

2020-21
Allemands Elementary School
Handbook

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 985-758-7427.

Sincerely,

Lisa Perrin, 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 Allemands Elementary 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: _____

Homeroom Teacher: _____

Grade: _____

Please return this form to your child's teacher by September 12, 2020.

2020-21
Allemands Elementary School
Handbook

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 985-758-7427.

Sinceramente,

Lisa Perrin, 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 Allemands 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 12 de septiembre de 2020.



You and I ... We are
ST. CHARLES PARISH PUBLIC SCHOOLS

13855 River Road
Luling, LA 70070

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. Additional information will also 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
Superintendent
St. Charles Parish Public Schools

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Welcome

On behalf of the staff at Allemands Elementary School, I am happy to welcome you to the 2020-2021 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, our 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.

With the uncertainty of the school year, we have many things in place to help you and your child. Please stay current with district and school procedures and guidelines due to the pandemic phases and refer to the District's Family Reopening Guide, school website, and district website. This guide can be found at <https://www.stcharles.k12.la.us/Page/14505>.

We invite you to become an active participant in our school community by volunteering at home, joining our PTA, and supporting school events when we can hold them. We truly believe that communication is the key to a successful educational experience. Together, we will continue to provide the best for the children at Allemands 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 district policies and school procedures for the 2020-2021 session are included in this booklet. 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 this form to your child's teacher. If you have any questions or concerns, feel free to contact me at **985-758-7427**.

Sincerely,

Lisa Perrin, Principal

Allemands Elementary School



Title I Parent Handbook

2020–2021

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 students 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 students 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 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 economically disadvantaged students. 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 I in St. Charles Parish

The Title I Program in St. Charles Parish supports acceleration in reading for students in kindergarten through second grade and six early childhood classes, one at each Title I elementary school. At the middle school level, Title I supports math interventions at Albert Cammon and RK Smith middle schools. The Title I Program also has established Family Centers at the Title I Schools. The Family Centers enhance student achievement by providing workshops, playgroups, home visits, materials for check out and general support for families.

The Title I 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 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 students include the following:

- Reading Recovery® is an individual tutoring program focused on assisting the most at risk first grade students to accelerate in reading. The 20 week program offers daily instruction to students to help them become an average reader by the end of the program.
- Literacy groups are small instructional groups where students receive daily instruction from a highly skilled reading teacher using Fountas and Pinell Leveled Literacy materials. This reading program works to enhance student learning and success in reading.
- Both Reading Recovery® and literacy students have access to computer assisted instruction with Lexia Reading focuses on assisting students to gain control over phonemic awareness which is a predictor of success in reading. The Lexia Reading program is an online learning platform that both students and parents can access anytime.
- Math intervention instruction at the middle school level that focuses on intrinsically motivating students, developing their number sense, understanding of operations and fractions, understanding of ratios and proportional reasoning, and arithmetic of rational numbers using small group instruction. Students also have access to Imagine Math and online tutors to help reinforce previously learned skills.

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 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.

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 child'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.

Why do parents and families need to be involved?

- Parents and families need to understand that a school must teach all children and that ability ranges are wide.
- Parents and families need to understand, that just as students have changed, teaching techniques and methods have also changed to meet the demands of today's students. By observing in your child'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 child's self confidence is based on how well he learns what he 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. Team work 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 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.

ALLEMANDS PARENT AND FAMILY ENGAGEMENT

GUIDELINES

In accordance with the Parent Engagement Practices of the St. Charles Parish Public School District, we at Allemands Elementary believe that parents are their child's first and most important teacher. We want to involve parents as much as possible in the education of their children. Using the standards which are aligned with the National Network of Partnership Schools Research, we have a broad focus on parent involvement which includes the following standards and activities:

1. Communicating

- a. Monthly newsletters
- b. School and district websites
- c. Student handbook
- d. Parent-teacher conferences
- e. Stakeholder Action Group meetings
- f. Connect-Ed and SchoolStatus Messages
- g. Reminders of upcoming events
- h. Progress reports
- i. Weekly conduct folders
- j. Teacher communication
- k. Report cards
- l. Twitter
- m. Instagram (in progress)

2. Supporting Families

- a. Family Center
 - Parent education workshops
 - Small group parent meetings
 - Uniform support
 - Playgroups
 - Laminating machine
 - On-line computers
 - Home visits
 - Support groups
 - Resource check-out
- b. Counselor
 - Mid Week Mash-up
 - Red Ribbon Week
 - C.A.R.E.S.
 - Allemands Essential 11
- c. Variety of Outreach Programs
 - Meet and Greet
 - Parent Visits
 - Literacy Night
 - STEAM Night
 - Book fairs
 - Community Morning Meetings
 - Stakeholder Action Group meetings

3. Student Learning

- a. Google Classroom
- b. Virtual learning
- c. One to one devices
- d. Parent Visitation
- e. Home-school connection- literacy backpacks
- f. Parent education workshops and activities

- g. I love you days
 - h. Kindergarten Orientation
 - i. Young Authors Celebration
 - j. Open House
 - k. Family Center Learning Walks
4. **Volunteering will occur at AES according to the pandemic phase expectations. When allowed, these events will be held.**
- a. Volunteer Orientation
 - Parent volunteers
 - Makerspace in classrooms
 - Parades
 - b. PTA
 - Fall Fest
 - Paint and Pizza Night
 - 2nd Grade Send Off
 - Student Appreciation Week
 - Teacher Appreciation Week
5. **Advocacy**
- a. Parent participation in SBLC and IEP conferences
 - b. Parents serve on sub-committees of the School Improvement Teams
 - c. Counselor to work with students and families
 - d. Faculty mentors for students
 - e. Parent attendance at parent/teacher conferences and Academic Monitoring
6. **Collaborating With The Community**
- a. Guest speakers
 - b. Community Morning Meetings
 - c. Active involvement of business partner
 - d. Cajun Dancers community performances
 - e. Rotary Club Christmas tree lighting
 - f. Fall Fest
 - g. Blood Drive
 - h. Child Find
 - i. Student Showcases and performances
 - Christmas performance
 - End of year performance
 - j. Stakeholder Action Group meetings
 - k. Parades

St. Charles Parish Schools Parent and Family Engagement Guidelines

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

For schools receiving Title I Part A funding, the St. Charles Parish School Board:

- 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.
- 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.

- Coordinates and integrates parent and family engagement strategies to the extent feasible and appropriate, with other relevant Federal, State, and local laws and programs.
- 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:
 - 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);
 - The needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers; and
 - Strategies to support successful school and family interactions;
- 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.
- 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 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. 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.

- The Title I, classroom teacher, and counselor can help with questions and concerns about children's needs.
- The school administrators can provide information about programs, curriculum, rules and staff at the child's school.

- The District Title I Director and/or coordinator directs the local Title I program.
- The Assistant Superintendent of Curriculum, Instruction, and Assessment can answer questions about curriculum matters including testing.
- The Director of Elementary Schools can answer questions about district-wide programs.
- The Assistant Superintendent of Administrative Services can answer questions about district-wide programs, policies, and procedures.
- The Superintendent can also answer questions about district-wide programs, policies, procedures, and budgets.
- 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 <http://www.louisianabelieves.com/>.

