



“Where our Students Soar”

**STUDENT/PARENT/GUARDIAN
HANDBOOK
2023-2024**

Handbook is subject to change based on additional guidance from the district and state. All district/state guidelines will dictate changes made.

NORCO ELEMENTARY SCHOOL

**102 Fifth Street
Norco, LA 70079**

Phone: 985-764-7079 / 985-764-2787

Fax: 985-764-7962

Website: <http://www.stcharles.k12.la.us/norco>

Follow us on Twitter @SCPPS_NES

Facebook - Norco Elementary Eagles

School Colors: Red and White

School Mascot: Eagles

**Shannon Diodene, Principal
Matt Chauvin, Assistant Principal
Jennifer Gonzales, Assistant Principal**

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PRINCIPAL’S MESSAGE

Welcome Parents/Guardians and Students.

We are so excited to have our Eagles back at school for the 2023-2024 school year. The Norco community is extremely family-oriented, and we plan on continuing to provide this tradition at NES. This handbook has been developed to enhance understanding and communication among students, parents, guardians, teachers, administrators, and the community. It is arranged by titles in alphabetical order and both parents and students are encouraged to read the handbook to become familiar with the expectations, procedures, responsibilities, and educational opportunities at Norco Elementary School. Norco Elementary School strives to provide our students with the best educational opportunities possible to prepare them for their future.

In addition to providing our students with strong skills academically, our goal is to encourage students to have strong character traits such as integrity, kindness, perseverance, generosity, empathy, etc. As a result, Norco Elementary School chooses three non-profit organizations to support each year. Please see below for the non-profit organizations, as well as our established School-Wide Expectations and the district's Vision, Mission, and Values/Beliefs.

<u>SCHOOL WIDE EXPECTATIONS</u> <ul style="list-style-type: none">● Safety● Ownership● Acceptance● Responsibility	<u>NON-PROFIT ORGANIZATIONS</u> <ul style="list-style-type: none">● The American Cancer Society (Pink Links)● Autism Society of Greater NO● Teddy Cares
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The St. Charles Parish School System vision and mission are listed below.

VISION

In pursuit of excellence and equity, St. Charles Parish Public Schools provides a high-quality education that prepares students with the knowledge, skills, and values required to become productive global citizens.

MISSION

The mission of St. Charles Parish Public Schools is to develop empathetic, involved, productive, and responsible citizens by providing every student high-quality educational opportunities that empower each to become enthusiastic life-long learners.

Working together, we are going to make this an incredible school year!

Your Partner In Education,

Shannon Diodene

NORCO ELEMENTARY SCHOOL FACULTY 2023-2024

ADMINISTRATION

Shannon Diodene – Principal
Jennifer Gonzales – Assistant Principal
Matt Chauvin – Assistant Principal

SCHOOL OFFICE SPECIALISTS

Sandy David
Haven Duhe
Barbara Taylor

CUSTODIANS

Kevin Cicet
Ryan Duhe
Sheryl Nemeth
Charlene Turner
Demitra Wells

PK4

Tiffany Schlumbrecht
Jessica Wagner

KINDERGARTEN

Kami Dufour
Kathy Schaffer
Kerri Smith
Brandi Regan

FIRST GRADE

Melissa Billings
Priscilla Brown
Lisa Bourg
Cheney Murray
Kelly Perret

SECOND GRADE

Vickie Hinrichs
Gabrielle Martin
Katie Vitrano
Tiffany Webre
Jordan Champagne- Resident Teacher

THIRD GRADE

Tracy Cambre
Jennifer Shelton
Janelle Vicknair
Alana Murphy

FOURTH GRADE

Dawn Gill
Natalie Jones
Shelly Naquin
Jessica Thomas
Lindsay Caton-Resident Teacher

FIFTH GRADE

Susan Burton
Tyler Fayard
Destinee LeBlanc
Heather Lozano

SPECIAL EDUCATION

Ashley Comeaux-Foret
Ashley Desselle
Megan Faucheux
Meredith Owens
Karen Madere
Stephanie Becnel
Julie Ortego
Erika Spengler
Yvette Surla
Emily Hymel- Speech
Miranda Troxler
Kayla Vujnovich
Michelle Wagner
Stefanie West

ENRICHMENT

Daniel Davis –Band
Cindy Garrett– PE
Jennie Hermann-Counselor PK-2
Tanya Joffrion – Art
Laura Turner -Music
Amy McNulty – PE
Stacey Noel* - Counselor 3-5
Terri Rudiger- Library
Cathy Schexnayder/Alberta Dunn- Keyboarding

INTERVENTIONISTS

Math

Christy Donaldson-Math Resource
Mona Terrebonne

Literacy

Toni Dugas
Madeline Evers
Katie Fitzsimmons
Lisa Cain
Ann Snakenberg
Mary Terrell

FAMILY CENTER

Annie Francioni

INSTRUCTIONAL & TECHNOLOGY COACH

Payton Ulicsni Gr. K-2

Jessica Fletcher Gr. 3-5 (ELA)

