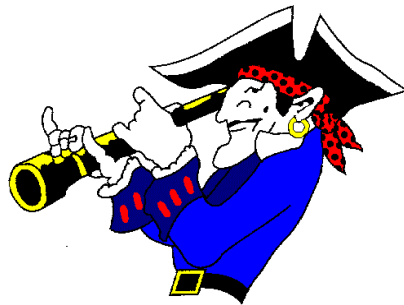


# Albert Cammon Middle School



Home of the Pirates  
“Striving for Excellence”

***234 Pirate Drive  
Saint Rose, Louisiana  
Phone Number: (504) 467-4536  
Fax Number: (504) 468-3873***

***LaSonn Porter, Principal***

**ST. CHARLES PARISH PUBLIC SCHOOLS  
School Calendar 2021– 2022**

First Day for Students/Begin First Quarter	August 6, 2021
First Full Day for Pre- Kindergarten Students	August 16, 2021
Labor Day Holiday	September 6, 2021
Early Dismissal (All Schools)	September 10, 2021
Early Dismissal (Elem/Middle Schools)	September 24, 2021
End First Quarter	October 7, 2021
Early Dismissal (All Schools)	October 8, 2021
Early Dismissal (All Schools)	October 21, 2021
Early Dismissal	October 22, 2021
Weather Make-Up Days/Fall Break Holidays	November 1-2, 2021
Early Dismissal	November 12, 2021
Thanksgiving Holidays	November 22-26, 2021
End Second Quarter/Early Dismissal	December 17, 2021
Christmas/New Year Holidays	Dec. 20-31, 2021
Student Holiday (Professional Learning)	January 3, 2022
Classes Resume/Begin Third Quarter	January 4, 2022
Early Dismissal	January 13-14, 2022
Dr. Martin Luther King Jr. Holiday	January 17, 2022
Early Dismissal	January 21, 2022
Early Dismissal	February 4, 2022
Mardi Gras Holidays	February 28-March 4, 2022
End Third Quarter	March 15, 2022
Early Dismissal	March 18, 2022
Easter Holiday (Spring Break)	April 15-22, 2022
Last Day for Students/End Fourth Quarter/Early Dismissal for all students	May 24, 2022
Last Day for Teachers/Teacher Prep. Day	May 25, 2022

**NOTES:**

- If schools close due to storms in the fall semester of 2021, make-up days will be taken from the Fall Break and/or Thanksgiving Holidays.
- The calendar is subject to change.

**Albert Cammon Middle School Student and Family Handbook**

*LaSonn Porter, Principal*

Gabrielle DeLatte, Assistant Principal  
Charley Hall, Jr. Assistant Principal

**ST. CHARLES PARISH PUBLIC SCHOOLS' CREDO**

***Our Core Business:*** Teaching & Learning

***Our Focus:*** Continuous Improvement

***Our Commitment:*** Learning for Life

**PRINCIPAL'S MESSAGE**

Dear Students and Families,

Welcome, Pirates and Families, to the 2021-2022 school year! We are looking forward to another dynamic year where each and every day *Every Student Matters, Every Moment Counts*. We all must keep in mind, in order to continue to be successful, we all must exhibit **Cooperation, Assertion, Responsibility, Empathy, and Self-Control (CARES)** and reveal our Pirate Pride by taking the utmost care of ourselves, each other, and the environment—our school. Families, encourage students to always strive to be and do their best. Research indicates that your role is essential. We actually need all stakeholders to be actively involved as we guide our students toward being college and career ready. Therefore, we welcome the helping hands of our families and the community as the old adage goes, "It takes a village to raise a child."

This planner should be utilized to assist students with organizing themselves, planning ahead, and setting both short term and long term goals. It can also function as a means of communication among teachers, students, and family. For your convenience and reference, our ***Albert Cammon Middle School Student and Family Handbook*** is embedded in this planner. It reflects our vision, core beliefs, and some essential guidelines so that our school can function as efficiently as possible as we continue (daily) to ***Strive for Excellence*** in academics, athletics, and the arts.

It is my distinct honor to serve all Albert Cammon Middle School students and families.

Respectfully,  
LaSonn K. Porter  
Principal

**MY SCHEDULE**

PERIOD	SUBJECT	TEACHER	A/B	ROOM #	
ADVISORY	ADVISORY				
1st					
2nd					
3rd					
4th					
5th					
6th					
					1 <sup>st</sup> Enrichment
					2 <sup>nd</sup> Enrichment

Enrichment classes alternate on A/B days.  
Place a check to show the day your enrichment meets.

Google Classroom:

Username:

Password:

PowerSchool:

Username:

Password:

Hall Locker #:

Locker Combination:

PE Locker #:

Locker Combination:

## **MISSION, VISION, VALUES & BELIEFS**

### **MISSION**

Albert Cammon Middle School provides effective academic and social instruction, through virtual and traditional settings. Our mission is to empower students with the knowledge and skills necessary to become critical thinkers, enthusiastic life-long learners, and involved, productive citizens.

### **VISION**

Albert Cammon Middle School provides challenging instruction aligned with college and career expectations. The curriculum incorporates rigorous content, application of knowledge through higher-order thinking and problem-solving skills, and instructional activities that promote physical, social-emotional, and technological skill development. In our safe, nurturing, and orderly learning environment, students become active, reflective, life-long learners. As a school, we work collaboratively with all stakeholders to inspire students to experience the joy of learning and provide equitable opportunities for all.

### **VALUES & BELIEFS**

At Albert Cammon Middle School, we have certain values and beliefs that govern our school and guide us in every decision we make. Based upon what we value as a faculty, these are our guiding principles:

- Students are the primary focus of all decisions impacting the work of the school.
- Students thrive in an emotionally and physically safe, risk-free environment that promotes student learning and fosters opportunities to build relationships among students and faculty.
- Students can achieve at higher levels and are given equitable support through instructional materials and personalization.
- Students learn best when they are actively engaged in meaningful lessons and activities that allow for self-reflection and self-evaluation.
- Faculty and staff ensure our students' continuous improvement and academic achievement by incorporating critical literacy as well as technological and problem-solving skills across the curriculum.
- Students excel in a caring and sensitive learning environment which offers a variety of extracurricular opportunities and supports a diverse school culture.

