is out of date.

#### 15) Student Transfers

Before a student transfers out of New Sarpy Elementary School to another school, the office should be notified as much as one week prior to changing schools so your child's withdrawal form, report card copy, birth certificate, and immunization records can be prepared for you. The parent of the student must clear all debts including library and lunch. All personal items should be removed from the classroom. Before academic records can be released, the child's new school must request the records in writing.

#### 16) School Supplies

Students should come to school with all supplies on the supply list **no later than the second week of school.** Supply lists are on the school's website and can be obtained from the office.

### 17) Student Fees

Student fees are collected by classroom teachers at the beginning of the year. This year the fees are \$8.00 per student. This money is used throughout the school year to purchase additional classroom materials. The school system is pleased to be able to loan a technology device to ALL students (grades PK-12), including those students participating in the eLearning Program. A \$20 technology usage fee per child will be assessed with a maximum of \$40 per family. If a parent is unable to pay the fees due to hardship, an economic hardship waiver may be requested. The school principal may reduce or waive certain fees for economically disadvantaged students and students whose families are experiencing economic hardships and are financially unable to pay them. All requests for economic hardship waivers of student fees and any and all supporting documentation used in considering the validity of any request for a waiver shall be confidential. A written request for an economic hardship waiver must be made and submitted to the principal. Administration will conference with the parent/guardian within 5 school days from the receipt of the request and provide a written agreement of the terms of the waiver within 5 days of the conference.

#### 18) Library Books/Take Home Books

Library books are loaned to the students to use. Books are selected by students and sent home weekly. Read the book to your child and return it the following day after writing the title on the reading log. Care must be taken in using these books. Students will be required to pay for damaged and lost library books. Cost is determined by a formula set forth by the school system. Send money in a sealed envelope marked "Library". If a lost book is later located, the money will be refunded. Also, all books must be returned and/or all outstanding fees must be paid before records will be released. In addition, students may also be taking home books for nightly reading. These books are also to be handled with care.

#### 19) Reporting Student Progress and Report Cards

Report cards are issued four times during the school year. At the conclusion of the fourth reporting period, report cards will be mailed home.

Parents are urged to review report cards with their children. Teachers are available to help parents understand the report card. Please contact your child's teacher if you would like support in this area.

Along with the report card issued at the end of the 3<sup>rd</sup> quarter, parents of at-risk students will be informed of specific areas of weakness and suggestions for growth.

#### 20) Promotion and Retention

The St. Charles Parish Pupil Progression Plan (PPP) is a comprehensive promotion policy. State law requires that all parishes develop a Pupil Progression Plan. This law, Act 750 LRS title 17:24.4, 1979, was written to ensure that all students master those skills required for efficient and effective learning at each grade level. A representative committee of educators and parents from St. Charles Parish developed our plan. The St. Charles Parish Pupil Progression Plan identifies what is required of each student in order to be promoted. Consideration will be given to the following areas: attendance, reading, mathematics, and the language arts. The objective of our promotional plan is to ensure that every student is in a learning environment where his/her maximum academic and social development will take place.

For promotion, the following factors are considered:

- 1. Student academic performance as indicated on the report card
- 2. School attendance

The plan meets the state's minimum competency requirements as well as the standards and benchmarks established by the St. Charles Parish Public School Board. Any student not meeting success due to attendance, behavior or academics will be reviewed by our School Building Level Committee, (SBLC). This committee, consisting of the principal, classroom teacher, and specialist in reading and mathematics will evaluate student proficiency in these areas.

Students success plans will be developed, implemented, and monitored. If necessary, the SBLC refers students for a formal educational evaluation. Any recommendations regarding retention will be reviewed by the SBLC. Parents will receive written notification (delivered by regular mail) of committee recommendations, as early as possible. The notice will include an appeal form, if the parent chooses to appeal the committee's decision. The Appeals Process is explained in the next section.

#### St. Charles Parish Public Schools Appeals Process

The St. Charles Parish School Board honors the right of a parent/guardian to initiate a request for a review of a child's promotion or placement. The School Building Level Committee (SBLC) whose members are appointed by the principal shall conduct review of promotion or placement. The school must receive grade placement appeals to the SBLC on the appropriate form. Any parent/guardian who disagrees with the SBLC decision has the right to appeal to the District Level if the parent believes that the school did not follow Pupil Progression Plan procedures in reaching its decision. Grade placement appeals to the District Level must be received at the St. Charles Parish School Board Office on the appropriate form. Forms are available at the school or district office.