Krissi Brown Gr. 3-5 (Math)

NURSE

Nicole Schulin (M, W, F)

Linda Joseph (T, TH)

PERMANENT SUB

Paula Pfister

IN-SCHOOL DETENTION

Bernie Jean Schaller

PARAEDUCATORS

Chloe Babineaux

Janet Bon

Alberta Dunn

Angela Fabares

Natoya Florent

Angel Harris

Sharon Matherne

Ashley McDonner

Leslea Parker

Lisa Ramos

Deborah Sampson

Nicole Trepanier

KINDERGARTEN MONITORS

Joanna Bradley

Sonia Duhe

Tracy Elizabeth

Lexi St. Germaine

CAFETERIA STAFF

Yolanda Arceneaux

Ursula Brumfield

Vickie Dozier– Manager

Larissa Magna

Linda Weekley

CAFETERIA MONITORS

Eva Adams

Alicia Joslin

Joslyn Stirgus

Tina Zeringue

TBD

Norco Elementary School
CALENDAR DATES 2023-2024

August

4	Meet & Greet (PreK-5)	1:00-4:00 PM
8	First Day for students last name A-K 1 st Quarter Begins	
9	First Day for students last name L-Z 1 st Quarter Begins	
10	First Day for all students	
16	First Day for PreK4 last name A-K	
17	First Day for PreK4 last name L-Z	
17	Open House	6:00 PM

September

4	Labor Day Holiday/No School	
8	Early Dismissal Breakfast with a Buddy-4 th and 5 th grade	
11-15	1 st Quarter Progress Reports going home this week	

October

4	Student of the Month Breakfast (September SOM)	9:15 AM
10	End of 1 st Quarter	
11	2 nd Quarter Begins	
13	Early Dismissal	
16-17	Fall Break Holiday/Weather Make-Up Days	
20	Grandparent's Day	
23	Quarter 1 Report Cards sent home	
25	1 st Quarter Eagle Excellence Awards	
26-27	Parent/Teacher Conferences Early Dismissal	12:45 PM
31	Trunk or Treat	

November

1	Fall Break Holiday/Weather Make-Up Day	
6	NES Fun Run Kick-Off	
8	Student of the Month Breakfast (October SOM) Science and Technology Night	9:15 AM 6:00 PM
13-17	2 nd Quarter Progress Reports going home this week	
15	NES Fun Run	
15-16	Talented Theatre Performance (LPAC)	6:30 PM
20-24	Thanksgiving Holidays	
27	Classes Resume	

December

6	Student of the Month Breakfast (November SOM)	9:15 AM
8	School Level Social Studies & Science Fair	
19	NES Choir and Band Performance (NES)	6:30 PM
21	End of 2 nd Quarter Early Dismissal	12:45 PM
22-January 5	Christmas/New Year Holidays	

January

5	Teachers 1 st day back	
8	Classes Resume for students 3 rd quarter begins	
12	Quarter 2 Report Cards sent home	
15	Martin Luther King Holiday	
17	Student of the Month Breakfast (December SOM)	9:15 AM
19	Early Dismissal Breakfast with a Buddy-2 nd and 3 rd grade	
24	Eagles Excellence	

February

1	Parent/Teacher Conferences Early Dismissal	12:45 PM
2	Parent/Teacher Conferences Early Dismissal Breakfast with a Buddy- PreK, K, and 1st grade	12:45 PM
5-9	3 rd Quarter Progress Reports going home this week	
7	Student of the Month Breakfast (January SOM)	
9	Krewe de' Eagles Parade	12:45 PM
12-16	Mardi Gras Holidays	
23	Black History Program	

March

13	Student of the Month Breakfast (February SOM)	9:15 AM
14	End of 3 rd Quarter	
15	4 th Quarter Begins Early Dismissal	12:45 PM
21	Report Cards go home	
28	3 rd Quarter Eagle Excellence Awards	
29-April 5	Easter Holiday	

April

March 29-5	Easter Holiday	
8	Classes Resume	
10	Student of the Month Breakfast (March SOM)	9:15 AM
16	NES Young Author's Celebration	
22-26	4 th Quarter Progress Report goes home	
25	NES Talented Theatre (NES)	6:30 PM
29	NES Band and Choir Performance (LPAC)	6:30 PM

May

6-10	Employee Appreciation Week	
1	Student of the Month Breakfast (April SOM)	9:15 AM
17	PreK celebration	9:15 AM
20	Last day for PK4 Students	
	End of Year Kindergarten Celebration	9:15 AM
21	5 th Grade Transitional Ceremony	9:15 AM
23	Early Dismissal	12:45 PM
	Last Day for Students	
28	Report Cards will be mailed home	

ARRIVAL

Norco Elementary's school day is from **8:40 AM to 3:50 PM**. On **Early Dismissal Days**, we will dismiss at **12:45 PM**. All students are expected to attend school regularly.