## **STUDENT ACTIVITIES**

Albert Cammon provides a broad range of activities for student participation. Students are encouraged to participate in as many activities as possible. The following are provided for students:

Beta Club (invitation only)	<u>Boys' Sports:</u>	<u>Girls' Sports:</u>
Yoga Club		(must tryout)
Cheerleaders	Football	Volleyball
Yearbook	Basketball	Basketball
Choir	Baseball	Softball
Band	Track	Track
Robotics	Soccer	Soccer
Student Council		
GYRL Talk		
Bucket Beats		
Girls on the Run		
Anime Club		
Chess Club		

### ADVISORY

Albert Cammon's philosophy emphasizes the personal and social development of the child. The advisory program is an effective education program designed to focus on the social and emotional development of students. Advisory provides each student with opportunities to interact with a caring adult and peers in a small group setting. It is a time when each advisor becomes actively involved with the total development of each student.

**\*\* Early Dismissal will take place on the following days:**

<b>September 10<sup>th</sup></b>	<b>September 24<sup>th</sup></b>	<b>October 8<sup>th</sup></b>	<b>October 21<sup>st</sup></b>
<b>October 22<sup>nd</sup></b>	<b>November 12<sup>th</sup></b>	<b>December 17<sup>th</sup></b>	<b>January 13<sup>th</sup>-14<sup>th</sup></b>
<b>January 21<sup>st</sup></b>	<b>February 4<sup>th</sup></b>	<b>March 18<sup>th</sup></b>	

### **2021-22 Middle School A-B Rotation Schedule (Friday)**

All core classes meet every day for 60 minute class periods. Monday and Wednesday are A days, and Tuesday and Thursday are B days. Friday will alternate each week.

Fall 2021

Spring

2022

<b>Date:</b>	<b>Day</b>
8/6	A
8/13	B
8/20	A
8/27	B
9/3	A
9/10*	A
9/17	B
9/24 *	A
10/1	A
10/8 *	B
10/15	A
10/22 * - P/T Conf.	B
10/29	A
11/5 - Fall Break (Mon. & Tues.)	B
11/12 *	A
11/19	B
12/3	A
12/10	B
12/17 *	A

<b>Date:</b>	<b>Day</b>
1/7	A
1/14 * - P/T Conf.	B
1/21 * - MLK	A
1/28	A
2/4 *	B
2/11	A
2/18	B
2/25	A
3/11	B
3/18 *	A
3/25	B
4/1	A
4/8	B
4/29	A
5/6	B
5/13	A
5/20	B

\* denotes an Early Dismissal Friday

Created: 5/13/21

SPECIAL SCHEDULES

There are times when the daily schedule will be revised to accommodate special student activities, such as pep rallies and other events. Dismissal time for these activities will remain the same. However, the schedule for parent-teacher conference days and student-led conference days will necessitate early dismissal.

#### **LATE ARRIVALS**

Any student arriving at school after 7:50 a.m. is considered tardy. The student should report to the office to obtain an "Admit to Class" slip before going to class. **PARENTS, OR THE PERSON RESPONSIBLE FOR DRIVING THE STUDENT TO SCHOOL, MUST SIGN IN THE STUDENT WHEN ARRIVING LATE TO SCHOOL.**

#### **EARLY SIGN OUTS**

Students are not allowed to leave campus without permission from the office. If a student needs to leave school early, a parent must report to the office to check the student out of school. The student will be called to the office while the parent is signing him/her out for the day. **Upon the student's return to school, a written excuse is necessary for those classes he/she missed.** This excuse is to be brought to the office, and the student will be given an "Admit to Class" slip for those classes he/she missed.

**\*\*\*\*Late arrivals and early sign-outs do keep a student from earning perfect attendance. \*\*\*\***

#### **ATTENDANCE POLICY AND TRUANCY CONSEQUENCES**

Students must be attendance a minimum of 167 days per school year. Middle school students who accrue more than 10 days of absences will not be eligible for promotion.

It is our belief that regular school attendance, commitment to study and participation in school activities is essential to the learning process and is the responsibility of each student. Excessive absences can result in loss of credits or retention. Refer to the Code of Conduct District Handbook section entitled: **Attendance.**

#### **MEDICAL EXCUSES FOR PHYSICAL EDUCATION AND/OR PHYSICAL ACTIVITY - MIDDLE SCHOOL**

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 school office specialist (SOS). The SOS gives the excuse to the school nurse or administrator who notifies other appropriate staff. The student will not be required to dress out. 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, 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**

#### **EXCUSES FOR STUDENTS WITH TEMPORARY LIMITED MOBILITY IN AND AROUND SCHOOL AND CLASSROOMS - MIDDLE SCHOOL**

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 school office specialist. **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 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.**

## DISCIPLINE PHILOSOPHY AND CONSEQUENCES

The Board recognizes the necessity for reasonable control and discipline over the conduct of students under its jurisdiction. Refer to the Code of Conduct District Handbook section entitled: **Discipline Policies/ Procedures: I. Discipline, A. Board Policy 1.23.**

### DISCIPLINE PHILOSOPHY

The discipline philosophy we live by at Albert Cammon Middle School is consistent with the philosophy of our School Board. We recognize the necessity for reasonable control and discipline over the conduct of our students. To learn more about this approach to discipline, please refer to the **Code of Conduct District Handbook** and read the section entitled: **Discipline Policies/Procedures: I. Discipline, A. Board Policy 1.23.** Our school's discipline plan has been created to support our students in the practice and consistent display of positive behaviors. At the heart of this plan is our school's Code of Conduct: 1. Respect yourself; 2. Respect others; 3. Respect the environment.

### Violence Prevention Program Language for Middle and High School Handbook 2021-2022 School Year

A Violence Prevention Program is in place in all middle and high schools to promote the physical and psychological safety of all students and adults. Detailed information on the program is sent to parents of middle and high school students each year. The St. Charles Parish Conflict Resolution Diversion Program has transitioned to a new program model. In lieu of court appearances for students who receive a summons for fighting while under school supervision, you may choose to participate in the new diversion program as follows:

- A. Care Navigation – The student and their family are required to participate in CARE Navigation, a program offered by the St. Charles CARE Center. You will attend three meetings to discuss and address service or resource-related needs of your family.
- B. Restorative Circle – The student and their family are required to participate in a meeting with the other student(s) involved in the incident. This is a restorative approach to resolving conflict between students.
- C. Community Service – The student will be required to participate in six (6) hours of community service during after school hours. The school will determine the details of the community service based on the needs of the school district.

Although this diversion program is voluntary, if you choose not to participate or do not successfully complete the program, you will be summoned to appear in court for a formal hearing. Students not participating must sign a "Stay Away Agreement."