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/>



**1471 W.P.A. Road
Des Allemands, La 70030**

**Phone: 985-758-7427
985-758-6983**

Fax: (985) 758-2221

Lisa Perrin
Principal

Angelle Bourgeois
Assistant Principal

Lisa Harrell & Sandra Zeller
School Office Specialists

Melissa Schexnaydre
Nurse

Claire Matherne
Cafeteria Manager
(985) 758-1705

Before and After School Child Care Program (R.J. Vial)

Jevonna Lawrence
Coordinator
(985) 758-1329

Allemands Elementary Faculty & Staff

Prekindergarten Teacher

Vanessa Camarata
Chellie Killian

Kindergarten Teachers

Julia Berniard
Logan Cancienne
Kelly Peres
Tiffany Theriot

First Grade Teachers

Miranda Boudreaux (eLearning)
Miranda Hebert
Amber Minchew
Courtney Muller
Natasha Stoltz

Second Grade Teachers

Stephanie Knight
Taylor Mahlie
Charlene Morgan
LaTanya Williams-Jenkins

Special Education Teachers

Kelly Benedict
Ursula Gaines
Alexandra Hitt
Heidi Pizani
Janel Ryan
Tracy Schober
Bridget Summers (Talented Art)
Danny Pitre (Talented Theatre)
Donna Bourgeois (Gifted)

Speech Pathologist

Lindsay Duhe

Enrichment Teachers

Anne Ardoin (French)
Lacey Doucet (Library & eLearning)
Shelly Herbert (Art)
Lori Hogan (Counselor)
Samuel Lopez (P.E.)
Wendy Solomon (Music)

Math Resource

Ashley Tero (eLearning)

Instruction and Technology Coach

Jessica Bychurch

Cafeteria

Claire Matherne (Manager)
Katina Cortez
Nichole Fauchaux

Custodians

Karen Dudley
Karen Loupe
Brenda Scott

K-Monitors/Lunchroom Monitors

Traci Folse
Monica LeBlanc
Nanette Lemoine
Kasie Perry

Para-Educators

Amye Barre (SPED)
Monica Bourgeois (PK)
Rachel Dufrene (nurse para)
Ashley Falcon (SPED)
Laurie Falgoust (PK)
Jolene Hartman (SPED)
Stacy Martin (SPED)
Tonya Tastet (P.E.)

Reading Recovery/Literacy

Cindy Dipuma
Wendy Lagarde
Aimee Vedros

Interventionist

Lakia Butler

Permanent Substitute

Terri Dufrene

Nurse

Melissa Schexnaydre
(Tuesdays & Thursdays)

Family Center

Dunia Kennedy
(Mondays & Wednesdays)
Spring semester only

Allemands Elementary School's Vision

All stakeholders of Allemands Elementary School embrace the education of all students as our top priority by providing a positive foundation for success. Our school prepares students to meet the challenges within the changing society of the 21st century while preserving our historical culture. There is a profound commitment from stakeholders to help all students become college and career ready, creating life-long learners. Our school provides a safe, stimulating atmosphere created through respect for self, others, and our environment. Actively engaged students aspire to reach their full potential, reflecting the high expectations among our faculty, families, and community.

Allemands Elementary School's Mission

Allemands Elementary School is committed to building the foundation of enthusiastic life-long learners in equitable, safe, and respectful environments.

Allemands Elementary School's Beliefs

At Allemands Elementary School, we believe...

- a physically and psychologically safe environment is essential to promote student learning in a traditional classroom or virtual environment.
- a student's self-esteem and humanity is enhanced by positive relationships, open and honest communication, and mutual respect among peers, families, community members and school personnel.
- all students and staff meet high expectations for achievement and success by engaging in challenging and relevant work.
- all children can learn at higher levels when supported daily by a variety of instructional strategies and resources within their school, homes, and community.
- all students are given opportunities to engage in quality experiences focusing on science, technology, engineering, art, and mathematics.
- student achievement and teacher effectiveness increase when teachers and students use a variety of questions and/or prompts to advance high-level thinking.
- excellence is worth the cost.
- we are...One School, One Team, Making a Difference!

St. Charles Parish Public Schools District Credo

OUR CORE BUSINESS...Teaching and Learning

OUR FOCUS...Continuous Improvement

OUR COMMITMENT...Learning for Life

SCHOOL HOURS

- Arrival – 9:00-9:10 AM
- Tardy Bell – 9:10 AM
- Dismissal – 4:10-4:20 PM
- Dismissal for Faculty Study & Parent Conference days – 12:20-12:30 PM

STUDENT SCHEDULES

Please see your child's teacher's webpage for the class's specific schedule. Schedules have been adjusted due to the pandemic phase expectations.

EARLY DISMISSAL

On the following days, we will dismiss at 12:20-12:30.

September 4, 2020

September 25, 2020

October 9, 2020

October 22, 2020

October 23, 2020

November 13, 2020

December 18, 2020

January 13, 2021

January 14, 2021

January 15, 2021

February 5, 2021

March 19, 2021

May 25, 2021

STUDENT CODE OF CONDUCT HANDBOOK

At the beginning of the school year, every student is given a copy of the current edition of the **St. Charles Parish Public Schools' Student Code of Conduct Handbook** for students and parents. It is a collection of the most important school board policies and procedures regarding attendance and discipline. Refer to the **St. Charles Parish Schools' In Box**.

SCHOOL DRESS CODE

Students in grades K-12 have been required to wear official school uniforms. Students are allowed to wear jeans on **Fridays ONLY**. **No cargo pants are allowed**. Spirit shirts are allowed throughout the week and may be purchased from PTA at any time. Allemands event shirts must be navy or white (Fall Fest, parade, etc.) and may be worn on Fridays only. During the fall/winter months, students go outdoors for recess, so proper attire should include jackets/coats. Please clearly label or write student's full name inside jackets/coats. Students are discouraged from wearing crocs, open-toe sandals, and heels to school due to potential hazards during physical activities. Shoes must have foot restraints for the entire foot. **Backless shoes are not allowed which includes flip-flops, backless sandals, etc.** Shoes that are deemed unsafe by administration will not be allowed at school. The official dress code for Allemands Elementary students is described in the tables that follow.

GIRLS

Blouse: Collared white or navy blue shirt/blouse (Dress/oxford or polo/golf-type shirt)

Pants/Skirt/Shorts/Skort/Jumper: Navy or khaki (no shorter than 2" above the top of the kneecap). **Navy, white, or black leggings or tights may be worn under skirt, shorts, skort, or jumpers. No bold prints will be allowed.**

BOYS

Shirt: Collared white or navy blue shirt (Dress/oxford or polo/golf-type shirt)

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

SPIRIT SHIRTS

Students are allowed to wear an official AES spirit shirt to school daily. AES event shirts may only be worn on Fridays.

PERSONAL ITEMS FROM HOME

Personal items such as toys, music players, etc. should not be brought to school unless requested by the teacher. Otherwise, these items will be taken by administration and returned (in person) to a parent only.

RECESS

Allemands will have scheduled breaks in the day. These recesses will occur each day to give students time away from classroom instruction. Students will wash their hands or sanitize their hands prior to and returning from recess. Each class will stay away from other classes during this time. Recess and brain break can take place indoors or outdoors.

DISTRICT CHILD ABUSE AND NEGLECT POLICY

The law requires that any member of the Allemands Elementary School staff report any suspected cases of child abuse and/or child neglect to the Department of Child and Welfare Services (DCFS) and to the St. Charles Parish Sheriff's office.

DISTRICT SEXUAL HARRASEMENT POLICY

Sexual harassment of or by any student and/or employee is prohibited by the St. Charles Parish School Board. Please refer to the policy and procedures regarding sexual harassment in the Code of Conduct District Handbook.

STUDENTS IN THE BUILDING

No student will be allowed in the building before or after school without special permission from the principal.

SCHOOL SUPPLIES

Each student is required to come to school prepared to learn. It is the responsibility of the parents to provide school supplies. Supplies will be requested as needed; students will house their supplies in their learning areas. Refer to the provided school supply list on page 36.

FEES

Supply fees are collected at the beginning of the school year. Students are required to provide \$8 for their fee which will be collected by the homeroom teacher. These fees are used for consumable items and resources for the students in the classroom. In addition to the supply fee, a technology fee of \$20 will be required; however, there is a maximum amount for the technology fee per family of \$40. Fee can be paid online with a credit card by going to <https://osp.osmsinc.com/StCharlesParish/>. Please visit this website for easy payment methods. More details are provided in the chart below.