Students will not be allowed in the building before or after school without permission from the administration. Any student remaining in the building for any purpose must be under the supervision of a faculty member. **Walkers and car riders are not to report to school before 8:30 AM**. Upon arrival at school, students will report to their homeroom. Second and Third grade students purchasing breakfast will go to the cafeteria before going to their homeroom. PreKindergarten, Kindergarten, First, Fourth and Fifth grade students will have "Breakfast on the Go" near their hallway. They will pick up their breakfast first from a designated area each morning before reporting to class. Students will enter and exit the building in a quiet and orderly manner.

- **CAR RIDERS**

Parents/Guardians bringing their children to school in the morning are to park in the parking lot near the spillway levee. The individual bringing the student(s) to school must walk the student across the bridge and to the faculty member near the entrance gate closest to the front office. The child must remain with an adult until an exchange of the child occurs between the adult and a faculty or staff member. Students may not enter or be left unattended prior to 8:30 a.m. At 8:30 a.m., a faculty or staff member will be available to monitor the students entering campus. The process will remain the same in the event of rain. Only in the event of heavy rain and after all buses have arrived and departed, may a parent/guardian enter NES parking lot, park their vehicle, and walk their child to the front office or to the faculty or staff member near the entrance gate closest to the front office.

- **LATE ARRIVAL/TARDINESS**

Any student arriving at school **after 8:40 AM is tardy**. An adult must sign a student in when arriving late to school, and the student must obtain a pass for admittance to class. The pass must be presented to the teacher. **Excessive tardiness may result in a state-mandated truancy notification.**

ATTENDANCE/PERFECT ATTENDANCE/ABSENCES

Two days per 9 weeks may be excused for personal illness or serious illness in the family by submitting a parent/guardian note if total days missed do not exceed 10 days per school year. **Parent/Guardian notes must be provided to the school office specialist within 3 days of the student's return to school.** A student may also be excused from school with an original physician/nurse practitioner's statement. If a written excuse is not presented, the absence will be considered unexcused.

Children missing school for approved school-related activities will not be considered absent. Absences for religious reasons, duties, or functions will be counted, but students will be allowed to make up work. Any student who feels ill may NOT leave the school's campus without being signed out by a parent/guardian. Parents/Guardians will be notified upon the fifth, tenth, and fifteenth absence of their child. The Supervisor of Child Welfare and Attendance will also be notified of excessive absences. According to the Pupil Progression Plan, a student must be in attendance for 167 days to be considered for promotion.

For more information please refer to the **Student Code of Conduct: District Handbook** or the District Website listed under *For Families*.

A student is eligible for **perfect attendance** recognition if he/she is in attendance for the entire school day/year. Absences, tardies or leaving school early (excused or unexcused) will prevent a child from qualifying for this recognition. School-related functions will be the only exception to this policy. All half days and any special event is a full school day.

BACKPACKS

Students may bring traditional book satchels or backpacks to school to carry books, lunches, and other necessary school-related items. **Rolling backpacks, rolling suitcases and/or rolling carts are only allowed in grades 3, 4 and 5.**

BEFORE AND AFTER SCHOOL CHILD CARE PROGRAM

Please contact Child Welfare and Attendance or the school's Before and Aftercare coordinator, Jennifer Dennis—jdennis@stcharles.k12.la.us, for additional information.

BICYCLES (Grades 3-5 only)

Students are strongly encouraged to ride the school bus in order to ensure continuous adult supervision; however, **parents/guardians must request and complete a permission slip from the office granting their child permission to ride their bike to and from school.** All bike riders are to report to school between 8:30 and 8:40 am. Bike Riders arriving after 9:15 am must be signed-in in the school office by an adult. **This privilege is only available to students in grades 3rd, 4th, and 5th grade.** If a complaint is made against any student riding unsafely, then this permission will be rescinded. **All parents of 3rd, 4th, and 5th graders riding a bike or walking to school must contact the school prior to the first day that they change to this mode of transportation to make arrangements regarding the student's entrance location and safety protocol.**

BIRTHDAY CELEBRATIONS

We thoroughly enjoy recognizing our students' birthdays. Parents/Guardians may bring store-bought treats for the class to enjoy after lunchtime for a student's birthday. Parents/Guardians will be allowed to pass out the birthday treats during recess if coordinated ahead of time with your child's teacher. Please be sure to include the same treats for all members of the class and pre-cut the slices if a cake is brought. Correspond with the teacher beforehand by e-mail or written notice to make arrangements regarding time, number of students, etc.

Birthday party invitations: Students will not be allowed to hand out party invitations during the school day unless the entire class receives one or if "all boys" or "all girls" are to receive one. This is done to protect the feelings of all children. The school cannot provide students' addresses to any other parent(s).