### Albert Cammon Middle School Non-negotiable/Tardy violation Form

#### NON-NEGOTIABLE/TARDY VIOLATION FORM

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Grade: \_\_\_\_\_

Issuing Teacher: \_\_\_\_\_ Period: \_\_\_\_\_ TT Teacher: \_\_\_\_\_

You are in violation of Albert Cammon Middle School's non-negotiable policy. (See area checked below)

#### Dresscode

- |   |   |
|---|---|
| <input type="checkbox"/> 1. Bandanas/headbands worn across forehead | <input type="checkbox"/> 10. Body piercing - exception for earrings                   |
| <input type="checkbox"/> 2. Cargo pants                             | <input type="checkbox"/> 11. Gum/Food/Candy   |
| <input type="checkbox"/> 3. Hood/cap worn in building               | <input type="checkbox"/> 12. Horseplay  |
| <input type="checkbox"/> 4. Hood on sweatshirt                      | <input type="checkbox"/> 13. Inappropriate language                                   |
| <input type="checkbox"/> 5. Improperly-sized clothing               | <input type="checkbox"/> 14. PDA (Public Display of Affection)                        |
| <input type="checkbox"/> 6. No belt                                 | <input type="checkbox"/> 15. Tardy  |
| <input type="checkbox"/> 7. No ID /altered ID                       | <input type="checkbox"/> 16. No agenda passes (Lunch Detention only)                  |
| <input type="checkbox"/> 8. Un-tucked shirt/blouse/zippered jacket  | <input type="checkbox"/> 17. Skipped teacher's lunch detention (Lunch Detention only) |
| <input type="checkbox"/> 9. Wrong color undershirt or sweatshirt    | <input type="checkbox"/> 18. MASKS _____  |

When deemed necessary, STUDENTS WILL CALL HOME for a change of clothing and will be issued a consequence. If a change of clothing is not provided, students will be assigned to ISS.

INFRACTION	Date	CONSEQUENCE
1 <sup>st</sup>		Warning
2 <sup>nd</sup>		Restorative Conference with Student and Team
3 <sup>rd</sup>		Lunch Detention
4 <sup>th</sup>		Lunch Detention
5 <sup>th</sup>		Parent Conference
6 <sup>th</sup>		After School Detention
7 <sup>th</sup>		After School Detention; Parent Conference at 4:30 PM. Letter sent to Parents



## **ATTENDANCE POLICY**

Consistent with School Board beliefs, we at Albert Cammon Middle School believe that **regular school attendance**, commitment to studies, and participation in school activities are essential to the learning process and are the responsibility of each student. Excessive absences can result in the student not being promoted to the next grade. Be sure to refer to the ***Code of Conduct District Handbook*** section entitled: **Attendance**. Timely arrival at school, as well as regular attendance at school allow for high levels of learning. All tardiness will be recorded. Tardiness is defined as late arrivals and/or early checkouts. Students are considered tardy if they arrive after 7:50 A.M. Parents/guardians or the person bringing tardy students to school must accompany the student to the office to sign-in the student. The school office specialist will give the student an admit note to class, which is to be presented to the teacher. Excessive tardiness will not be tolerated.

A minimum attendance of 167 days is required of all students. Parents/guardians will be notified upon the fifth absence of the child. Students' absences cannot exceed **10** days for the school year. For additional information on attendance regulations for the 2020-2021 school year, please refer to the 2021-2022 District Code of Conduct. Students are responsible to complete all work missed due to their absences. Children absent from school for school activities will not be considered absent. Students who are suspended from school will be required to make up work to receive full credit upon their return to school.

## **SCHOOL DAY ARRIVAL, DISMISSAL, & TRANSPORTATION**

Our students' school day starts at 7:40 A.M. All students, including tardy students, are required to enter and exit through the main entrance near the office. Students may arrive at school between 7:40 A.M. and 7:50 A.M. Buses will begin unloading at 7:40 A.M. Arrival after 7:50 A.M. is considered tardy. If arriving after 7:50 A.M., a parent/guardian should sign the student in at the front office. All students are expected to remain at school until dismissal at 3:00 P.M. On early dismissal days and family conference days, students are dismissed at 11:55 A.M.

Bus notes must be turned into the school office specialist for approval at the beginning of the day and retrieved at dismissal. Any student without a note will be sent home on the assigned bus. For child safety and security, telephone calls requesting changes in transportation routines cannot be accepted by the school – Such changes must be made in person or in writing.

All parents/guardians picking up their children at dismissal must drive down Pirate Drive, make a u-turn in the back of the school, and then proceed to the cafeteria to pick up children. The front of the school is reserved for school busses only. **No student will be allowed in the building before school or after school without special permission.** Any student remaining in the building for any purposes must be under the supervision of a teacher.

**In order to attend any extra-curricular activities (athletic events, after-school activities, after-school practices, dances, and transitional ceremony), students must attend at least half the school day.**

As the most common manner of arriving at and dismissing from school is the bus, each student must adhere to the following bus regulations: avoid horseplay and stay off of the road at bus stops; keep the bus clean of waste paper or other trash; never mark or otherwise deface the bus; avoid unnecessary conversation with the bus driver; use respectful language on the bus; keep arms, feet, and head inside the bus windows at all times; remain seated while the bus is in motion; never leave the bus without the driver's consent; never allow anything to block the center aisle of the bus; report to the driver any misconduct or damage to the bus immediately.

It is consistent with our Code of Conduct to consider riding the bus a privilege that we must respect. Riding the bus is a privilege extended to students by the School Board. Students will be suspended from riding the bus if they fail to follow good safety practices and rules. Parents will be notified through the School Bus Behavior Report Form of any violations of bus safety rules and regulations. The transportation supervisor and the driver establish routes and bus stops.

## **SCHOOL OFFICE HOURS**

Monday-Thursday	7:00 A.M. to 5:00 P.M.
Friday	7:00 A.M. to 3:00 P.M.

## **6. HOMEWORK**

- A. Definition:** Homework is any assignment given by the teacher which the student is responsible for completing on his or her own time. Homework is graded for accuracy.
- B. Purpose:** 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 include (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.
- C. Responsibility of Teachers:** It is the responsibility of the teacher to comply with the school's expectations for homework; assign homework that addresses the purposes described; communicate (through various means) homework assignments

and timelines for long-range assignments to students; clearly identify and communicate the purpose of homework assignments to students; differentiate homework based on the learning needs of students; assign homework that requires minimal assistance. (While families may facilitate homework completion, they should not provide too much help for students.); provide timely and specific oral or written feedback on homework completed.