#### 21) Parent-Teacher Conferences

Although formal Parent-Teacher Conferences are scheduled, New Sarpy Elementary School encourages you to meet and communicate with your child's teacher when necessary. Do not wait for a problem to arise. To set up a conference, please contact your child's teacher by email or by calling (985) 764-1275.

#### 22) Personal Belongings

Few items of clothing are ever stolen at our school; however, at the end of each year we are left with a bundle of unclaimed clothing. Most of this clothing is in excellent condition and quite costly. Parents, we urge you to mark your children's belongings (coats, raincoats, sweaters, lunch kits, etc.) with your child's name and telephone number. In this way, we will be able to get clothing and items back to its rightful owner. Unclaimed clothing will be held for two weeks after the last day of school for students. At this time all unclaimed items will be taken to a charitable organization.

Students are **strongly discouraged** from bringing jewelry, cash, cell phones, and other expensive items to school.

#### 23) Field Trips

Field trips provide an important opportunity for children to gain real life knowledge before they begin a unit of study or to help them refine their understanding after a unit of study. You will be notified of field trips in advance and parent permission is necessary for your child to participate. The teacher will send home a permission form for each field trip. It is important for you to promptly return the signed permission slip and fees each time your child is scheduled for a field trip. NOTE: If a signed permission slip is not submitted by the due date, your child will not be allowed to participate in the field trip. Refunds will not be given once the check for the field trip has been issued.

Because of the great variety of accommodations and regulations involved in field trips, the teacher will request chaperones on an as appropriate basis. Chaperones are expected to be fully able to assist the teacher. Please do not bring your own pre-school age children with you if you are a designated chaperone.

Occasionally a parent may be requested to attend a field trip with his/her child if the teacher requests it, and it is approved by the principal.

Please be informed that arrangements need to be made ahead of time for the administration of medication to students attending field trips.

#### 24) Legal Custody

If there is a legal custody dispute involving your child, the parent, foster parent, or caregiver who is awarded legal custody of the child by the court or the state, **must have a copy of the custody decree in the child's files.** Release of the child from that point forward will be determined by the instructions in the court or state decree. Without such a legal document in the child's file, in accordance with Louisiana law, the child may be released to either parent, upon presenting proper identification.

An educational agency or institution shall give full rights under the Act to either parent, unless the agency or institution has been provided with evidence that there is a court order, state statute or legally binding document relating to such matters as divorce, separation, or custody that specifically revokes these rights.

In the case of divorce or separation, a school district must provide access to both natural parents, custodial and non-custodial, unless there is a legally binding document that specifically removes that parent's FERPA rights. In this context, a legally binding document is a court order or other legal paper that prohibits access to education record, or removes that parent's right to have knowledge about his or her child's education.

New Sarpy Elementary School will not intervene, nor take sides in a disagreement between parents as to who shall have custody, who shall be able to visit a child at the school, or who shall be able to pick up a child until courts have decided the legalities of the issue.

#### 25) School-Home Connection

Monthly newsletters will be posted to the school web site (<a href="www.stcharles.k12.la.us/newsarpy">www.stcharles.k12.la.us/newsarpy</a>) on the first week of each month. A hard copy of newsletters is available upon request. The newsletters provide important information about opportunities for you and ways that you can help your child. The school website is another valuable source of information about the child and school.

A "Parent Information Sheet" will be sent home each week by the classroom teacher to help you plan with the teacher. This sheet briefly outlines the academic and/or social focus, gives parents information about upcoming events and needed materials and is a direct link between home and school. This can also be found on each teacher's "Home Page" which is linked to our website.

St. Charles Parish Schools uses the SchoolStatus platform to communicate with parents. This platform allows teachers to communicate through phone calls, texting, or links to presentations.

#### 26) Communicable Disease Control/Prevention and Exclusion

New Sarpy Elementary School, in conjunction with the St. Charles Parish Public School System, follows current public health practices, rules and regulations governing the control and prevention of communicable diseases that are established by the State Department of Health. Any child exhibiting evidence of any communicable disease or infection will be promptly excluded from school.