BULLYING

At Norco Elementary School, our goal is to create a safe, caring, and productive environment for all students to learn. It is our mission to support each child's development in a nurturing and respectful environment free from ridicule and bullying. We do not tolerate bullying of any kind. We teach our students the proper way to interact with each other. We encourage parents/guardians and students to inform teachers and the administration of any instances of bullying. We have included a chart to help you recognize the difference between reporting bullying versus tattling.

Reporting vs. Tattling	
<ul style="list-style-type: none">● Purpose to keep someone safe● Need help from an adult● Harmful or Dangerous● Behavior is on purpose	<ul style="list-style-type: none">● To get someone in trouble● You can solve the problem● Harmless● Behavior is an accident

BUSES

Bus riders are still under the school's supervision when waiting at the bus stop and riding on the bus. Parents/Guardians should make sure that children know the rules and regulations designed for safe bus transportation. Students must respect and obey the bus driver at all times. Bus rules will be strictly enforced for the safety of all students. If a student is removed from the bus for disciplinary reasons, the parents/guardians are responsible for transporting the student to and from school at designated school times. **Students will need to ride the same bus to and from school each day. Therefore, the only bus changes allowed will be to honor custody judgments. Please plan accordingly.**

REGULATIONS FOR BUS RIDERS

1. Arrive at the pick-up spot five minutes before the bus.
2. Wait off the roadway, not in the street.
3. Avoid horseplay at the bus stop.
4. Respect the property and lawns of neighbors.
5. Wait for the bus to come to a full stop.
6. Be polite and take your turn getting on and off the bus.
7. Use the handrail and watch your step.

CONDUCT ON THE BUS

1. Follow the directions of the driver.
2. Walk to the assigned seat and stay there. Do not stand or move around while the bus is moving.
3. Do not talk to the bus operator unless it is an emergency. Drivers need to keep their minds on driving and their eyes on the road. Bus Operators need to remain focused on the road.
4. Talk quietly so that the driver can hear traffic sounds.
5. Loud yelling or profane language is not permitted.
6. Keep arms, feet, books, bags, etc. out of the aisle.
7. Never leave the bus without the driver's consent, and exit only at your bus stop.
8. Keep hands and head inside the bus. Do not throw anything out of the windows.
9. Do not tamper with any safety device or other equipment on the bus.
10. Do not deface or litter the bus.

Students may be suspended from riding the bus if they fail to follow the bus safety practices and rules. Parents/Guardians will be notified through the Louisiana School Bus Behavior Report of any violations of bus safety rules and regulations.

Routes and bus stops are established by the Transportation Department. If you have any questions about a bus stop or a route, refer to the St. Charles Parish Public Schools website, <https://www.stcharles.k12.la.us/domain/537>, or call the Transportation Department at (985) 785-7206 or (985) 785-7233.

Students who are not greeted by an adult or designee in the afternoon at the bus stop are returned to school unless the parent has completed the permission form and provided it to the driver. Please make arrangements for someone to pick up your child from the bus every day.

CAFETERIA

- Breakfast and lunch will be served to all students needing and/or wanting a meal. Due to children with food allergies in our school, we request that you are careful in the selection of foods that your child brings into the cafeteria.
- It is strongly recommended that no outside fast food (McDonald's, Subway, Popeye's, etc.) be brought in by a parent/guardian for a student's lunch.
- Carbonated drinks are not allowed in the cafeteria during lunchtime. Students may bring water, juice, or milk as their drink for lunch, or may purchase these from the cafeteria.
- The breakfast and lunch menu can be found on the district website.
- Visitors will be allowed to eat lunch on campus with their child/children if the following guidelines are followed:
 - Visitors **MUST** be on the child's emergency card
 - Fast-food is not permitted
 - Visitor and student will have lunch outside on a picnic table
 - Visitors may not take pictures or videos of other children
 - Visitors must come during the child's lunchtime
 - Visitors are not allowed on Early Release days.
- Any questions call Vickie Dozier, Cafeteria Manager, at 985-764-7332.

CELL PHONES

It is not recommended that students bring cell phones or smartwatches on campus. If any student has a cell phone or smartwatch in his/her possession and it is powered on, the consequences will be followed as stated in the St. Charles Parish Public Schools **Student Code of Conduct: District Handbook**. School hours include the time the student boards the school bus in the morning at the bus stop until the time the student exits the bus in the afternoon at the bus stop. In addition, it is strongly encouraged that even when powered off the cell phone not be visible as to avoid disruptions to the learning process. If a student chooses to bring a cell phone on campus, the school will not be liable for lost or stolen property.

CHANGE OF CLOTHES

It is strongly recommended that parents of all PreK-2nd grade students send a change of clothes to school. It is also suggested that parents of 3th-5th grade students consider sending a change of clothes if they feel their child might need them. The school will not provide changes of clothes and parents will be called to bring one to school if needed.

COMMUNICATION FOLDER

Every student is provided with a communication folder by the Parent Teacher Organization (PTO). We will make every effort to send notices, parent information sheets, calendars, newsletters (upon request), and homework home daily. Be sure to check the folder daily and use it when sending notes to the teacher.