- D. Responsibility of Students:** It is the responsibility of the students to become familiar with the homework expectations of the school; record homework assignments in their planners; bring all materials home which are necessary for completion of the assignment; practice good study habits; complete their own work and not expect others to do the work for them; keep up with daily and long-range assignments and submit them to the teacher when they are due.
- E. Responsibility of Families:** It is the responsibility of the families to become familiar with the homework expectations of the school; provide materials and a comfortable, quiet, and well-lighted place in which the student may complete homework; establish a consistent schedule for the student to complete homework; encourage, motivate, and prompt the student to complete homework; check with the student daily as to the nature and extent of homework assignments; confer with the classroom teacher if the student does not consistently bring home assignments or has difficulty completing homework.

#### **Free Online Tutoring/Homework Help**

Homework Louisiana at [HOMEWORKLA.ORG](http://HOMEWORKLA.ORG) offers free online tutoring and academic resources from Tutor.com for Louisiana residents from kindergarten students through adult learners. Students can get help in math, science, social studies, and/or English Language Arts from a live tutor. The services can be accessed from a Louisiana public library, from a home computer, or from a mobile device.

<b><u>PROGRESS REPORTS</u></b>	<b><u>REPORT CARDS</u></b>
Progress reports will be issued on the following dates:	Report cards will be issued on the following dates:
<b>First Quarter: September 17<sup>th</sup></b>	<b>First Quarter: October 14<sup>th</sup></b>
<b>Second Quarter: November 19<sup>th</sup></b>	<b>Second Quarter: January 7<sup>th</sup></b>
<b>Third Quarter: February 3<sup>rd</sup></b>	<b>Third Quarter: March 25<sup>th</sup></b>
<b>Fourth Quarter: April 14<sup>th</sup></b>	<b>Fourth Quarter: May 31<sup>st</sup> (Mailed home)</b>

#### **MESSAGES, USE OF PHONES, & EMERGENCY CONTACTS**

In an effort to prioritize our Core Business of "Teaching and Learning," messages will have to be left for teachers whenever teachers are called during the instructional day. We understand that parents/guardians may occasionally have to leave a message for their children; however, this practice should be avoided other than for emergencies. Students may not initiate any phone calls from school without specific permission from their teacher, a school office specialist, or an administrator.

#### **STUDENT HEALTH ISSUES AND MEDICATIONS AT SCHOOL**

The presence of any infectious **disease** or health condition that can negatively affect teaching and learning (such as skin fungi, sores, or head lice) will be reason for exclusion from school. It is the policy of the school to ask anyone who has any of the above to remain home until the condition is cleared up or until a doctor's permission to attend school is obtained by the school. This is necessary because of the contagious nature of these conditions. Upon return, the student must also be cleared by the school nurse before attending class. The nurse is on campus on Tuesdays and Thursdays.

Cleanliness and personal hygiene are conducive to good health, and good health is essential to learning. Stress upon your child the importance of clean hair, clean bodies, and clean clothes. Clothes need not be new or of the latest styles, but they should be clean and neat. Proper hand cleaning is most effective in preventing the spread of illnesses; therefore, please remind your children to properly clean their hands.

Should a student become ill at school, the office will notify the parents/guardians. Arrangements will have to be made by the parents/guardians 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.

Student **accident insurance** will be available to all students. Participation in the plan is entirely voluntary; the school is offering this plan as a service only. The contract is between the insurance company and the individual. Information and enrollment envelopes will be given to students early in the year. When an insured student is injured, parents should request a claim form from the school office specialist. This form must be completed by the student's parent/guardian and presented to the doctor or hospital. Parents

are urged to read the brochure explaining the provisions of the policy carefully. Insurance forms are available upon request in the office.

Children who are acutely ill should be kept at home. Children who are recovering from an acute illness should remain home until medication is no longer needed.

Special situations do exist for a health program that will involve long-term medication. If such a situation should arise, you must contact the school nurse for proper steps to be taken. **No medication can be given at the school until the school nurse has received ALL required approvals.** The nurse is on campus on Tuesdays and Thursdays. The initial dose of medication shall be administered by the student's parent/guardian outside the school jurisdiction with sufficient time for observation for adverse reactions. A copy of the district policy will be given upon request. Specific guidelines for the administration of authorized medications on field trips will be followed. These guidelines will be given to all parents/guardians whose children are authorized to receive school-administered medication at the start of the year. *(Please review the **Code of Conduct District Handbook**. The handbook specifically prohibits students from bringing prescription and non-prescription/over-the-counter medication to school.)*

### **WELLNESS CENTER**

Albert Cammon Middle School's Wellness Center functions as a doctor's office on the school campus, and services require no out-of-pocket expenses for registered students. The center will provide services such as sports physicals, immunizations, lab work, over-the-counter medicine, and prescriptions if needed. The purpose of the center is to help keep students in school. In order for students to utilize these services, parents/guardians must complete and sign a Louisiana Uniform Consent Form for School-based Health Centers. Forms are available in the school office.

### **Child Nutrition**

The St. Charles Parish Public School System offers nutritious breakfast and lunch meals each school day. In addition, a variety of food items are 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.

### **REMOVAL OF FOOD FROM 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 SCHOOL'S CAFETERIA**

Only sealed water or fruity juice bottles (in original containers) are allowed on school premises.

### **VISITOR PROCEDURES**

We do welcome authorized visitors and volunteers to Albert Cammon Middle School. Guests are required to first check in at the office and get a visitor's badge before going to a classroom for any reason. We must require this to ensure safety and security for students and the smooth operation of our school. To minimize distractions and interruptions in the learning environment, appointments must be made for one-on-one family-teacher conferences and classroom observations (up to 30 minutes).

### **STUDENT DRESS CODE**

**Student Dress Code** *(Board Policy 1.21)*

#### **DRESS FOR SUCCESS GUIDELINES**

- **Shirts must be royal blue or white collared shirts or the school-provided spirit shirt (no oversized shirts)**
- **Shorts/pants must be navy blue or khaki (no cargo or oversized pants; pants/shorts cannot be worn lower than 2" below the navel).**
- **Pants, skirts, shorts, jumpers and skorts must be hemmed. Side slits above the knee are not permitted.**
- **Pants must be solid navy or khaki with no trim or adornments.**
- **NO HOODS.** Outerwear is described as having long sleeves and hitting the waist.
  - Button down shirts cannot be worn as jackets.
- **Club shirts can only be worn on Thursdays and must be tucked in (except for jerseys).**
- **If pants have belt loops, a belt must be worn.**
- **Shirts must remain appropriately buttoned.**
- **Middle/high school students must wear shirts tucked in pants.**
- **Reasonably sized logos/labels which are not distracting are permitted.**