The children having a communicable disease or any other transmissible affliction will be readmitted to school only after giving evidence of having received treatment from a physician (i.e., doctor's note) and/or being checked by the nurse.

Examples including but not limited to: Chicken Pox, Pink Eyes, Scabies, Impetigo, Measles, Mumps, etc.

If a student has live Lice in his/her hair, he/she cannot come to school until hair is treated and the Lice are dead. Ringworms must be covered with a bandage before a student can come to school.

#### **Student Immunization and Medication Procedures**

Immunization Requirements - St. Charles Parish Public Schools

The Louisiana Statute 17:170 makes it mandatory that all children be properly immunized against diphtheria, tetanus, whooping cough, polio, measles and rubella or shall present evidence of an immunization program in progress in order to attend any school in our state.

Students entering any of St. Charles Parish Public Schools for the first time, including kindergarten and those transferring from another school system in or out of state, shall show a record of immunization or other evidence that these requirements have been completed at time of registration. Any student presently enrolled in our schools who is found to be deficient in any area of their immunizations will not be allowed to enter school unless a current record is presented at the beginning of the school year.

No child shall be required to comply with this law if his/her parent or guardian submits either a written statement from a physician stating that the procedure is not recommended for medical reasons or a written dissent from the parents if presented.

If your child needs an immunization, you may obtain it from your private physician or the local health unit.

#### 27) Services of the Nurse/Medication

The school nurse assesses the school environment for health and safety. She has knowledge of community resources, and develops and maintains a school

health record on each student. The school nurse serves as liaison with parents, school, and community in all areas of health. She provides health care counseling and conducts in-service programs on emergency care and first aid, communicable diseases, substance abuse, child care and neglect, cancer prevention, etc. The school nurse also implements policies for emergency care, first aid, and administration of medication in cooperation with medical and administrative personnel.

In addition, the school nurse provides first aid for significant injury or illnesses, which interfere with learning. It should be noted that not all discomfort requires the attention of the nurse. Teaching students how to deal with discomfort is a parent and teacher's responsibility. Young children do not easily recognize their own responsibility for personal health care. Alternatives to visiting the nurse need to be encouraged by parent and teacher.

Children that are acutely ill will be sent home. Children that are recovering from an acute illness should remain home until medication is no longer needed. Special situations sometimes require a health program that will involve long-term medication. If such a situation should arise, i.e., anticonvulsant and antihistaminic, it should be handled in the following manner:

- 1. A conference will be held and may include the parent, principal, teacher, and nurse.
- 2. Obtain a medication order form to be signed and filled out by the child's physician. This form can be obtained from the nurse. The original will be brought in to the nurse. Faxed copies are accepted.
- 3. Medicine will be labeled with the student's name, doctor and drug store, name of drug, dosage, and the specific time it is to be given at school. Unlabeled medication will not be given at school.
- 4. Only a 30 day measured dosage of medication will be accepted, and medication must be brought to school by the parent. **No child is allowed to bring medication to school**.

When the nurse is present in the school, she will supervise the child in taking the medication. In the nurse's absence, only those staff members trained in medication administration, whether at school or on field trips, may perform this duty.

#### **Special Allergies**

Please inform the school immediately if your child has a diagnosed food or other allergy that he or she could come in contact with during the day. Special arrangements will be made to insure the safety and well-being of your child. Depending on the nature of and the fatal impact of some food allergies, some snack or food items may be prohibited from some classes or from being sold in the cafeteria.

#### 28) Building and Equipment

Students are liable for damages to school property and are urged to take the utmost care and pride in our school. Abusing or defacing any school property will not be tolerated.

#### 29) Telephone

The use of telephones at school is limited by professional practices and not for unauthorized use. If a child is ill, we will call the parent about this illness. Students will not be allowed to use the telephone to call home to obtain "forgotten" supplies. Please see that each child is prepared for school each day. Calls to teachers and other school personnel are discouraged during regularly scheduled instructional periods. Phone messages will be forwarded to the teachers, and they will return calls at their earliest convenience.

#### 30) Visitors

In order to preserve instructional time, classroom visitors will only be allowed on a case by case basis with prior administrative approval. All visitors must sign in, show state-issued photo identification, and receive a visitor's pass from the office. Visitors must be listed on the student's Emergency Card.