The principal may reduce or waive fees for economically disadvantaged students and students whose families are experiencing economic hardships and are unable to pay them. All requests for hardship waivers will be confidential.

In order for fees to be reduced or waived, the parent must complete a written request for economic hardship and submit the request to the principal or counselor. The principal will conference with the parent or guardian within five school days from the request for the economic hardship waiver. After the conference, the principal will write an agreement of terms of the economic hardship to the parent or guardian within five days. A copy of the agreement will be maintained at the school. A parent or guardian may appeal the decision using the procedure associated with the St. Charles Parish School Board's Policy 5.07, Complaints from the Public. This request for economic hardship may be written for school fees as well as field trip fees, if needed.

In accordance to the St. Charles Parish School Board’s Policy 3.28, Student Fees, fee details are published on the Allemands Elementary website.

TYPE/NAME OF FEE	PURPOSE OF FEE	AMOUNT	USE OF FEE	COLLECTION METHOD
Supply fee	Consumable materials for class, materials for activities, charts	\$8.00	Consumable materials for class, materials for activities	<ul style="list-style-type: none"> ● Cash ● Check/money order ● Online - credit/debit card
Field Trips	Pay the cost of transportation and attendance for school field trips	Cost varies by trip but no child is denied participation because of lack of funds	Pay entry fee or transportation	<ul style="list-style-type: none"> ● Cash ● Check/money order ● Online - credit/debit card
Technology Fee	Technology fees will be used to deter costs of providing devices as well as minor repairs	\$20 per child with a maximum cost of \$40 per family	Device maintenance and repair	<ul style="list-style-type: none"> ● Cash ● Check/money order ● Online - credit/debit card

ROLE OF THE GUIDANCE COUNSELOR

The school counselor teaches proactive social strategies to all students. She works with our faculty to promote individual student compliance with our school-wide behavior plan. Teachers may refer a student to the counselor for the purpose of helping the student to exhibit appropriate behaviors and to ensure the student understands the consequence(s) of the violation of the school rule(s) broken. After administrators have completed necessary disciplinary actions, they refer the student(s) to the counselor for additional support. Our counselor is at Allemands on Monday afternoons, Wednesdays, and Fridays.

BEFORE AND AFTER SCHOOL CHILD CARE PROGRAM

R. J. Vial is the site for the St. Charles Parish Public Schools Before and After School Care program for students at Allemands Elementary School. Before school care begins at 6:00 a.m. After-school care ends at 6:00 p.m. Please contact Jevonna Lawrence at (985) 758-1329 to register for before and/or after care questions. Due to the pandemic phases, before and after care services required preregistration and acceptance. The Office of Child Welfare and Attendance will answer questions.

BUS RIDERS

Students riding the bus are within the control of the school. The bus operator’s main job is to provide for the safety of all students; therefore, all expectations must be followed while on the bus. Please follow guidelines listed below:

- **No student will be allowed to ride another bus during phase II or III of the pandemic unless it is based on custody agreements.**
- Students must remain seated at all times while the bus is moving.
- There should be no loud talking or yelling at any time on the trip to and from school.
- Parents must keep the child on the same bus daily.
- Parents should make arrangements to have someone receive their child from the bus. If no adult is visible to receive the child, the bus operator will bring the child back to Allemands.
- Due to social distancing during transitions, students will be released by calling individual buses. This procedure is naturally slower; please be patient with the bus operators.
- Change requests must be made in writing i.e., handwritten notes, faxes (758-2221) or e-mails (aesbus@stcharles.k12.la.us), prior to 3:00 of the full day(s) requested or 10:30 on the early

dismissal day(s) requested; **the only change allowed is to be picked up as a car rider.** All notes should be on a full sheet of paper. Please use the change of transportation form on page 37. Include your child's full name, teacher's name, date of the change with who is picking up your child as a car rider, and your signature. **Phone calls will not be accepted to change the means of transportation for ANY student.**

BUS EXPECTATIONS

- Walk safely to and from the bus.
- Always stand away from the road while waiting for the bus. Wait patiently for the arrival of your bus.
- Be prepared to enter the bus when it arrives.
- Use hand sanitizer upon boarding the bus.
- Show C.A.R.E.S. (Cooperation, Assertion, Responsibility, Empathy, and Self-Control) and follow Allemands' Essential 11 at all times.
- Treat the bus operator, other passengers, and the bus with respect.
- Throw paper or other trash in the garbage can on the bus.
- Avoid unnecessary conversation with the bus operator.
- Use proper language and an inside voice on the bus.
- Get on or off the bus only when the bus is **NOT** moving.
- Stay seated in assigned seat and keep hands, arms, and head inside the bus at all times.
- Keep hands to yourself.
- Keep the aisle of the bus clear at all times.
- All items should be kept in the schoolbag while on the bus and at the bus stop.
- Follow all rules posted by the bus operator to keep safe.
- Bus operators will take the temperature for all the students when unloading the bus in the morning.

CAR RIDERS

Morning Car Riders' Arrival Procedure

Children who do not ride the bus to school must arrive at school between 9:10-9:20 AM. For the safety of our students, faculty and community, we are requesting that parents follow these guidelines:

- Enter only at the north driveway (closer to Hwy. 90) and exit only at the south driveway.
- Observe the speed limit (5 miles per hour).
- In the morning between 9:00 AM and 9:10 AM, please form a **single line** to drop students off one at a time in front of the building. Please drive up to the sign, "Car riders begin here" and the cone.
- At 8:50, an assigned duty teacher will go to cars to begin checking temperatures.
- At 8:55, all other teachers on duty will release students from cars.
- Parents will not be able to park and enter the building with a child unless the principal approves it.
- The duty teachers will take the temperature of the students, and if a child's temperature is at 100.4 or higher, the parent and child will be asked to wait 10 minutes to take the temperature again. If it is 100.4 or higher, the parent will be required to take the child home.
- Please only release students from the passenger side of the car.
- Students will walk along sidewalk to school entrance.
- If you arrive after 9:10 AM, please park your car in a parking space between two yellow lines before reporting to lobby to sign in your child. Parents must remain in the office area when signing in their child. Children will walk to class after their temperature is taken.
- Students will use hand sanitizer upon entering the building.
- Please do not park in the unloading area or in designated handicap parking spaces.
- Cars are not allowed in the bus circle behind the school.
- **No student is allowed to walk or ride their bike to school.**

Afternoon Car Riders' Dismissal Procedure

A letter will be provided to all families regarding our current car riders' dismissal procedures. If you plan to pick up your child daily, the letter must be signed and returned before this procedure can take place.

- At 4:00, a duty teacher will place cones in the parking lot to identify the **two lanes** for pickup.
- Once the cones are in place, the teacher will begin checking identification in lane one and have the person picking-up the student sign the clipboard.
- Students having a copy of the letter on file will automatically report to the Music Room at dismissal time.
- At 4:05, students will be called to the music room and lined up according to pick-up arrival. Lane 1 students will be lined up first, followed by lane 2.
- At 4:10, duty teachers will walk students to their cars while remaining socially distant.
- **No one is allowed to park in a parking space and get out of their car.**
- Any bus rider wishing to become a temporary car rider must complete a Change of Transportation Form. All requests must be made in writing i.e., handwritten notes, faxes (758-2221) or e-mailed (aesbus@stcharles.k12.la.us), prior to 3:00 of the full day(s) requested or prior to 10:30 of the early dismissal day(s) requested. All notes should be on the change of transportation form or a full sheet of paper. Include your child's full name, teacher's name, date of the change with clear instructions, and your signature. Please refer to the change of transportation form on page 37. Classes will be notified of car riders of the day. **Phone calls will not be accepted to change the means of transportation for ANY student.**

STUDENT ATTENDANCE

At this time, all guidelines for attendance are in place. The district will share updates if guidelines change. All students are expected to attend school every day he/she is not ill. We will provide your child a variety of opportunities to develop language and social skills, to problem solve, learn scientific principles, and to behave appropriately. In order to achieve this attendance goal, please send your child to school every day. Please follow guidelines below:

- a. Specific information regarding Covid-19 and attendance is located on page 14 in the SCPPS Family Reopening Guide.**
- b. According to state law, elementary school students must be in attendance a minimum of 167 days per school year. Students' absences cannot exceed 10 days for the school year. Exceptions can be made only in the event of personal illness or circumstances as approved by the Parish Supervisor of Child Welfare and Attendance. The supervisor requires documented excuses for each and every day of absence.
- c. **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 District Code of Conduct for additional information.
- d. It is your responsibility to notify the teacher by calling the school when your child is or will be absent (758-7427).
- e. When tardy, it is necessary for the child to be signed in by the person bringing the child. **DO NOT DROP YOUR CHILD OFF IN FRONT OF THE SCHOOL.** Students must be signed in at the receptionist's desk.
- f. If schools are required to pivot online, attendance will be taken via Google Classroom.
- g. Recognition for "Perfect Attendance" requires a student to attend school every day from 9:10 AM until dismissal, 4:10 PM on regular days, 12:20 on early dismissal days. Neither tardiness nor early exits are acceptable for perfect attendance. Excused doctor visits also make a student ineligible for perfect attendance recognition.

LEAVING THE SCHOOL BEFORE DISMISSAL

If you pick up your child before dismissal, you must sign him/her out through the office. If a child is picked up before or during dismissal in the office, regardless of the time, early check-out procedures will be enforced. Once you have signed your child out, you must leave the campus.

STUDENT PROFILE/ EMERGENCY FORMS

Parents are expected to update the Student Profile/ Emergency information on Parent Portal each year. Please make certain that phone numbers and addresses are updated as needed. Having a working contact number on file at all times is essential in case of sickness or an accident which makes it necessary to get in touch with parents. Being able to reach a parent in an emergency situation is a priority for each child. As these phone numbers and/or address changes, please come to school or call to update the form. Cell phone numbers must also be listed. Legal documents regarding students need to be filed in the office and noted on the emergency cards. If there is a change in persons authorized to pick up a child, a parent must come to the office to make these changes. *Please be sure to list ALL adults eligible to pick up your child(ren).* This information is necessary in case of accidents and other imminent emergencies which may require immediate parental contact.

LEGAL CUSTODY

If 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, a copy of the custody decree must be brought to school. 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.

Allemands Elementary will not intervene, nor take sides in a disagreement between parents as to who shall have custody, who shall be available to visit the child at school, or who shall be able to pick up a child, until a court decree (decision) is rendered and submitted to the school. **A request made by one parent instructing staff that the other parent is not to see or receive the child will not be honored without a legal document or restraining order.**

An educational agency or institution shall give full rights under the Act to either parent, unless the agency or institutions 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.

ADDRESS CHANGES

If a student moves to another residence within our school zone during the year and still attends this school, please notify the office of the address change and provide proof of residency. This is critical especially for bus accommodations during the pandemic phase expectations. When a student moves to another school, the parents should notify the office. Parents are required to sign a records release form in order for the school records can be forwarded to the new school.

TELEPHONE USE

Telephones in the office are for office use only. If your child is ill, the staff will call you. **Students may not use the telephones.** We do not give messages to students from parents unless it is an emergency. Please take care of communicating important information at home before your child leaves for school. The use of cell phones by students is prohibited during school hours.

NEW STUDENTS

Students entering Allemands for the first time are required to present a copy of his/her birth certificate, an up-dated immunization record, social security card, phone number, and proof of residency. If a child is entering Allemands from another school, the parent must provide the name of the former school and complete all required documents before the child is enrolled at Allemands Elementary.

STUDENT ILLNESS

Please keep your child home if he/she is sick. We cannot accept a child who has fever or is temporarily contagious. If your child becomes sick at school, he/she will be removed from class. You will be notified and the student will remain in the office until picked up. If we cannot reach you, we will contact someone on your child's emergency list. It is extremely important that phone numbers are always up-to-date, so please report any changes to the school immediately. **Please follow the Family Reopening Guide's expectations for Student Safety with COVID-19 on pages 20-22.**

COMMUNICABLE DISEASE CONTROL/ PREVENTION AND EXCLUSION

Allemands Elementary School, in conjunction with the St. Charles Parish School Board, follows current public health practices, rules and regulations governing the control and prevention of communicable (contagious) 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.** These children will be readmitted to school only after providing evidence of having received treatment from a physician i.e., doctor's note and/or being checked by the school's nurse. **Please follow the Family Reopening Guide's expectations for Student Safety with COVID-19 on pages 20-22.**

HEAD LICE

Any child exhibiting evidence of head lice will be promptly excluded from school. Allemands Elementary School follows the no-nit recommendation of St. Charles Parish Public Schools. All nits (eggs) must be removed. A student must be checked by a school's nurse before being readmitted to school. Because of the highly communicable (contagious) nature of head lice, our nurse may conduct random checks (classes/individuals) for lice.

MEDICATION

It is seldom necessary for any school personnel to give medication to a child during the school day. Children who are sick from an acute illness should remain at home until the student is feeling better, and medication is no longer needed. Special circumstances do exist for health problems involve long term use of medication. If such a situation arises, the nurse must be informed as to the procedures to follow. Any medication brought to the school without contacting the nurse cannot be administered. If a student who takes a routine medicine is administered a prescribed change in medication or dosage, he/she must remain at home under observation for 24 hours before returning to school. **No medication can be sent to school with a child.**

IMMUNIZATIONS

Louisiana Law 170.17 and local School Board policy 5141.3 require all children in Louisiana schools to maintain up-to-date immunization records. As such, failure to comply will result in a student being excluded from school until appropriate documentation is received at school.

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 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 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

When a situation arises wherein a student has temporary, limited mobility in and around 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.

BUILDING/CAMPUS EVACUATION PROCEDURES

In order to be prepared for a crisis, building evacuations are practiced throughout the school year. If a campus evacuation is required, students will be picked up by school system buses and transported to an off-campus location. The off-campus site will be determined based on the situation and location of the crisis. To keep social distance guidelines, our teachers will discuss and teach the drills in the classroom.

- **Fire Drills-** Fire drills are held monthly. Students will practice exiting the building quickly and in an orderly fashion with their teachers.
- **Tornado Drills-** Tornado drills are held each semester. Students move quickly and silently to interior walls and assume the tornado position (sitting down with knees up, head down, and hands over head or by kneeling down with hands over head).
- **Lock Down Drills-** Lock downs are practiced two times per year. Lights are turned off, doors are locked, blinds are closed, and students sit quietly on the floor in designated areas.

EMERGENCY RESPONSE PLAN

A Crisis Management and Emergency Response Plan has been developed by the district which addresses multiple emergency/crisis situations and ways of dealing with them. All members of the school community have been assigned specific roles in the process and have been trained in the implementation of the procedures. Copies of the plan are available at all branches of the public library, building sites, and the School Board Office.

EXTREME WEATHER CONDITIONS

During the course of any school day, events may occur which threaten the safety of both students and school staff. These disruptions may be weather related, man-made disasters or situations within the boundaries of a building site. Whatever the situation, it is important that appropriate and well-organized action be taken. In the case of any severe condition in which the district has called for students to "shelter in place," no student may be checked out until such time as the district deems it safe for students to be returned to a normal classroom environment. Parents/guests are expected to "shelter in place" as well. A letter from the Superintendent referencing this is found on page 3.

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 6 or 8, all four major TV stations,

DISCIPLINE

Discipline at Allemands Elementary is directly linked to Responsive Classroom. Responsive Classroom has six central components which integrate teaching, learning, and caring into the daily program. Emphasis is placed on students demonstrating positive character traits such as honesty, fairness, and respect through the development of social skills that enhances a student’s ability to exhibit what we refer to as C.A.R.E.S.: Cooperation, Assertion, Responsibility, Empathy, and Self-Control.