CONCESSIONS

Students may purchase Kona Ice Snoballs on Concession Days through the PTO. Snoballs will be \$3.00 each, and children are allowed to purchase one snowball. Please send money for a Snoball (\$3.00– cash only) in an envelope written with your child's and teacher's name and the amount enclosed. All profits made will go to PTO.

CONFERENCES

Parent-Teacher Conferences are a valuable tool to be used in helping children to be happy and successful at school. Report cards will be issued the day before Parent Teacher Conferences. Parents/Guardians are encourage to attend conferences in-person. If other arrangements need to be made, please contact your child's teacher.

The conference dates are:

- Fall-- October 26 and October 27, 2023
- Spring-- February 1 and February 2, 2024

If you want to have a conference outside of the scheduled conference days, please follow the procedures listed below.

1. Make an appointment - call the office at 985-764-7079, write a note or send a School Status message to the teacher, or email the teacher to arrange an appointment time.
2. Monitor your child's academic and behavior progress, check their communication folders, and progress reports so that you know when to contact your child's teacher.
3. Watch test papers, progress reports, etc. that signal trouble areas and contact your child's teacher for clarification when needed.
4. **Please do not drop in for just a minute at the beginning or end of the day.** These are especially crucial times when the class needs and deserves the teacher's **full** attention.
5. All conferences must be scheduled ahead of time. Parents/Guardians have the option to attend conferences in-person, virtually, or have a phone conference.
6. Please do not ask to have teachers called out of class for a conference. **Instructional time belongs to the students.**

DISCIPLINE

At Norco Elementary School our goal is to create a safe, caring, and productive environment for all students to learn. We wish to provide clarity about our expectations and consequences so that we have as much agreement and consistency between home and school as possible, as well as consistency between classrooms. In order to reach this goal, we have instituted the following responsive/restorative practices which will be followed consistently by all students, teachers, staff, and parents/guardians at Norco Elementary School. These procedures reinforce the expectations that are generated in classrooms at the beginning of the year and form the foundation for ethical behavior throughout the school.

- *Students are given a single reminder about inappropriate behavior.
- *Following a reminder, a brief positive time-out/thinking time will be arranged for the student to gain self-control. (extreme or repeated misbehavior may eliminate the reminder step)
- *Logical consequences may be put into effect after a single reminder or positive time-out period. (It is important to note that logical consequences are not the only, or even the best, way to handle all problems.)

Consequences will vary due to the behavior. A consequence creates a *helpful learning experience*. Children learn from logical consequences to help them develop responsibility and accountability with dignity and respect.

Some consequences may include:

<ul style="list-style-type: none">*Positive time out or thinking time*Teacher and/or peer sharing*Apology of action*Verbal warning	<ul style="list-style-type: none">*Phone call home*Note home*"You break it, you fix it" rule*Loss of privilege
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Other strategies

- | |
|---|
| <ul style="list-style-type: none">*Social Conference-Problem Solving*Class Meeting*Conflict Resolution*Problem Solving for two or more children*Behavior Contract |
|---|

Talking to others in a disrespectful manner is not tolerated. Disrespect will not be tolerated nor accepted.
NOTE: Refer to St. Charles Parish Public Schools Code of Conduct: Discipline Handbook for district discipline procedures.

NES Students SOAR with our School-Wide expectations. Please see below for a list of expectations in different settings.

	S Safety	O Ownership	A Acceptance	R Respect
Assembly	<ul style="list-style-type: none"> Stay in one spot Sit cross legged with hands in lap 	<ul style="list-style-type: none"> Listen to learn Participate 	<ul style="list-style-type: none"> Respond Appropriately Support and encourage 	<ul style="list-style-type: none"> Enter and exit quietly Show Kindness
Classroom	<ul style="list-style-type: none"> Use materials properly Use walking feet Keep hands, feet, and objects to yourself Keep area clean and organized 	<ul style="list-style-type: none"> Do your best Listen attentively Be ready to learn Demonstrate self-control 	<ul style="list-style-type: none"> Set a good example Honor the opinion of others 	<ul style="list-style-type: none"> Follow directions and expectations Follow voice level expectations Be kind to others
Restroom	<ul style="list-style-type: none"> Report problems to an adult Use walking feet 	<ul style="list-style-type: none"> Dispose of trash properly Respect everyone's privacy Take turns 	<ul style="list-style-type: none"> Show kindness Wait patiently 	<ul style="list-style-type: none"> Wash your hands Respect equipment, materials, and supplies by using properly
Bus	<ul style="list-style-type: none"> Keep hands, feet, and objects to yourself Stay seated when the bus is moving 	<ul style="list-style-type: none"> Show self-control 	<ul style="list-style-type: none"> Be kind to others 	<ul style="list-style-type: none"> Listen to the bus driver Report problems
Cafeteria	<ul style="list-style-type: none"> Eat only your food Wash hands before entering Sit appropriately in chair 	<ul style="list-style-type: none"> Use table manners Throw trash away Eat in a timely manner 	<ul style="list-style-type: none"> Be patient in line 	<ul style="list-style-type: none"> Listen to and follow directions Leave a clean table, chair, and floor
Hallway	<ul style="list-style-type: none"> Walk slowly, face forward, and stay in line 	<ul style="list-style-type: none"> Go directly to your destination Return to your classroom in a timely manner 	<ul style="list-style-type: none"> Set a good example 	<ul style="list-style-type: none"> Remain quiet Keep our hallways clean Share a smile
Chromebook	<ul style="list-style-type: none"> Hold with two hands when walking Don't eat or drink near Chromebook Keep in a safe place 	<ul style="list-style-type: none"> Listen and follow directions Use school appropriate websites Keep Chromebook charged Keep passwords and information private 	<ul style="list-style-type: none"> Use kind language Be patient when you need help 	<ul style="list-style-type: none"> Treat with care Wear headphones
Playground	<ul style="list-style-type: none"> Use equipment properly Listen to the adult in charge Keep hands, feet, and objects to yourself 	<ul style="list-style-type: none"> Take turns Work together to solve problems 	<ul style="list-style-type: none"> Include others and be a good sport Use kind words 	<ul style="list-style-type: none"> Put equipment away Keep playground clean