We welcome lunch visitors October 2, 2023 through May 3, 2024. We will not allow lunch visitors on early dismissal, special events, or NSE Time days.

#### Procedures:

- Please limit visitors to one per student.
- Visitors must report to the front office before the start of their child's lunch period.
- To enjoy lunch with a student, the lunch visitor must be on the student's emergency card.
- Visitors will be checked in using their state issued identification.
- A lunch "date" form will be given to the visitor.
- Visitors report directly to the cafeteria and give the "date" form to a lunch monitor.
- The student will then meet the visitor at a designated table to enjoy lunch.
- If the visitor needs a lunch from the cafeteria, it must be ordered before 9:30 am on the day of the visit. If a cafeteria lunch is ordered, the visitor will be responsible to pay for the lunch (\$4.25).
- Visitors may also choose to bring lunch for themselves and their child. (No carbonated beverages allowed in the cafe, please.)
- When the lunch period is over, students line up with their class and visitors walk directly to the front office.
- Visitors may not escort students back to class or extend lunch times.
- Lunch Visitor guidelines may be amended at any time based on need.
- Thank you for understanding and we look forward to seeing you at NSE!

2023 - 2024 NSE Time Days (subject to change):		2023-2024 NSE Early Dismissal Days:	
Oct 11, 2023	Jan 31, 2024	Oct 13, 2023	Jan 19, 2024
Nov 8, 2023		Oct 26, 2023	Feb 1, 2024
Dec 5, 2023	Feb 28, 2024	Oct 26, 2023	Feb 1, 2024
	Mar 20, 2024	Oct 27, 2023	Feb 2, 2024
Jan 10, 2024	April 16, 2024	Dec 21, 2023	Mar 15, 2024

# Special Events include but are not limited to:

Trunk or Treat - Oct 31, 2023 Boosterthon Fun Run - Nov 17, 2023 Mardi Gras Parade - Feb 9, 2024

# 31) Birthday Celebrations

Student birthdays are celebrated each day at NSE with morning announcements. Students receive a birthday sticker and pencil when their birthday is announced. While we do not allow birthday parties in order to preserve instructional time, the birthday child may bring treats for his/her classmates as a snack on his/her special day. It is preferred that all packages should be individually wrapped. Birthday party invitations may be passed out at school **ONLY** if the whole class is invited. Please make arrangements with your child's teacher in advance to send snacks for the entire class.

# 32) Homework

Homework is any assignment given by the teacher in which the student is responsible for completing on his own time. Homework provides students with opportunities to deepen their understanding and skills relative to the content that has been taught or will be taught. The purposes for homework are (1) to practice content/skills with which students are very familiar, (2) to prepare students for a new topic of study, and (3) to have students elaborate on newly introduced topics or concepts.

Parents should refer to the weekly Parent Information Sheet for homework assignments.

# 33) Suspecting Child Abuse

The law requires that any member of a school faculty or staff that suspects child abuse and/or child neglect to report their suspicion to the Office of Community Services (OCS). The OCS caseworker will collect information from the staff member and then decide if the OCS will investigate. It is the responsibility of the faculty or staff member who suspects child abuse to immediately inform the principal after they have reported their suspicion to OCS. No staff member needs the permission of the principal to report his or her suspicion.

#### 34) Counselor

Our counselor, Ms. Shannon Johnson, works to ensure the social emotional wellness of NSE students through individual sessions and/or small groups during classroom guidance sessions. Teachers and parents will be able to request counseling services. The counselor will contribute a monthly newsletter article and will maintain a counselor page on New Sarpy Elementary website. For most cases, parental permission will need to be obtained before counseling can begin. Please contact Mrs. Johnson for more information sjohnson@stcharles.k12.la.us or call the school at (985) 764-1275.

# 35) Sexual Harassment

The St. Charles Parish Public School System prohibits Sexual Harassment of or by any student. Please refer to the complete policy and procedures regarding sexual harassment found in the current edition of the <u>Code of Conduct District Handbook</u>.

# 36) Parent Communication

At New Sarpy we believe communication is key. Parents are given various means to communicate with school personnel including teachers, counselors, and administrators through school phone, school email or use of School Status. School personnel is expected to respond to communication within 24 hours. Teachers cannot respond to phone calls, emails, or School Status messages during student instructional time.