What does it look like? What does it sound like? Allemands Elementary School Expectations/Rules Correlations By Locations			
LOCATION	TAKE CARE OF YOURSELF	TAKE CARE OF OTHERS	TAKE CARE OF ALLEMANDS
Eating Breakfast and Lunch	Wash your hands before and after eating. Listen to and follow all directions. Stay in line order. Raise your hand for help. When you hear the chime, stop talking, freeze, and turn to face the speaker. In the line, fill in dots when they are empty. Face forward and use walking feet. Walk safely and socially distant from others at all times.	Say “please” and “thank you.” Use inside voices. Stay in your seat facing forward with feet on the floor. Chew with your mouth closed. Eat only the food on your tray.	Clean up your own spills. Throw away all trash in appropriate areas. Keep all food on your tray.
Hallway	When with your class, walk silently in a straight line. Stay socially distant. Use quiet voices. Face forwards and use walking feet.	Keep hands, feet, and objects to yourself.	Pick up your feet when walking. Walk in a straight line on the right side of the hallway. Respect all displayed work.
Playground	Wash your hands before and after playing outside. When the whistle is blown, freeze with your eyes on the teacher. When given the signal, walk safely to line up in line order.	Play safely with your classmates. Use equipment properly. Climb up the stairs, ladders (not down). Slide feet first. Walking feet when in the mulch area and on equipment. Take turns with equipment. Wait outside of the mulch area when waiting for a swing.	Walk on mulch without moving it (no kicking, throwing, removing, or laying on the mulch.) Do not run on the mulch. Remove mulch from shoes before entering the building. Throw away trash. Put supplies back when finished.

Restroom	If three people are in the restroom, wait on one of the dots outside of the restroom. Flush the toilet/urinal. Wash hands for 20 seconds. Pull down one paper towel to dry hands. When paper towels are not available, softly press the button on the hand dryer and dry hands.	Report any problems to the teacher. Use the restroom quickly and quietly. Respect the privacy of others by not looking at them while they are in the stalls or at the urinal. Keep your hands and feet to yourself. Remain facing forward until you are finished.	Use bathroom facilities and supplies correctly. Throw paper towels in the trash. Leave school bags and supplies in your classroom.
Bus	Walk to, from, and on bus. When outside, walk on the yellow line. Respect the bus operator and monitor by listening and following <u>all</u> directions. Sit in your own seat facing forward. Stay seated at all times. Wait for the bus to stop before standing to exit. Sanitize your hands when you are boarding the bus.	Use inside voices when speaking to seat buddy. Keep hands, feet, and all objects to yourself.	Keep school bag closed and out of the walkway. Pick up and throw away all trash.
Makerspace will resume when allowed to share community items.	Walk to and from the library. Stay focused on your task. Work independently and quietly.	Use tools and supplies correctly. Respect the creations of others and their personal space.	Keep work area safe and free of clutter. Return materials after use.

Allemands' Essential 11

Allemands' Essential 11 are eleven expectations that we believe are essential to become a productive member in society. They were adapted from Ron Clark's "Essential 55: An Award-Winning Educator's Rules for Discovering the Successful Student in Every Child".

“Yes ma’am” “No sir” “Please” “Thank you”

When responding to any adult, you must answer by saying "Yes, Ma'am" or "No, Sir." Say "Please..." and "Thank you..." when appropriate.

Eye-Contact

Make eye-contact. When someone (adult and/or peer) is speaking, keep your eyes on him or her at all times.

“Hello”

Greet faculty and staff, especially if you are greeted first by any faculty and/or staff member. It is such a nice gesture to also greet your peers and visitors to our school.

“Excuse me”

If you and another person accidentally bump into one another, say "Excuse me." It doesn't matter who's at fault if the bump was truly an accident.

Hurt or Harm

If ANYONE (peer, faculty/staff member) in our school hurts, harms you, or makes you feel uncomfortable, let the nearest adult know immediately. We are here to care for you and to protect you!

Honesty

Always be honest, no matter the circumstance, even if you have done something wrong.
“Honesty is the best policy!”

Good Sportsmanship

If someone in the class wins a game or does something well, we will congratulate that person.

Random Acts of Kindness

Surprise others by going out of your way to do something surprisingly kind or generous for them.

Pick it Up

If someone drops something, pick it up for them. If you drop trash, pick it up and put it in the garbage. Keep our school beautiful!

Accept Mistakes

Accept that we are going to make mistakes. Learn from them and move on.

Be the Best

Be the best person you can be! By being the best you can be, we will be the best school that we can be!

SOCIAL AND EMOTIONAL DEVELOPMENT

The Responsive Classroom Approach support the development of social, emotional, and academic growth of our students in a strong and safe school community. How children learn is as important as what they learn-process and content go hand-in-hand.

1. **Classroom Organization** evokes active interest in students and provides a platform for teaching daily routines and procedures. Teachers create well thought-out spaces to include the organization of materials and furniture for student-generated displays as well as whole class, small group, and individualized instruction.
2. **Morning Meeting** sets a positive tone for beginning each school day. It provides children the daily opportunity to practice greeting one another, engage in conversations, and respectfully share thoughts/feelings/ideas. Morning Meeting promotes problem-solving skills, and motivates students to meet the academic challenges of the day ahead.
3. **Rules and Logical Consequences** are developed, modeled and role-played along with our students. As a result, students OWN our school/classroom rules and logical consequences which is the cornerstone of classroom management and community building.
4. **Academic Choice** encourages our students to be self-motivated learners by providing them with choices in their learning for the ultimate goal of becoming life-long, independent learners.
5. **Guided Discovery** is a method used to introduce materials and appropriate usage to our students through inquiry which tends to spark their interests. Guided Discovery teaches students to care for their own property as well as that of others and the school environment.
6. **Reaching Out to Families (Assessment and Reporting)** is an evolving process of mutual respect, communication, and understanding among families and our school. We continue to seek ways of connecting with families as partners in their children’s education. Research indicates that students achieve at higher levels when their families are actively involved.
7. **Closing Circle** is the structured finishing touch (closure) to each school day. The teacher and students quietly and calmly gather to reflect upon the day’s learning, activities, and events e.g., song, farewell gestures, etc. for the day are shared.
8. **Restorative Practices** are used to restore broken relationships. The aim of restorative practices is to develop community and to manage conflict and tensions by repairing harm and building relationships.

GROUP SIGNAL

The “quiet signal” is used to immediately gain the attention of students, faculty/staff, and visitors when assembled in large groups on campus. A raised hand or clapping rhythm is initiated by an adult. In response,

students and adults are expected to stop what they are doing, raise one arm straight in the air with palm facing forward (tap/touch a neighbor if necessary) or repeat the clapping pattern, focus attention on the adult who initiated the signal (in silence), and wait for the adult to proceed. Full cooperation is always expected in order to save time and to maintain the signal's effectiveness. A variety of signals such as chimes, bells, spoken words or phrases like, "If you can hear my voice..." etc. may also be used.

BEHAVIOR INTERVENTIONS

Minor infractions (such as name calling, continuous talking, outbursts, use of sarcasm, failure to bring materials to class, etc.) will be handled through classroom interventions with logical consequences. The goal of using logical consequences is to stop inappropriate behaviors while preserving the dignity of the student, giving the student an opportunity or chance to regain self-control, and helping the student to recognize the connection between their actions and the outcomes of those actions, and to encourage the student to learn from the experience and to internalize the rules. We want our students to reflect upon their actions by avoiding repeated behaviors that could cause problems in the future. Types of logical consequences include: "you break it--you fix it" (repairs and apologies of action), loss of privilege, and "take a break"/think chair. Some students may also be invited to participate in the "Mid Week Mash-up" in an effort to build appropriate relationships with adults on campus. Behavior interventions may be recorded on an individual behavior chart.