DISMISSAL

Norco Elementary School has an afternoon dismissal procedure which places students' safety first! All children should be familiar with their personal afternoon dismissal routine. Try to establish a routine that your child understands and can follow. If you must alter the pattern due to a doctor's appointment, etc., be sure your child knows the changes before he/she leaves home in the morning. Students may not ride an alternate bus unless it is for custody reasons. **The only transportation changes that will occur for the 23-24 school year would involve changing a student from bus rider to car rider or car rider to bus rider. These changes must be submitted on a Transportation Change Form before 2:30 p.m. on full days and before 11:30 a.m. on Early Dismissal days. Verbal communication between you and your child will not be accepted nor over the telephone to a school office specialist for a change in your child's dismissal procedure.**

Parents/Guardians coming to pick up their children are to park in the parking lot near the spillway levee. The individual picking up each student is to report to the cafeteria to sign the student out and must be on the student's emergency card. If the individual is NOT on the emergency card, the parents/guardians must send a note or email giving permission for the individual to pick up their child. **A photo I.D. must be presented to sign out students.**

CHECK-OUT--Students are not allowed to leave campus without clearance from the office. Students who need to leave school for an appointment must be checked out through the office by an individual listed on the student's emergency card. If a student needs to be checked out early, parents should plan to pick students up before **3:30 PM**. Students will not be released to anyone not listed on the Student Information Card/Connect-Ed form and the individual checking the student out must report to the front office with a picture ID.

DRESS CODE

St. Charles Parish Public Schools have adopted an official school uniform. Complete guidelines are provided in the **Student Code of Conduct: District Handbook**. In addition to the **Student Code of Conduct: District Handbook**, please note the following:

- ★ When wearing socks, crew or ankle-length can be any color.
- ★ Socks above crew length (ex. **knee-highs or leggings worn under a skirt/dress**) **must be solid white, red, khaki, or navy.**
- ★ Jeans and spirit shirts may be worn on Fridays; however, jeans cannot have holes in them or be frayed.
- ★ Leggings are not allowed unless they are worn under a school-approved skirt/skort/pant/short

Parents/Guardians will be notified to bring a change of clothes if the student is not dressed according to the district guidelines.

The official Norco Elementary School dress code is as follows:

BOYS: Navy or khaki shorts or pants (no cargo shorts/pants allowed)

Red or white polo-style shirts, short or long sleeves

Red or white Oxford cloth, button-down collar shirts, short or long sleeves

Undershirts **MUST** be red or white

★Closed-toe shoes that cover the entire foot for PE

GIRLS: Navy or khaki jumper, skirt, or skort
Navy or khaki shorts with or without cuff
Navy or Khaki pants
Red or white polo shirts, short or long sleeves
Red or white Oxford cloth, button-down collar shirts, short or long sleeves
★ **Closed-toe shoes that cover the entire foot for PE**

- ★ **Pullover sweatshirts other than the school logo sweatshirt should be solid red or white.**
- ★ **Pullover sweatshirts can NOT have a hood.**
- ★ **The school-designated uniform t-shirt is acceptable to be worn.**

It is highly recommended for you to keep an extra set of clothes in your child's school bag. The school will not have a change of clothes to provide if your child needs one for any reason. If your child would need a change of clothes and an extra is not sent to the school, the school would call parents to bring a change of clothes.