### 37) Concessions

Concessions may be sold at various times throughout the year. Proceeds from concessions will be predetermined and communicated to parents along with dates of sales. Examples of how proceeds may be used include local charities or causes, special events or student activities.

# 38) Code of Conduct District Handbook

Every student is given, at the beginning of the school year, a copy of the current edition of the <u>Code of Conduct District Handbook</u>. It is a collection of the most important school board policies and procedures regarding attendance and discipline. As it is the school's responsibility to comply with these procedures, it is the parent's responsibility to be aware of them.

# 39) Medical Excuses for Physical Education and/or Physical Activity

Generally, a student well enough to be in school is required to participate in all classes, including those which require physical activity. When a situation arises wherein a student cannot engage in physical activity, or physical activity would be harmful for a student, the following procedure is to be followed:

# Parent/guardian must contact the school to notify administration that the student is unable to participate in physical education activities.

In addition, the student is to bring an excuse signed by a parent or guardian to the homeroom teacher. The excuse should note the length of time the student is to be excused from PE or physical activity. The teacher gives the excuse to the school office specialist, school nurse or administrator who notifies other appropriate staff. The teacher may assign alternate assignments that do not require physical activity for the student.

A physician's note is required for students to be excused for more than five days of Physical Education Class, ROTC Class, or any other class in which physical activity is required. The physician's note must include the date that the student can return to normal activity and participation levels.

# 40) Excuses for Students with Temporary Limited Mobility in and Around School and Classrooms

When a situation arises wherein a student has temporary, limited mobility in and around the school and/or classrooms, the following procedure is to be followed:

The student is to bring an excuse signed by a parent or guardian to the homeroom teacher. It is preferable that the parent or guardian make an appointment with the school nurse or administration to report the physical limitations and discuss a possible accommodation plan.

The school nurse or administrator will notify other appropriate staff (including the school office specialist) regarding the limitations and accommodations.

A physician's note is required when student mobility is restricted for more than five days. The physician's note must include the date that the student can return to normal activity and participation levels.

# 41) Emergency Information

Occasionally, emergency situations may warrant the closure of schools. Because this causes the interruption of family routines, this procedure will be followed only if absolutely necessary. If within our control, the decision to close any or all schools will be made as soon as possible so that parents/guardians can make appropriate arrangements.

You will be notified via:

- Blackboard Connect Phone and Email Messaging System
- Cox Cable Channel 8
- AT&T U-Verse Channel 99
- School Status
- New Orleans TV stations
- WWL 870AM Radio
- www.stcharles.k12.la.us

If it is necessary to close schools early, the middle and high schools will dismiss first followed by elementary schools.

- Parents/guardians should develop a plan to deal with the early arrival of their children from school.
- Bus drivers will monitor the safe arrival of K-5 students at their homes.
- If a student's safety is questioned, the student will be returned to his/her school or to an alternate pre-arranged site.

The St. Charles Parish Public School System delivers official crisis/emergency messages when necessary using the following communication tools:

- Blackboard Connect Phone and Email Messaging System
- Cox Cable Channel 8
- Cox Cable Channel 6
- AT&T U-Verse Channel 99
- New Orleans TV stations
- WWL 870AM Radio
- School Board Office (985) 785-6289 0r 1-800-259-6289
- www.stcharles.k12.la.us

#### HELP US!

Parents/guardians are asked NOT to call the school in emergency situations so that the phone lines can remain accessible for handling the crisis/emergency.

# 42) 2023-2024 At A Glance Calendar

# August

- 2 Meet and Greet 3:30-5:30
- 22 Open House 5:30

# September

- 8 Morning with the Mudbugs (Grade 2)
- 28 Fall pictures

# October

- 13 Morning with the Mudbugs (Grade 1)
- 31 Trunk or Treat

# November

- 10 Morning with the Mudbugs (Grade PreK and K)
- 14 Holiday Pictures
- 17 Fun Run school fundraiser

#### December

6 Merry Mingle with Muddy and 1<sup>st</sup> Grade performance 5:00 – 6:30

# January

19 Morning with the Mudbugs (Grade 2)

# February

- 2 Morning with the Mudbugs (Grade 1)
- 9 Mardi Gras Parade
- 28 Black History Program 9:15
- 27 Spring pictures