STEPS TO REGAIN SELF-CONTROL

1. When inappropriate behavior is exhibited, a brief timeout in the "think chair" is expected for the student to regain self-control. Once self-control is regained, the student is encouraged to rejoin daily routines/activities. If the behavior continues, the same procedures will follow.
2. If the student still chooses to exhibit inappropriate behavior(s) and is disrupting the learning environment, the student will be sent to the teacher's "think chair" again in order to regain control. As soon as control is regained, the student will return to class to resume regular activities. Using this timeout method provides the student an opportunity to responsibly self-correct or change the inappropriate behavior. **The teacher will contact the parent(s) to report the disruptive behavior.**
3. If a student continues the inappropriate behavior in the think chair or upon return to the classroom, the teacher will complete a minor behavior form (short form) and an administrator may be called.

EXTREME BEHAVIORS

Some misbehaviors are of a serious nature and do not allow for the normal steps to be taken. A series of opportunities to regain self-control is granted; however, if students' right to learn is compromised by a student choosing to endanger himself/herself and/or others, an administrator is called to remove the student from the environment.

Once an administrator is called, the teacher will complete a **Louisiana Department of Education School Behavior Report** and contact the student's parents. This report may be written for the following reasons:

- Willful disobedience
- Treating authority with disrespect
- Bullying/threatening/teasing/taunting
- Using profane and/or obscene language
- Writing profane language or drawing obscene pictures
- Engaging in immoral or vicious practices
- Engaging in conduct injurious to his/her others
- Disturbing the school environment
- Habitually violating any school rule
- Instigating or participating in a fight
- Violating safety regulations
- Leaving school premises or class without permission
- Stealing/False Statements

- Defacing or vandalize school property
- Throwing objects potentially dangerous to others
- Committing any other serious offense

Administrators will determine appropriate action to be taken i.e., loss of privileges, in-school suspensions, or out-of-school suspensions based upon the frequency and/or severity of the behavior.

IN-SCHOOL SUSPENSION

If serving an in-school suspension, a student is removed from his normal academic setting and is assigned to an in-school suspension monitor. While serving an in-school suspension, students are expected to complete work the teacher provides. Failure to complete assignments or comply with rules during in-school suspension will result in an out-of-school suspension.

FIGHTING

Fighting is the use of physical exchanges such as blows with fists or other objects in an attempt to overpower one another. St. Charles Parish Public Schools deems fighting unnecessary and inappropriate as a means to solve problems. As such, fighting will be handled as a serious offense.

Using self-defense as a reason for engaging in a fight is limited to the following constraint:

Self-defense is the right of an individual to protect oneself by using force upon another when it can be reasonably concluded that force was used solely for the purpose of preventing a forcible offense against oneself.

A person who is the aggressor (the one who starts the fight) cannot claim the right of self-defense. A student cannot claim the right of self-defense whenever help or flight is available. Responding to a verbal confrontation by using physical force is not acceptable and cannot be claimed as self-defense.

DRUGS AND ALCOHOL

The use, possession, selling, or distribution of drugs or alcohol will result in the recommendation of suspension or expulsion for the student(s).

BUILDINGS AND EQUIPMENT

Students are liable for damages to school property and are urged to take the utmost care and pride in their school. Abusing, defacing, or damaging any school property including the school bus will result in parents being responsible for making repairs or providing restitution to the school. This includes technology utilized in the school for Makerspace and classroom use.

LOANED SCHOOL RESOURCES

During the pandemic Phase I and II expectations, students will only use individual resource books. Classroom resource books, class library books, literacy books, and library books are loaned to the students for school use. Care must be taken in using these books. Students will be required to pay for lost or damaged books. Chromebooks will be loaned to each student. Please follow the guidelines provided.

STUDENT RECOGNITION

A Star Student (one per class) is selected weekly. This honor is bestowed upon individuals demonstrating C.A.R.E.S. (Cooperation, Assertion, Responsibility, Empathy, & Self-Control). Star Students are recognized by administration and are featured on display boards in our school.

Students making improvements in their behavior will be recognized as “Finley’s Finest”. These students will be nominated by teachers and will have their name announced and displayed on a bulletin board. If our school meets or surpasses the referral goal, students will celebrate as a class.

Good Citizens for the month are selected from our pool of Star Students. We recognize students for demonstrating “**good citizenship**” and for being named as the “**most improved**” student of the month. These students will be pictured on the school’s webpage, in newsletters, on the school’s twitter page and the local newspaper. They are recognized during our monthly Community Morning Meetings.

During virtual learning, additional recognition will be given on social media and on the school website.

STUDENT CELEBRATIONS

Classroom celebrations will look different this year. Classes will still be allowed to celebrate with one another, but food items must be commercially packaged and ready for individual distribution. **Before sending anything to school, please check with your child’s teacher.** A December holiday party will be permitted without the exchange of gifts. Spring celebrations will be determined by the teacher after it is approved by administration. Personal birthday invitations are not allowed to be distributed at school unless the entire class is invited, and staff members cannot provide a list of names of the students in the classroom. Birthday celebrations are coordinated with student brain breaks. Parents can drop off individually packaged snacks but are not permitted to attend birthday celebrations.

VISITORS

During the pandemic Phase I and II, our visitors will be restricted to only for emergencies and critical business. Even when limiting the visitors, there will be additional steps to enter the building. All visitors must verify information, have their temperature taken, wear a mask, sign-in, show photo identification, and receive a visitor’s badge from the office. **This procedure is implemented for the safety and security of our students.**

CLASSROOM VISITS

During the Phase II and Phase III of the pandemic, we will not have classroom visits. Parent/guardian classroom visits will resume as soon as we are allowed to have visitors. When visits are resumed, the following guidelines will be in place. To prevent interference with instruction, and to ensure student and staff safety, all observations must be requested in writing, and a mutually agreed-upon time must be decided and agreed upon with the teacher, parent/guardian, and principal. The regular school program must continue during such visits. Therefore, parents/guardians must refrain from engaging the attention of the teacher or students through conversation or other means. Parents/legal guardians must request (in writing) to visit their child’s classroom. Classroom visits will be guided and supervised by the principal or principal’s designee. Daily or routine extended classroom observations by parents or guardians are not allowed. Observations will not exceed 45 minutes. To protect the privacy of our students, no electronic devices may be used during any scheduled classroom observations. The principal reserves the right to deny requests to observe classes when she/he believes the visit will interfere with instruction, jeopardize student confidentiality, or disrupt the learning environment. Visits during testing sessions are will not be allowed. Parents may only visit classrooms while their child is in attendance in that class. Parents may request a follow up conference with the teacher if necessary.

PARENT TEACHER CONFERENCES

Allemands holds Parent-Teacher Conferences twice during the school year. Parents are expected to attend both conferences and are encouraged to schedule a conference at any other time during the school year if the need arises. **Teachers are only able to meet with parents or legal guardians.** If needed, conferences will be held virtually.

VOLUNTEER PROGRAM

Allemands has a very active volunteer group which contributes to the effectiveness of the entire school program. During the pandemic phases, we will be adjusting how parents can volunteer. Please read all correspondence to see how you can support our teachers and students. All assistance is greatly appreciated!

FIELD TRIPS

During Phase II and III of the pandemic, there will be no field trips. We will only participate in virtual field trips in the fall. When students are able to attend field trips, the following guidelines will be in place. Field trips provide an important opportunity for children to take part in real-life experiences as well as acquiring knowledge before beginning 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 each time your child is scheduled for a trip. **If a signed permission slip is not submitted by the day before the field trip, your child will not be allowed to participate in the field trip.** Because of the variety of accommodations and regulations involved in planning/organizing field trips, the teacher will request chaperones as needed. Chaperones are expected to fully assist the teacher and come to AES to sign-in as a chaperone prior to the field trip. **Siblings are not allowed on any field trip unless the sibling is enrolled at AES and is assigned to the same grade level.** 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.