- Outerwear that does not open the length of the front by snapping, buttoning or zipping **is not** allowed. White or royal blue sweatshirts and pullover sweaters may be worn over the uniform.
- White or royal blue turtlenecks may be worn under a uniform shirt or jumper.
- Undershirts can only be **white**.
- Footwear must have soles and restraints for the entire foot. Backless shoes are not allowed. Slippers, slides, Crocs, and house shoes **are not allowed**.
- Any prohibited item, including clothing not meeting dress code, will be taken by school officials and returned to the parent/guardian.
- Transfer students will be given 10 school days to conform to dress code guidelines.
- Further rules and regulations concerning dress may be specified for special events, activities or field trips.
- Special requirements will be placed on students in specific situations or classes for health and safety.
- Clothing and conduct that distract from and/or disrupt school operations and decorum are prohibited on the person and/or his or her belongings. This includes, but is not limited to visible underwear, tank tops, halter tops; see-through shorts/blouses; bare shoulders, midriffs, sides and backs; clothing with holes and frayed clothing; jeans, wind pants, sweat pants, cargo pants/shorts and overalls; baggy, sagging or oversized clothes; garments that are immodestly too small; trench coats; leggings/biker shorts; sunglasses; bandanas, caps, hats, gloves, waist pouches, or hoods; slogans or advertising of alcohol, tobacco, or drugs; satanic cult, gang-related symbols or paraphernalia; profane, obscene, or sexually-oriented language on clothing or body; ornate or cumbersome jewelry; jewelry requiring visible piercing, such as nose rings, eyebrow rings, lip rings, cheek rings, tongue rings, etc. (exception of earrings); clothing that is shorter than two inches above the top of the kneecap; graffiti on school apparel, including, but not limited to school bags, purses, etc.

**NOTE: If you have discovered any illegal contraband brought to school, you must report it to a teacher or the office immediately.**

In order to provide an environment in which teachers can teach and students can learn, it is necessary that students refrain from bringing certain items to school. Below is a list of items, which will not be allowed at school. **Students having these items will have them confiscated and could be subject to disciplinary action: [NOTE: Contraband items not claimed by June 1<sup>st</sup> (following the end of the school year) will be donated to Social Concerns.]** During the year, the school reserves the right to add items to this list.

Hats	Aud./Video Equip.	Head Bands	No Slides, Slippers
Gum	Scarves	Cameras	No drugs/alcohol
Playing Cards	Sunglasses	Any Laser Device	No AirPods
Soft Drinks	Matches/Lighters	Visible tattoos	No Earbuds
Metal Combs	Picks	Trading Cards	No Headphones
Water Guns	Rubber Bands	Electronic Devices	
Knives	Stuffed Animals	Breath Sprays	
Toys	Cough Drops	Throat Lozenges	
Dice	Wrist Bands	Fidget Toys	
Blankets	Spinners	Rubic's cubes	
Anything resembling fireworks	No Crocs	Slime/goop	
Jewelry (beyond limits set by the dress code)		Vape's/E-cigarettes	
Any medications (prescription or non-prescription)			

**NOTE: Possession of certain items above could result in suspension to expulsion.**

**Anything considered inappropriate, disruptive, and dangerous or having the potential to be used as a weapon will be confiscated, and the student will be subject to disciplinary action.**

**Each principal shall make the final decision as to what is appropriate.**

#### **STUDENT IDs**

According to School Board Policy, **students must wear their ID cards at all times** (in school and during school activities). IDs must remain in the same condition as when issued. Any ID that has been altered or has graffiti on it will be replaced at the student's expense. Lost or damaged ID cards must be replaced.

\$4.00 ID

\$2.00 Lanyard

\$5.00 for both

Students who have forgotten their ID cards must purchase a temporary ID for \$1.00 before 7:50 A.M.

**Students with temporary ID stickers must wear them on the outer layer of clothing on the upper left chest.**

**Students with temporary ID cards must be at the end of the lunch line.**

#### **HALL PASSES (not in handbook)**

Students receive 10 passes per nine-week period. If students request to leave class during instructional time, they must have their planner pass signed by the teacher. **Passes will not be issued during the first 10 minutes or the last 10 minutes of any class unless there is an emergency. You can find the passes in their planners.**

#### **LOCKERS**

Ultimate responsibility for the security of all personal belongings rests with the individual student. Each student is assigned a locker for the storage of books and school equipment. The locker rental fee is \$2.00 for student lockers and \$2.00 for P.E. lockers. All students are required to rent a locker for the storage of P.E. uniforms in the gym. All lockers are the property of the school and may be inspected by the administration at any time. **NO SHARING OF LOCKERS WILL BE PERMITTED.**

#### **GRADING & CURRICULUM POLICIES**

At the halfway point of each grading period, students will receive a report that indicates their progress in each subject. **It is the important for parents/guardians to check with the student for this information. The parent/guardian is to sign and return the progress report to the teacher.**

The official grading scale will be A, B, C, D, and F. Below are the percentage ranges for each letter grade:

A = 100 – 93      B = 92 – 85      C = 84 – 75      D = 74 – 67      F = 66 or below

A grade of D or F indicates that the student is at risk of failing the grade. **A letter grade of D does NOT indicate mastery of required material.**

Report cards will be issued four times during the school year. Parents/guardians are urged to review the report cards with their children. If parents/guardians have any questions or concerns about their child's report card, they should contact the school to set up a conference with the teacher and/or with the principal. Report cards for the fourth reporting period will be mailed home.

Recognition for exceptional academic achievement will be made quarterly. These recognitions include the Principal's List, Honor Roll, B.U.G. Club, and Perfect Attendance. **Students may earn an award from only one academic category.** Below are the guidelines for each of the recognitions:

- **Principal's List:** All "A"s in all academic subjects (English Language Arts, Math, Science, and Social Studies). Enrichment courses and conduct grades are not used to determine the honor roll.
- **Honor Roll:** At least the letter grade of "B" in all academic subjects (English Language Arts, Math, Science, and Social Studies). Enrichment courses and conduct grades are not used to determine the honor roll.
- **B.U.G. Club (Bringing Up Grades):** Recognizes students from one quarter to the next who increased by a letter grade in at least one academic subject without decreasing the letter grade in any other academic subject. A grade of "F" is not allowed in any academic subject to be eligible for the B.U.G. Club. Enrichment courses and conduct grades are not used to determine the B.U.G. Club. A student may not earn both B.U.G. Club and Honor Roll or Principal's List.
- **Perfect Attendance:** In order to qualify, students must be in attendance for the entire school day, every day. Students entering the school after take-in time, leaving school for an appointment and returning later in the day, leaving before the dismissal bell, or being absent for any reason are not eligible for perfect attendance.