# March

- 13 2<sup>nd</sup> Grade Performance @ LPAC 6:30
- 15 Morning with the Mudbugs (Grade PreK and K)

# April

16 Class Pictures

# May

- 2 Kindergarten Performance 6:30
- 20 Family Picnic (PreK and K)
- 21 Family Picnic (2<sup>nd</sup>)
- 22 Family Picnic (1st)

# **New Sarpy Elementary School**



**Title I Parent Handbook** 

2023 - 2024

#### Title I Parent Handbook

#### Overview of Title I

In 1965, the United States Congress passed the Elementary and Secondary Education Act to improve the quality of education in the United States. Since the initial authorization, Congress has added to and reauthorized the act five times. The previous version of the law, the No Child Left Behind (NCLB) Act, was enacted in 2002. NCLB represented a significant step forward for our nation's children in many respects, particularly as it shined a light on where scholars were making progress and where they needed additional support, regardless of race, income, zip code, disability, home language, or background. The Every Student Succeeds Act (ESSA) was enacted December 10, 2015. This latest reauthorization creates a better law that focuses on the clear goal of fully preparing all scholars for success in college and careers. Title I of The Every Student Succeeds Act (ESSA) remains the largest federal aid program for education in the country. To receive these funds from the federal government each state must submit a detailed plan describing what all children are expected to know, the standards of performance that all scholars are expected to meet, as well as ways to measure scholars' progress. The Louisiana Department of Education allocates money to the St. Charles Parish Public School District based on the number of low-income families living in the parish. The district sends funds to schools with the highest percentage of economically disadvantaged scholars. These schools identify scholars most in need of educational help, set annual goals for improvement, measure student success, develop programs that add to the regular education programs, and collaboratively work with parents in all aspects of their scholar's education. Parents, administrators, and teachers evaluate the district and school plans annually and revisions are made based on the most current data, and school needs.

#### Title I in St. Charles Parish

The Title I Program in St. Charles Parish believes that all students are or can become scholars. A scholar is described as a learned person who has exhibited accelerated learning competencies and/or possesses high content knowledge of particular subjects. SCP will provide access and opportunities for **all** student to accelerate, with expectations of them becoming scholars. We support acceleration in reading for scholars in kindergarten through 8th grade and four early childhood classes, two at each Title 1 schoolwide elementary schools. At the middle school level, Title I supports math interventions at Albert Cammon, and R.K. Smith middle schools. The Title I Program also has established Family Learning Centers at the Title I Schools. The Family Learning Centers enhance student achievement by providing parent workshops (both academic and social/emotional), Literacy Play Groups, home visits, materials for check out and general support for families.

St. Charles Parish has shifted to a schoolwide district. The schoolwide program is authorized under Title 1, Part A. It is a service delivery model for Title 1 schools that allows schools to support costs associated with **whole school improvement** to raise the achievement of **all** students, particularly working below grade level standards/benchmark.

The Title I program gives supports all students with the opportunity to move ahead using many different teaching methods. These include individual instruction, small group instruction, and computer assisted instruction. Highly qualified Title I teachers provide opportunities for scholars to experience success in reading and math so that lifelong skills are developed and negative attitudes toward reading and math are minimized or eliminated. Title I teachers work closely with classroom teachers to ensure the success of each student.

# **Current Title I Programs for scholars include the following:**

- Tier III intervention program focused on assisting the most at risk K-3 grade scholars to accelerate in Phonemic Awareness and Phonics support.
- Tier II reading intervention support with the use of the core that reinforces student learning of the foundational skills necessary for reading on grade level text.
- Math intervention instruction at the middle school level that focuses on intrinsically motivating scholars, developing their number sense and grade level standards, understanding of operations and fractions, understanding of ratios and proportional reasoning, and arithmetic of rational numbers using small group instruction.

# **Parent and Family Engagement**

Studies over the past three decades have shown that children whose parents/families are involved in school activities have higher achievement scores. By taking an active role in your scholar's school, you show your child that you and the school are a team working together to increase their success.

# What is parent and family engagement?

Parent and family engagement is a parent's/family's active participation in the educational life of their child. Getting your child to school every day is parent engagement. Helping out in your scholar's class is parent engagement. Attending meetings, workshops, and activities sponsored through Title I and the school is parent engagement. Serving on committees is parent engagement. Family engagement is an empowering partnership among families, educators, practitioners and the community with shared responsibility for the personal success of children and youth.