If your child typically receives medication at school, you have three options regarding medication and field trips:

1. The parent and/or designated non-school employee (adult) may accompany a child on a field trip and administer the appropriate medication.
2. The dosage of medication may be skipped the day of the field trip with written permission of the parent and doctor if necessary.
3. The dosage of medication can be delayed the day of the field trip with written permission of the parent and can be administered upon the student's return to school from the field trip.

If none of these options are agreeable to the parent, the child will remain at school. The principal or designee will assign the student to a class in which the student is to participate until the teacher and classmates have returned from the field trip.

ALLEMANDS CHAPERONE INFORMATION

When we are able to schedule on-site field trips, these guidelines will be followed. All chaperones will be required to read and sign a document that includes the following information. The items listed below are important safeguards for chaperones to follow while on any field trip. Any chaperone not following the instructions below will not be allowed to chaperone future field trips.

- 1) Field trips are for the students to enjoy. Parents are responsible for the children they are assigned to monitor.
- 2) Parents should monitor students at all times and keep their assigned group together.
- 3) Parents must follow the lead teacher's instructions at all times.
- 4) In case of an emergency, stay calm and find the teacher. She will handle the situation.
- 5) **The purchasing of souvenirs is not allowed.**
- 6) Parents are not allowed to smoke or drink alcohol on field trips.
- 7) Parents are expected to wear school-appropriate clothes.
- 8) Parents must meet at AES on the day of the field trip to get scanned by the Raptor visitor system and receive a pass.
- 9) Parents will be asked to ride the school bus.
- 10) **For the safety of all students, chaperones may not bring siblings on field trips.**

DOCUMENTATION OF STUDENT PROGRESS

Report cards and progress reports are used to provide progress to parents on the student's success at mastering grade level requirements. **Each report card and progress report represents a report of progress regarding your child's current performance.** Progress reports are issued mid-way through the nine weeks, and report cards are issued at the end of the nine-week period. A final report card is issued at the end of the school year. Please take some time to review the documentation of their progress with your child. Progress will be discussed at conferences. **At the end of the year, a student will be referred to the**

School Building Level committee if he/she does not meet all Pupil Progression Plan requirements. The committee will then determine if the student will be placed or retained.

TESTING

All students will be given district and state mandated tests during the school year.

Kindergarten

- DRDP
- DIBELS Next
- CK Skills, CK Knowledge and Eureka Math Assessments

First Grade

- Literacy Screening
- DIBELS Next
- CK Skills, CK Knowledge and Eureka Math Assessments

Second Grade

- DIBELS Next
- CK Skills, CK Knowledge and Eureka Math Assessments
- LEAP 360 Diagnostic

All assessments are given to determine needs, guide instruction, and monitor progress.

PROMOTION AND RETENTION

The St. Charles Parish Pupil Progression Plan (PPP) is a comprehensive promotion policy. The PPP identifies what will be required of public school children in order to pass each grade. Particular emphasis is placed on attendance and the student's mastery of the standards in mathematics, reading, and language/writing. This is in accordance with state law (Act 750 LRS Title 17:24.4 1979). In addition to a phone call from the principal, retention notices and a copy of the appropriate appeal form will be sent by postal mail. Requests for grade placement appeals to SBLC must be made on the appropriate form by the deadline.

HOMEWORK

Homework is any assignment given by the teacher which the student is responsible for completing on his own time. Some of the homework assignments will be completed on the district-loaned chromebooks. For families without Wi-Fi services, each public school's parking lot will have Wi-Fi available for home learning.

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.

Each school shall establish and communicate its expectations about homework to students and parents. These expectations shall include the purposes of homework, the amount of homework that will be assigned, consequences for not completing the homework, and a description of the types of parental involvement that are acceptable.

The average daily time allotment for homework shall follow the guidelines below:

Kindergarten:	5 – 10 minutes
Grade 1:	10 – 20 minutes
Grade 2:	20 – 30 minutes

The average daily time above is based on the expectation that the students will focus on the homework and work steadily for the number of minutes indicated. Based on individual needs, parents may need to divide the homework time into smaller segments.

It is the responsibility of the teacher to:

1. Comply with the school's expectations for homework.
2. Assign homework that addresses the purposes described above.
3. Communicate (verbally and in writing) homework assignments and timelines for long-range assignments to students.
4. Clearly identify and communicate the purpose of homework assignments to students.
5. Differentiate homework based on the learning needs of students.
6. Assign homework that requires minimal involvement of parents. (While parents may facilitate homework completion, they should not provide too much help for students.)
7. Provide timely and specific oral or written feedback on homework completed.

CHILD NUTRITION

2020-2021 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. During the pandemic phases, students will eat in their classrooms; therefore, all guidelines for the cafeteria will be in place for the classroom.

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, 2021. 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.

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 www.MySchoolBucks.com.

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 parentsupport@myschoolbucks.com or by calling 1-855-832-5226.

Delinquent Meal Payment and Alternative Meal Procedures

Billing Procedures: Negative balance letters and/or telephone calls will be sent weekly for students with negative balances of \$1.50 or more. Blackboard Connect Ed messages will be sent weekly to parents for students with negative balances exceeding \$5.00.

Procedures For Providing Alternative Meals:

When an account is negative \$10.00 or more, the manager will contact the parent/guardian of the student by phone to inform them that the student's account is overdrawn and that money must be placed in the student's

account immediately or a substitute breakfast and/or lunch will be offered to the student on the next school day.

If payment has not been received within two days of the call or by a time agreed upon by the manager and the parent/guardian, the case will be referred to the principal. At such time, the student may be served an alternative meal until payment is received.

Upon the third instance during a single school year of an elementary or middle school student being denied a regular meal during school hours, the manager must notify the Director of Child Nutrition who shall then contact the Office of Community Services within the Department of Social Services to report the failure of the parent or guardian to pay for meals which has resulted in repeated denials of meals during school hours.

Free and Reduced Price Meal Application Procedures

You can apply for Free/Reduced Price Meals online at www.MySchoolApps.com. Applying online is the fastest and most efficient way to apply for meal benefits. However, paper meal applications may be obtained from the school cafeteria or the Child Nutrition Department. 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 working days of receipt of the application. Students who do not have an approved application on file for the current school year 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 2020-21 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 4, 2020. 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 can take up to 10 working days. Please send money for your child's meals during this period.

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.

Prohibited Foods and Beverages

Doughnuts, Danish pastries, and other fried or fat laden breads are not to be provided to students starting 30 minutes prior to the start of the school day through 30 minutes after the end of the school day for all grade levels.

In elementary schools, parents are encouraged to limit the frequency of cakes, cookies, cupcakes, candy and other high sugar, high fat foods and to increase the number of whole grains and fresh fruits provided in bag lunches and other meals or snacks.

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.

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.

Non-discrimination Statement: In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov. This institution is an equal opportunity provider. (Per USDA memo October 14,2015)

ELEMENTARY SCHOOL CAFÉ PRICES

Breakfast	
Student reduced price	\$0.30
Student full price	\$1.10
School Board Employee	\$1.65
Visitor	\$2.25
Lunch	
Student reduced price	\$0.40
Student full price	\$1.50
School Board Employee	\$3.00
Visitor	\$4.25

BREAKFAST AND LUNCH

All students will eat breakfast and lunch in their classroom to allow for social distancing. No breakfast will be served to students arriving at school after 9:10 AM unless they are riding a late bus. Lunch is served daily. Students may bring a lunch from home, but parents should provide a well-balanced lunch. Cake, chips, candy, and soft drinks are not acceptable. Students eating a cafeteria lunch are not allowed to bring additional food or drink for their lunch. A faculty member will deliver breakfast, and classes will get their lunch from the cafeteria and return to their classroom to eat.