EARLY DISMISSAL DAYS

Please check the district and school calendars for early dismissal days. Early dismissal time is 12:45 p.m. Breakfast and lunch are served on these days. Please make arrangements for childcare or if there is a change of transportation. Students will not be able to ride a different bus home on these days. The Transportation Change Form needs to be submitted or emailed to norcobus@stcharles.k12.la.us **before 11:30 a.m.**

ELECTRONIC DEVICES

Devices such as wireless headphones, iPods, iPads, MP3 Players, games, laser pointers, etc., are not allowed during the school day at any time unless directed by the teacher and used for instructional purposes. This includes traveling to and from school. Consequences will be followed as stated in the St. Charles Parish Public Schools **Student Code of Conduct: District Handbook**.

EMERGENCY DRILLS

Fire, tornado, lock-down, and bus evacuation drills are held throughout the year to provide students with an understanding of what to do if a real event occurs.

EMERGENCY PROCEDURES

School Board Policy requires all students to have an up-to-date emergency card on file at the school site.

- Be sure that you have a plan for picking your child up during the day should he/she get sick at school.
- Students will not be called out of class to talk on the phone. In emergency cases, messages will be relayed to students. This will not be done for messages that are of a routine nature.
- There is always the possibility that, without much forewarning, circumstances may force us to dismiss school early. Our major concern at that time will be the safety of students returning home when the parent or another responsible person may not be there to receive them.

- To assure that each of our students will know what to do in this situation, we ask that you assume these responsibilities:
 1. Work out with your child/children a contingency plan should he/she arrive home from an unscheduled early dismissal of school; such as going to a neighbor, entering the house and remaining there, etc.
 2. Keep a current address and phone number or email on file at the school to receive Connect-Ed and School Status messages.
 3. Periodically listen to Radio WWL-870 AM, Channel 8, St. Charles Parish app/website/social media for information during any period which might indicate a possible early dismissal from school, such as freezing weather, flooding rains, or other such natural weather-related conditions.
 4. Upon learning of any man-made disaster, such as a petrochemical explosion or spill which might indicate an early dismissal of school, immediately tune to WWL-870 AM, Channel 8, and St. Charles Parish app/website/social media to be informed of actions taken by the school.

FIELD TRIPS

Field trips are scheduled during the school year to support classroom activities and will be carefully planned to ensure the safety and health of our children. Trips are planned by the teachers. **All students must be checked into school before going on a field trip. They cannot ride directly with a parent/guardian to the field trip site.**

For any field trip, permission slips will be sent home by the teacher to be signed and returned. **No student will be allowed to go on a trip without written permission on the appropriate field trip form.**

Money is collected from students to cover the cost of buses and fees for field trips. Reservations, bus arrangements, and prior approval must be obtained for all student trips. It is necessary for our office to complete these arrangements, and prior approval must be obtained for all student trips. **Be sure to adhere to the timelines for money collection and return of permission slips to ensure that your child has a reserved space and can participate.**

Consequences for inappropriate student behavior apply for offenses on any school campus as well as off campus school-sponsored activities.

GRADING

Students in grades kindergarten through fifth grade will receive report cards at the end of each grading period. The academic grades will be comprised of formative and summative assessments. These assessments will reflect the classwork, projects, quizzes and tests completed for that period.

Reporting periods will be at the end of every nine weeks - approximately 45 school days. Each grade level has a report card designed to meet their specific needs. Report cards will be sent home with students during the first, second, and third reporting periods. Report card for the fourth reporting period will be mailed at the end of the year. Parents/Guardians are strongly encouraged to review the report card with the child. Contact the school to set up a conference with the teacher if there are any questions or concerns. The District and school calendar lists the dates for each reporting period. Information about these reports will be shared at meetings and conferences during the first and second nine-week periods.

GRADES K, 1, and 2

The grade a student receives will reflect the work accomplished in each particular subject.

Label	Description
3	Student demonstrates <u>mastery</u> of grade level essential learning. <ul style="list-style-type: none">• Demonstrates and applies knowledge and understanding of learned concepts and skills• Meets requirements for grade-level work• Completes work accurately and independently
2	Student demonstrates <u>partial</u> progress towards grade level essential learning. <ul style="list-style-type: none">• Demonstrates partial knowledge and understanding of concepts and skills• Beginning to meet requirements for grade-level work• Requires extra time, instruction, assistance and /or practice
1	Student demonstrates <u>limited</u> progress towards grade level essential learning. <ul style="list-style-type: none">• Demonstrates minimal knowledge and understanding of concepts and skills• Seldom meets requirements for grade-level work• Requires an extended amount of time, instruction, assistance and/or practice
End of Year Performance	
Y1	Overall progress of student mastery of essential learning
P	Student demonstrated mastery of grade level essential learning.
F	Student has not demonstrated mastery of grade level essential learning.

Grades 3rd, 4th, and 5th

The grade a student receives each nine-week period will reflect an average of all the work accomplished in each particular subject. The grade is weighted using the following: 40% formative and 60% summative. Formative assessments include daily grades and quizzes, while summative assessments include tests and projects.