# Why do parents and families need to be involved?

- Parents and families need to understand ways to support their scholar's in academic content and social emotional learning.
- Parents and families need to understand, that just as scholars have changed, teaching techniques and methods have also changed to meet the demands of today's scholars. By observing in your scholar's class, you can see firsthand how children are being taught and ways to support the school's effort.
- When children realize that their parents and families consider school activities important enough to visit, observe, and participate, they recognize learning is important.

- A scholar's self-confidence is based on how well he/she learns what he/she is supposed to learn. Research findings point to positive academic achievements as self-esteem builders.
- The Title I program and the school need parents and families to be involved. Teamwork will help all children perform to their highest potential.

# How do I get involved?

The easiest way to get involved is to talk to your scholar's teacher or visit the Family Learning Center at your scholar's school. **As your scholar's first teacher**, you can assist the teacher in meeting many of your scholar's needs. Establishing a friendly open and honest relationship with your scholar's teacher is the first step. The Family Learning Center is your place to ask questions, get involved, clarify information and get to know the school. Become a school volunteer! Parents are always welcome and encouraged to participate.



# **BUILDING LITERACY SKILLS AT HOME**



It is never too early (or late) to start doing literacy activities with your child. Strong literacy skills are essential for development and provide a foundation for school and work performance, social skills, and solving problems in all subject areas. Just a few minutes spent each day on simple literacy activities can add up to a lifelong love of reading and learning! These literacy-based activities are great for your preschool or early elementary age child.

# READING



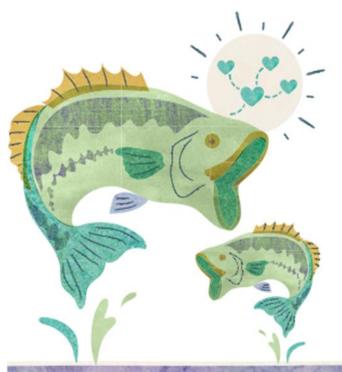
#### **READ EVERY DAY!**

Getting into the habit of reading every day for at least a few minutes is helpful for your child's development.



#### THINK ALOUD AS YOU READ.

Point out what you see in the pictures. Talk to your children about what you are reading. What did they like about the story? What didn't they like?



# WRITING, DRAWING, & CREATING



#### **EXPLORE FEELINGS.**

Creativity and ideas can be expressed by drawing pictures.



#### BE CREATIVE.

Paper, crayons, markers, glue, and even household items like noodles, boxes, and sponges can be great tools for creativity.



#### MAKE STORIES.

Encourage your child to "tell stories" to you. Write their story down for them in a booklet (just a few pages of stapled paper is fine!), and have them illustrate their story.



### PLAY "FIRST, NEXT, LAST."

Have pictures of different scenes from stories you read, and have your child sequence the events using the pictures. Have them retell the story.



#### PAINT WORDS WITH WATER.

Get a clean paintbrush and small bucket of plain water.
Go outside and let your child paint letters or words on
the walls, sidewalk, or fence.

# SPEAKING & LISTENING



### **BUILD VOCABULARY.**

Talk with your child about everything. Describe the world around them in real (adult) terms.



#### EXPLORE RHYMES AND SONGS.

These can expose new words and develop speaking skills.



LAST UPDATED OCTOBER 29, 2021

# **School-based Parent and Family Engagement Guidelines**

Fortunately, New Sarpy Elementary School has a very active parental involvement program, which contributes to an effective total educational program of the school. The parent volunteer program is coordinated through the New Sarpy Elementary School PTO. Individuals interested in assisting should contact the PTO volunteer coordinator or the teacher.

# St. Charles Parish Schools Parent and Family Engagement Policy

The St. Charles Parish School Board recognizes that parent and family engagement is essential as we partner to educate our district's scholars and prepare them for life-long learning. This responsibility is shared by the family, school, district and community who must work together as knowledgeable and collaborative partners. It is the intention of the district to cultivate and support active family involvement that supports student learning.