LUNCH WITH STUDENTS

During this time, parents and guests are not allowed to join a student for lunch. When the guidelines for the Phase II and III of the pandemic allow for guests, we will follow the procedure below. Parents wishing to eat lunch with their child must first check in at the office with identification to receive a visitor's pass and special lunch date form. Parents will present the form to cafeteria monitors and sit at a designated table. Students **may not** invite friends to join them. Parents must return the visitor pass to the office immediately after lunch.

If you are planning to eat lunch with your child and will need a school lunch, you must notify the cafeteria manager before 9:30 AM on the day you will be eating a school lunch. If you have not preordered a

cafeteria lunch, one may not be available, but you are welcome to stay and sit with your child while he/she eats at a designated table.

2020-21 AES CALENDAR

All school scheduled events will be advertised on a month by month basis due to the fluid changes of for gatherings at this time.

2020-2021 School Board Meeting Dates

August 19, 2020	September 16, 2020	October 21, 2020
November 18, 2020	December 16, 2020	January 27, 2021
February 24, 2021	March 24, 2021	April 21, 2021
May 19, 2021		

All meetings begin at 6:30 p.m. and are held at the Office of St. Charles Parish Public Schools in Luling, Louisiana.

In accordance with the Americans with Disabilities Act, if you need special assistance, please contact Regina McMillan at 985-785-7227 describing the assistance that is necessary. For more information, please contact Shelly Babineaux.

ST. CHARLES PARISH PUBLIC SCHOOLS 2020-2021 Calendar

ST. CHARLES PARISH PUBLIC SCHOOLS 2020-2021 SCHOOL CALENDAR

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July 31	First Day for Teachers
July 31-Aug. 5	Professional Learning/Teacher Prep
Aug. 6-7	First Days for Students (Grades 1-12)
Aug. 13-14	First Days for Kindergarten Students
Aug. 14 & 17	First Days for Pre-Kindergarten Students
Aug. 26	Early Dismissal (High Schools)
Sept. 4	Early Dismissal (Elementary/Middle Schools)
	End of Grading Period (High Schools)
Sept. 7	Labor Day Holiday
Sept. 23	Early Dismissal (High Schools)
Sept. 25	Early Dismissal (Elementary/Middle Schools)
Oct. 7	End of Grading Period (All Schools)
Oct. 9	Early Dismissal (Elementary/Middle Schools)
Oct. 12	Fall Break Holiday
Oct. 21	Early Dismissal (High Schools)
Nov. 2	Fall Break Holiday
Nov. 3	Election Day Holiday
Nov. 11	End of Grading Period (High Schools)
	Early Dismissal (High Schools)
Nov. 13	Early Dismissal (Elementary/Middle Schools)
Nov. 23-27	Thanksgiving Holiday
Dec. 2	Early Dismissal (High Schools)
Dec. 18	End of Grading Period (All Schools)
	Early Dismissal (All Schools)
Dec. 21-Jan. 1	Christmas/New Year Holidays
Jan. 4	Student Holiday (Professional Learning)
Jan. 5	Classes Resume
Jan. 15	Early Dismissal (Elementary/Middle Schools)
Jan. 18	Dr. Martin Luther King, Jr. Holiday
Jan. 20	Early Dismissal (High Schools)
Jan. 27	Early Dismissal (High Schools)
Feb. 4	End of Grading Period (High Schools)
Feb. 5	Early Dismissal (Elementary/Middle Schools)
Feb. 10	Early Dismissal (High Schools)
Feb. 15-19	Mardi Gras Holiday
Mar. 3	Early Dismissal (High Schools)
Mar. 15	End of Grading Period (All Schools)
Mar. 19	Early Dismissal (Elementary/Middle Schools)
Mar. 24	Early Dismissal (High Schools)
April 2-9	Easter Holiday (Spring Break)
April 21	Early Dismissal (High Schools)
April 23	End of Grading Period (High Schools)
May 20	Last Day for Pre-Kindergarten Students
May 25	Last Day for Students (Gr. K-12)
	End of Grading Period (All Schools)
	Early Dismissal (All Schools)
May 26	Last Day for Teachers/Teacher Prep

Early Dismissal (High Schools)	Early Dismissal (Elementary & Middle Schools)	Early Dismissal (All Schools)
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	First/Last Day for Students
	First Day for Kindergarten Students
	First/Last Day for Pre-Kindergarten Students
	Student & Teacher Holiday (Schools Closed)
	Student Holiday (Professional Learning/Teacher Prep)



**The calendar is subject to change. Student make-up days for emergencies will be taken from existing holidays.

Revised July 16, 2020

Allemands Elementary 2020-21 Supply List

<p>Kindergarten 1 school bag 1-pack 9x12 construction paper 4 8-ct packs Crayola crayons (no jumbos) 1 pack Crayola washable classic markers (no thin markers) 3 primary composition journals 1 red plastic folder with prongs 1 blue plastic pocket folder with prongs 4 large glue sticks 1 red & blue plastic mat or beach towel for napping purposes 4 12-ct packs #2 pencils 8 black dry erase markers 1 pair Fiskars blunt scissors with metal blades 1 pink pearl eraser 1 pencil pouch \$8 supply fee \$20 technology fee</p>	<p>1st Grade 1 school bag 1 pack Crayola washable classic markers (thick) 3 24-ct packs crayons 1 red plastic pocket folder 1 blue plastic pocket folder 1 yellow plastic pocket folder 1 green plastic pocket folder 1 regular black and white marble composition books 2 primary black and white marble composition book 1 large glue sticks 4 12-ct packs #2 pencils 8 black dry erase markers (Expo) 1 pair Fiskars blunt scissors with metal blades 2 Pink Pearl erasers 1 inch binder with clear cover 1 pack of construction paper \$8 supply fee \$20 technology fee</p>	<p>2nd Grade 1 school bag 2 24-ct packs crayons 2 Pink Pearl erasers 1 red plastic pocket folder with prongs 1 blue plastic pocket folder with prongs 1 green plastic pocket folder with prongs 1 yellow plastic pocket folder with prongs 2 large glue sticks 6 wide ruled marble composition notebooks 1 K-2 Primary marble composition notebook 1 yellow highlighter 1 pack washable markers (thick) 5 12-ct packs sharpened #2 pencils 8 fine point dry erase markers (not ultra fine) 1 pack 3x3 Post-it Notes 1 pair scissors 1 pack 4x6 ruled index cards 1 pack 3x5 ruled index cards 1 12-ct pack of colored pencils 1 pair of ear buds or headphones \$8 supply fee \$20 technology fee</p>
<p>PreKindergarten 1 pack of 5 oz plastic cups 1 box of plastic spoons 1 12ct pack of Crayola colored pencils 1 16ct pack of Crayola crayons 1 4ct pack of expo dry erase markers, fine point, black 1 small pack of post it sticky notes 1 box of gallon size zip-lock bags with sliders 1 box of quart size zip-lock bags with sliders 1 thin 4 fold red and blue kinder mat (only 1 in thick size) 1 small/thin blanket for nap time (a large bath towel works well) Thin mat cover is optional but recommended. Blankets must be separate from the mat cover. 1 school bag large enough for two large library books, school folders, mat cover & blanket \$8 supply fee \$20 supply fee *1 extra change of clothing with socks and underwear in a large Ziploc bag labeled with your child's name on the bag. *Please label all your child's supplies with their name including clothes, jackets, outerwear, mat, mat cover and blanket.</p>	<p>We will request supplies as they are needed. Please keep the additional supplies at home until needed.</p>	



Allemands Elementary Transportation Change

**There will be no bus changes
during the 2020-2021 school year.**

Today's Date _____

Student's Name _____

Date(s) change will take place _____

Instructions for the change to include:

- **The name of the person picking the child up from car riders**

- **Phone number of contact person** _____

Parent's Signature: _____

***Due by 3:00 on full days; 10:30 on early dismissal days
Email to aesbus@stcharles.k12.la.us**