#### **SEARCH POLICY & PERSONAL ITEMS**

The property of the district as well as personal property may be **searched** according to the guidelines expressed in the ***Code of Conduct District Handbook*** section entitled: **Searches-Students and School Property.**

Students are not allowed to bring **personal property** to school that will not assist in the teaching/learning process. These items can be a great distraction and therefore must be kept at home. If brought to school, these items will be taken from the students and a parent/guardian will be asked to come pick them up.

#### **CELL PHONES/SMART WATCHES**

**All cell phones/smart watches must be locked in the student's locker at the beginning of the day and can be taken out at the end of the day to go home.** Cellphones, smart watches, headphones, earbuds, and other electronic accessories must be secured in schoolbag before entering the building. If a student has a cell phone in his or her possession, the cell phone will be taken, and the discipline ladder that is listed in the Code of Conduct District Handbook shall be followed. See the ***Code of Conduct District Handbook*** section entitled: **Student Offenses and Discipline. Refusal to relinquish the device will result in a suspension/ADAPT.**

#### **EXTRA-CURRICULAR ACTIVITIES**

Relative to availability of our faculty and staff, extra-curricular activities at ACM include athletics, After-School Tutoring, Robotics, Band, Choir, 4-H Club, Student Council, Drama Club, Beta Club, Art Club, and Girl Power. These opportunities are designed to reinforce and extend learning opportunities beyond the regular class and/or the normal school day. Participation in all extra-curricular activities requires parental support and permission. An equitable criterion is used for selection into these activities. Students enrolled in After School Tutoring should report to tutoring for the first half of the afternoon. **Students who serve an after-school detention are not allowed to attend any extra-curricular activities that day. After School is for the entire time.**

#### **EXTRA-CURRICULAR PARTICIPATION IN ATHLETICS**

The purpose of athletics is to promote the physical, mental, moral, social and emotional well-being of students. Athletics offered at Albert Cammon include football, volleyball, basketball, track, baseball, softball, soccer, and cheerleading. Interested students should contact the head coach at the beginning of each season. In order to participate in extra-curricular activities at Albert Cammon, the following eligibility requirements must be met.

- A. A student may not be more than 15 years of age prior to August 1. Albert Cammon adheres to Louisiana High School Athletic Association policies.
- B. A student must maintain a 1.5 grade point average (no more than one failing academic subject each quarter).
- C. Parents/guardians must purchase school insurance or sign a statement that they have their own insurance in the presence of a school official.
- D. Students must have a current (one calendar year) physical examination documented on the forms provided by the school.
- E. Student and parent/guardian will be required to sign a rule/regulation form before participation in athletics.

#### **CURRENCY**

Students have the right to have in their possession adequate funds to meet their monetary needs during the course of the school day. The principal or designee shall: inform parents when a large amount of money is determined to be held by a student. If needed, an investigation will be held and findings will be handled accordingly in conjunction with the SCPS.

#### **LOCKER SEARCH POLICY**

Refer to the Code of Conduct District Handbook section entitled: **Searches-Students and School Property.**

#### **PLAGIARISM**

Plagiarism is the presenting of someone else's ideas or words as one's own. The following are incidences that may be considered plagiarism:

- Lifting phrases, sentences, or paragraphs
- Copying the structure of an essay and using a thesaurus to change key words
- Copying character analyses and theme analyses from sources such as Cliffs Notes or Spark Notes
- Copying encyclopedias or information from the Internet
- Copying the entire work
- Copying other students' work
- Copying and pasting from a source without crediting the source

Consequences: Lifting phrases will result in a referral and the student will be required to resubmit the assignment.

#### **JURISDICTIONAL STATEMENT**

**Consequences apply for offenses on any school campus as well as off campus school-sponsored activities.**

#### **VIOLENCE PREVENTION PROGRAM**

Violence Prevention Program  
Language for Middle and High School Handbook 2021-2022 School Year

A Violence Prevention Program is in place in all middle and high schools to promote the physical and psychological safety of all students and adults. Detailed information on the program is sent to parents of middle and high school students each year. The St. Charles Parish Conflict Resolution Diversion Program has transitioned to a new program model. In lieu of court appearances for students who receive a summons for fighting while under school supervision, you may choose to participate in the new diversion program as follows:

- A. Care Navigation – The student and their family are required to participate in CARE Navigation, a program offered by the St. Charles CARE Center. You will attend three meetings to discuss and address service or resource-related needs of your family.

- B. Restorative Circle – The student and their family are required to participate in a meeting with the other student(s) involved in the incident. This is a restorative approach to resolving conflict between students.
- C. Community Service – The student will be required to participate in six (6) hours of community service during after school hours. The school will determine the details of the community service based on the needs of the school district.

Although this diversion program is voluntary, if you choose not to participate or do not successfully complete the program, you will be summoned to appear in court for a formal hearing. Students not participating must sign a “Stay Away Agreement.”

#### **TEXTBOOKS, LIBRARY BOOKS, & OTHER SCHOOL PROPERTY**

Textbooks and library books are loaned to the student for use. This is a privilege afforded by the school board and the state legislature. Care must be taken in using these books. Students will be required to pay for damaged or lost textbooks and/or library books. The same care and responsibilities must be exercised with all board-owned property and equipment.

#### **FAMILY-TEACHER CONFERENCES**

Scheduled family-teacher conferences will be held during the school year in person or virtually. At the time of these conferences, students will be released from school early so teachers, students and parents/guardians may meet. The early dismissal will be at 11:55 A.M. Students are allowed to accompany their families to these conferences and participate in them. Conferences can also be scheduled prior to or after school as well as during enrichment/planning time. Please make an appointment through the office whenever you desire a conference with any teacher. Conferences can only be guaranteed if scheduled in advance. Parents/guardians, however, are welcome to call the school and make an appointment for a conference at any time throughout the school year.

#### **NEWSLETTER AND CALENDAR**

During the first week of every month beginning in September, students will receive a newsletter including a calendar. It is the parent’s/guardian’s responsibility to check with the student for this information or access a copy on the school’s Web site ([www.stcharles.k12.la.us/cammon](http://www.stcharles.k12.la.us/cammon)). **There are important dates/events and other pertinent information for you in the newsletter and on the school’s Web site.**

#### **FIRE/TORNADO AND EMERGENCY DRILL**

Fire drills at regular intervals are an important safety precaution. When the alarm is sounded, it is absolutely necessary that all students obey instructions promptly, clearing the building by the prescribed route as posted in the classroom as quickly and orderly as possible. For a tornado, students are to remain inside the building, report to hallways, be seated against the wall with heads tucked between legs. Lock down drills are conducted throughout year. During these drills students are expected to be contained in a locked classroom with lights turned off and total silence. Some drill may be “live” and some may be “table top”.