- I. For schools receiving Title I Part A funding, the St. Charles Parish School Board:
- A. Involves parents and family members in jointly developing the local educational agency's (LEA) Title I, Part A plan, and the development of school support and improvement plans.
- B. Provides the coordination, technical assistance, and other support necessary to assist and build the capacity of all participating schools within the LEA in planning and implementing effective parent and family engagement activities that improve student academic achievement and school performance. This may include meaningful consultation with employers, business leaders, and philanthropic organizations, or individuals with expertise in effectively engaging parents and family members in education.
- C. Coordinates and integrates parent and family engagement strategies to the extent feasible and appropriate, with other relevant Federal, State, and local laws and programs.
- D. Conducts, with the meaningful engagement of parents and family members, an annual evaluation of the content and effectiveness of the parent and family engagement policy in improving the academic quality of all schools served under this part, including identifying:
  - 1. Barriers to greater participation by parents/families in activities authorized by this section (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background);
  - 2. The needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers; and
  - 3. Strategies to support successful school and family interactions;

- E. Uses the findings of such evaluation to design evidence-based strategies for more effective parental and family engagement, and to revise, if necessary, the parent and family engagement policies described in this section.
- F. Involves parents in the activities of the schools, which may include establishing a parent advisory board comprised of a sufficient number and representative group of parents or family members served by the LEA to adequately represent the needs of the population. This advisory board will help develop, revise, and review the parent and family engagement policy.

#### Parents' Right to Know

As mandated by federal law, you have the right to request information about the qualifications of anyone who instructs your child. If you request this information in writing, the school district will provide you with information about the teacher's certification. If your child is provided services by paraprofessionals, then the school district will provide you with information about their qualifications.

You can also find out about a teacher's certification on the Internet. Just visit the Louisiana Department of Education's web site at <a href="https://www.teachlouisiana.net">www.teachlouisiana.net</a> and click on the Teacher Certification Center. To enquire about a teacher's certification, select Public Access, then enter the teacher's name to view the areas of certification.

If you have questions you can contact the school or call the Title I office at 985-785-3163.

# Derechos de los Padres de Familia

Por mandato de la ley federal, usted tiene el derecho de pedir informacion acerca del grado educativo de cualquier persona que de instruccion a su hijo. Si usted pide estos datos por escrito, el distrito escolar le dara dicha informacion sobre la certificacion de cualquier maestro. Si su hijo recibe servicios de un asistente escolar, el distrito escolar tambien le puede dar informacion sobre el nivel academico de dicha persona. Tambien se puede averiguar el nivel educativo de un maestro por medio de la Internet. Visite el Website del Departamento de Educacion de Louisiana, www.teachlouisiana.net. Apriete donde dice Teacher Certification Center. Para averiguar el nivel educativo de un maestro, apriete donde dice Public Access, escriba el nombre del maestro y podra averiguar las areas en la cuales este certificado a ensenar.

Si tiene alguna preguna llame al la escuela de su hijo o a la oficina Title I, numero 985-785-3163.

# **Grievance Policy and Procedures**

The Title I Program welcomes constructive criticism of the program whenever it is motivated by a sincere desire to improve the quality of the program. All complaints should be submitted in writing. If writing is a problem, appropriate assistance can be given at any level. The proper channeling of complaints involving instruction, discipline, or programs is listed below.

- 1. The Title I, classroom teacher, and counselor can help with questions and concerns about children's needs.
- 2. The school administrators can provide information about programs, curriculum, rules and staff at the scholar's school.
- 3. The District Title I Director and/or coordinator directs the local Title I program.

- 4. The Assistant Superintendent of Curriculum, Instruction, and Assessment can answer questions about curriculum matters including testing.
- 5. The Director of Elementary Schools can answer questions about district-wide programs.
- 6. The Assistant Superintendent of Administrative Services can answer questions about district-wide programs, policies, and procedures.
- 7. The Superintendent can also answer questions about district-wide programs, policies, procedures, and budgets.
- 8. The State Title I Director can provide information on state programs and policies.

For more information see the district's grievance policy on our web site at www.stcharles.k12.la.us. Information can be readily found through the State Department of Education's web site at <a href="http://www.louisianabelieves.com/">http://www.louisianabelieves.com/</a>.

The National Association for Family, School, and Community Engagement (NAFSCE) offers information, training, and other assistance. They can be reached by contacting them at the address below.

The National Association for Family, School, and Community Engagement (NAFSCE) http://nafsce.org