**\*\*No student will be dismissed from the ACM campus during any emergency drill until an “All Clear” has been issued.**

#### **Fees**

Fees will be collected at the beginning of the year at the Albert Cammon’s Orientation day.

Fees can be paid with cash, check, money order, or via online payments.

Online payments can be made using credit and debit cards (Visa and Mastercard) at <https://osp.osmsinc.com/StCharlesParish> for a small processing fee.

Fees for all students:

\$18 PE uniform fee – PE shirt and shorts

\$2 hall locker fee – all lockers/locks must be go through maintenance and resetting every summer to ensure the security of personal belongs

\$2 PE locker fee – all lockers/locks must be go through maintenance and resetting every summer to ensure the security of personal belongs

\$10 team fee – supplement Advisory and classroom supplies and experiences

\$13 enrichment fee – supplement enrichment class supplies and experiences

Fees for optional courses are used to supplement the needs of the following optional courses. These fees are decreased due to families already paying the required enrichment fee listed above for all students.

Choir fee – \$25 – music rights, music books, accompanist fees,

Choir fee – \$10 – cost of purchasing a choir t-shirt

Choir fee – \$10– uniform rental fee (uniformed tops, flowers and sash or ties)  
Band fee – 6-8 grades – \$45 – instrument rental  
Band fee – 6-8 grades – \$30 – music rights, music books  
Band fee – \$10 band t-shirt  
Talented Art fee - \$50 – art supplies (canvas, paint, clay, etc.)  
Talented Theater fee - \$25 – theatre supplies (costumes, scripts, performance rights)  
Chromebook \$250  
Chromebook charger \$25

### **Fee Waivers**

#### **Economic Hardship Waivers**

The School Administration/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. Procedures for Exemption**

Parents or guardians may request an economic hardship waiver for assessed fees associated with specific course participation and/or participation in various student activities. When parents or guardians request an economic hardship waiver for fees, the following procedures must be followed.

1. A written request for an economic hardship waiver must be made and submitted to the school principal/designee or the school counselor.
2. **The school principal/designee will conference with the parent/guardian within (5) school days from the receipt of the request for the economic hardship waiver.**
3. The school principal/designee will provide a written agreement of the terms of the economic hardship waiver to the parent/guardian within (5) days of the conference.
4. A copy of the written agreement will be given to the parent/guardian and a copy will be maintained at the school.
5. Parent/guardian may appeal the decision using the procedure associated with the School Board's Policy 5.07, Complaints from the Public.

### **IMPORTANT INFORMATION**

#### **PLEASE READ CAREFULLY**

#### **2021-22 Student Handbook Information**

The St. Charles Parish Public School System offers nutritious breakfast and lunch meals each school day. In addition, a variety of food items are 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.

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

**The procedure for paying for meals is to PRE-PAY by the day, week, month, or year.** To save time, monthly payments are preferred. 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 receiving a meal.** 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.** 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.

#### **Automated Meal Payment System**

Information concerning the online school meal payment system can be found on the Child Nutrition web page at:  
<http://www.stcharles.k12.la.us/departments.cfm?subpage=48274>



### **Free and Reduced Price Meal Application Procedures**

You can now apply for Free/Reduced Price Meals online at [www.scppslunchapp.com](http://www.scppslunchapp.com). Applying online is the fastest and most efficient way to apply for meal benefits. However, students will continue to be provided a paper meal application. **Only ONE online application or paper application is needed per household.** Applications may be completed any time during the school year. All applications are confidential. Notification of approval or denial will be mailed to the household within ten days of receipt of the online or paper application. Students who do not have an approved application on file will be required to pay full price until an application is approved.

### **Students Receiving Free or Reduced Price Meals the Previous School Year**

A new application is needed for the 2021-22 school year regardless of whether a child was receiving free or reduced price meals the previous school year. To ensure that a child continues to receive free or reduced price meal benefits in the 2020-21 school year without interruptions, **a new application must be received by September 17, 2021. Parents who do not return an application on time will be required to pay full price for their child's meal until an application is approved.** The application approval process takes up to 10 days. Please send money for your child's meals during this period.

**It is St. Charles Parish Public Schools' desire to serve nutritious meals to all of its students, but it is the parent's responsibility to provide payment and/or to complete a free or reduced price meal application in a timely manner. Meals may not be provided to those students whose parents have neglected to pre-pay or complete an application.** Parents who continually fail to provide either meals from home, payment for meals, or a completed meal application may be referred to St. Charles Parish Child Welfare and Attendance Department for investigation.

### **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:

**[http://www.stcharles.k12.la.us/files/filesystem/2013\\_14\\_eat\\_smart\\_int.pdf](http://www.stcharles.k12.la.us/files/filesystem/2013_14_eat_smart_int.pdf) .**

If you have questions or need assistance, contact the St. Charles Parish Child Nutrition Department at (985) 785-3179 or write to Child Nutrition Director, St. Charles Parish Public Schools, 13855 River Road, Luling, LA 70070.

### **CAFETERIA RULES**

The cafeteria is a place for dining and quietly talking with friends. In order to make the lunch period pleasant and relaxed, students are expected to practice these simple rules of good manners and courtesy.

1. Students must have their I.D. card on and shirt tucked in to enter the cafeteria.
2. Cutting in line or misbehaving while in line can result in the student facing disciplinary action.
3. Cafeteria workers and lunch monitors are to be treated with courtesy and respect at all times.
4. Students are expected to observe appropriate dining room manners while in the cafeteria.
5. Before leaving the cafeteria, students should push their chairs under the table and be sure that their dining area is left clean.
6. Students must empty and return their trays to the specified area.
7. Students may not loan I.D. cards to other students for any reason.



In the event of severe weather or school closings, please use the following news outlets for Official St. Charles Parish Public School District information:

- Cox Cable Channel 8
- Cox Cable Channel 6
- All four major tv stations
- WWL 870 AM
- 985-785-6289
- [www.stcharles.k12.la.us](http://www.stcharles.k12.la.us)

*Developed by the Public Information Department*

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 Channel 8. Additionally, information will be provided through WWL 870 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  
Dr. Ken Oertling  
Superintendent  
St. Charles Parish Public Schools

**Albert Cammon Middle School**  
**Title I Parent Handbook**

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 four times. The 2000 Reauthorization is best known as the No Child Left Behind Act of Educational Improvement. This latest reauthorization has brought broad changes to the Federal Government's role in education across the United States. The No Child Left Behind Act has created a focused system which holds all states, school districts and individual schools who receive Title I funding to strict rules and regulations.

Title I of the No Child Left Behind Act 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 students are expected to meet, as well as ways to measure students' 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 free and reduced lunch. These schools identify students 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 child's education. Both the district and school plans are evaluated annually by parents, administrators, and teachers. The district and the schools revise their plans every year to best meet the needs of students.

**Title 1 in St. Charles Parish**

The Title 1 reading program gives selected students 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 students to experience success in reading so that lifelong skills are developed and negative attitudes toward reading are minimized or eliminated. Title I teachers work closely with classroom teachers to ensure the success of each student.

**Parent and Family Engagement**

Studies over the past three decades have shown that children whose parents are involved in school activities have higher achievement scores. By taking an active role in Title 1 and your child's school, you show children that they and the school are a team working together to help each child succeed.

**What is parent and family engagement?**

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

**Albert Cammon Middle School Parent Involvement Policy**

---

### **School Mission Statement**

Albert Cammon Middle School provides effective academic and social instruction, through virtual and traditional settings. Our mission is to empower students with the knowledge and skills necessary to become critical thinkers, enthusiastic life-long learners, and involved, productive citizens.

### **Values/Belief**

At Albert Cammon Middle School, we have certain values and beliefs that govern our school and guide us in every decision we make. Based upon what we value as a faculty, these are our guiding principles:

- Students are the primary focus of all decisions impacting the work of the school.
- Students thrive in an emotionally and physically safe, risk-free environment that promotes student learning and fosters opportunities to build relationships among students and faculty.
- Students can achieve at higher levels and are given equitable support through instructional materials and personalization.
- Students learn best when they are actively engaged in meaningful lessons and activities that allow for self-reflection and self-evaluation.
- Faculty and staff ensure our students' continuous improvement and academic achievement by incorporating critical literacy as well as technological and problem-solving skills across the curriculum.
- Students excel in a caring and sensitive learning environment which offers a variety of extracurricular opportunities and supports a diverse school culture.

The Albert Cammon Middle School Family Involvement Policy was developed by the Family Involvement Committee. The committee is comprised of administration, grade level teachers, support staff, and PTO members. The policy will be shared with families by placing the policy in the handbook, sharing it at our annual meet and greet, and copies will be placed in the counselors' offices. Also, in order to reach the community, the policy will be placed on our school website.

During the annual Meet and Greet and regular PTO Meetings, families will be informed of the Title I Program, the school's participation in Title I, and the families' rights to be involved in the planning of various programs.

The goal of Albert Cammon Middle is to foster a home-school connection by increasing family awareness, participation, and collaboration in all aspects of their child's education. Communication is vital to student success. Albert Cammon Middle will use a variety of methods to ensure family awareness and involvement. At the onset of each new school year and at the admission of a new student, a copy of our school handbook will be issued. Our monthly newsletter, *Connect Ed*, and our website keep families abreast of school's performance, accomplishments, and events. Student progress is measured by classroom assignments, homework, teacher-made assessments. Standardized tests are utilized to improve and guide instruction for the upcoming year. The results of these formal and informal assessments are communicated through signed papers, family-teacher conferences, and family phone contacts. During these conferences, teachers share their classroom expectations as it relates to the curriculum.

Supporting families in order to promote an optimal learning climate, Albert Cammon offers a Family Center containing helpful information, resource materials, and offers workshops to assist parents in meeting students' educational needs. Also, grade levels host family nights that focus on core areas of instruction.

In order to create a positive atmosphere of involvement, Albert Cammon Middle offers a volunteer training program that provides families and community volunteers with the necessary skills to be active in the day to day operations of our school. Also, business partners take an active role by volunteering as leaders, Student of the Year judges, and guest speakers.

At the beginning of the year, the Family Involvement Committee along with administration will review any concerns regarding the school Title I Program and Family Involvement Policy. Changes will be made according to the findings of the review. Communication and involvement are the keys to each student's success. Families are expected to contact the teacher, school, and principal when they feel it is necessary. Albert Cammon Middle welcomes families and community members!

### **Vision**

Albert Cammon Middle School provides challenging instruction aligned with college and career expectations. The curriculum incorporates rigorous content, application of knowledge through higher-order thinking and problem-solving skills, and instructional activities that promote physical, social-emotional, and technological skill development. In our safe, nurturing, and orderly learning environment, students become active, reflective, life-long learners. As a school, we work collaboratively with all stakeholders to inspire students to experience the joy of learning and provide equitable opportunities for all.

By taking an active role in Title I and your child's school, you show children that they and the school are a team working together to help each child succeed.

Family involvement is a family's active participation in the educational life of their child. Getting your child to school every day is parent involvement. Attending meetings, workshops, and activities sponsored through Title I and the school is parent involvement. Serving on committees is parent involvement.

The easiest way to get involved is to talk to your child's teacher or visit the family center. As your child's first teacher, you can assist the teacher in meeting many of your child's needs. Establishing a friendly open and honest relationship with your child's teacher is the first step. The Family Center is your place to ask questions, get involved, clarify problems and get to know the school. Become a school volunteer! Families are always welcome and encouraged to participate in their child's academic life.

#### **St. Charles Parish Schools Parent Involvement Policy**

The St. Charles Parish School Board recognizes that parent/family involvement is essential as we partner to educate our District's students and to 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.

#### **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 [www.teachlouisiana.net](http://www.teachlouisiana.net) 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](http://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 enseñar. Si tiene alguna pregunta 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. 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 child'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](http://www.stcharles.k12.la.us). Information can be readily found through the State Department of Education's web site at <http://www.louisianabelieves.com/>.

The National Coalition of ESEA Title I Parents offer information, training, and other assistance. They can be reached by contacting them at the address below.

National Coalition of ESEA Title I Parent's National Parent Center  
310 Pennsylvania Avenue SE, 3<sup>rd</sup> Floor  
Washington, DC 20003  
(202) 547-3137  
[www.ncticlp.org](http://www.ncticlp.org)

Parents,  
After reviewing the policies, 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 **504-467-4536**.

Sincerely,

\_\_\_\_\_  
LaSonn Porter, Principal

*St. Charles Parish Public Schools does not discriminate on the basis of race, color, national origin, sex, or disability.*

\*\*\*\*\*

I have read and understand the Albert Cammon Middle School Title I Handbook including:

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

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Advisory Teacher: \_\_\_\_\_

Grade: \_\_\_\_\_

**Please return this form to your child's teacher by September 16, 2021**