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

***A grade of a “D” or “F” indicates that the student is at risk of failing that subject.**

All K-5th graders will receive a letter indicating progress on **Personal and Social Development**. Students will receive either an S for satisfactory or an N for needs improvement.

Listed below are examples of the types of behaviors that students might demonstrate to indicate successful personal and social development.

Listens attentively

- Listens to adults and peers in different settings
- Does not interrupt speakers
- Maintains eye contact

Speaks at appropriate times

- Waits for his/her turn to speak
- Uses appropriate tone and volume
- Asks appropriate questions

Follows directions

Responds to written and oral directions appropriately
Responds promptly to directions

Completes tasks in a reasonable amount of time

Plans for task completion
Stays on task
Monitors progress
Manages time
Completes tasks

Works well independently

Works without distracting others
Finishes assignments without modeling from peers or redirection from teacher

Completes and returns homework

Copies assignments
Completes daily and long-range assignments
Monitors progress on long-range assignments
Returns homework on time
Does own homework

Produces quality work

Uses appropriate resources and/or technology to create quality products and services
Uses criteria/rubrics to create quality products
Produces an original product appropriate for its intended use
Assesses the strengths and weaknesses of his/her work and sets goals for continuous improvement
Creates neat, complete work

Exhibits self-motivation for learning

Takes risks that extend thinking and learning
Puts forth effort
Tries new experiences
Seeks help when needed
Uses appropriate resources and technology
Exhibits enthusiasm for learning new concepts and skills
Sets learning goals
Plans, monitors, and evaluates progress toward goals
Begins tasks promptly and perseveres when confronted with obstacles

Works cooperatively

Contributes to the overall efforts of a group by assuming appropriate roles
Displays interpersonal communication skills
Shows respect for others during discussions, conversations, or debates
Works through negotiations and teamwork to reach a common goal
Demonstrates individual accountability for work completed by the group

Interacts appropriately with peers

- Shows respect for peers
- Demonstrates empathy and care
- Is assertive when needed
- Is polite and courteous to peers in different settings
- Does not tease or “put-down” peers
- Demonstrates age-appropriate social behavior
- Offers assistance when needed
- Offers reasoning and support when discussing or trying to persuade others
- Communicates with people of different backgrounds and cultures
- Uses appropriate body language and eye contact

Takes care of personal and school property

- Does not waste materials
- Does not vandalize school property
- Manages belongings
- Keeps personal and school areas neat
- Has all necessary materials
- Picks up after himself/herself
- Takes pride in school environment
- Handles books and technology properly

Respects rights and property of others

- Uses conflict resolution and peer mediation skills
- Is polite and courteous
- Does not destroy others’ materials
- Asks permission before using others’ materials
- Does not talk badly about others
- Respects people of different backgrounds and cultures
- Keeps hands and feet to themselves

Respects authority

- Listens to adults
- Responds appropriately
- Uses a respectful tone
- Uses appropriate gestures and body language

Demonstrates self-control

- Uses conflict resolution
- Does not lose control of temper
- Does not “blurt out”
- Monitors volume of voice
- Refrains from impulsive actions
- Uses other alternatives rather than physical violence to solve problems
- Thinks before reacting
- Uses wait time

Accepts responsibility for actions

- Identifies own inappropriate actions
- Problem-solves
- Accepts consequences

Observes rules and regulations

Follows school, classroom, bus, playground, lunchroom, and enrichment rules
Realizes that following rules creates a safe and orderly learning environment

HOMEWORK

Homework is an extension of what has been taught in class. Homework provides an opportunity for students to extend their learning. It can reinforce skills being taught in the classroom, provide time to make up work due to absences, improve a child's performance during class, develop effective study habits, and provide an important link between home and school. It is strongly encouraged to read with your child nightly or for your child to read nightly to him/herself. Some homework assignments will be completed in Google Classroom and will involve technology.

The following are guidelines regarding time and specific subject assignments:

- ★ Homework will be assigned at each teacher's discretion.
- ★ The average daily time below is based on the expectation that the student 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 students to:

1. Acquaint themselves with the homework expectations of the school.
2. Bring all materials home which are necessary for completion of the assignment.
3. Practice good study habits.
4. Complete their own work and not expect others to do the work for them.
5. Keep up with daily and long-range assignments and submit them to the teacher when they are due.

It is the responsibility of the parents to:

1. Acquaint themselves with the homework expectations of the school.
2. Provide materials and a comfortable, quiet, and well-lit place in which the student may complete homework.
3. Establish a consistent schedule for the student to complete homework.
4. Encourage, motivate, and prompt the student to complete homework.
5. Check with the student daily regarding the expectations of their homework assignments.
6. Confer with the classroom teacher if the student does not consistently bring home assignments or has difficulty in completing homework.

KINDERGARTEN

Name tag: An identified name tag with your child's school bus number will be given to him/her during their first visit to school. Please see that your child has it connected to his or her school bag for the school year.

Help your child: The easiest way to get involved is to talk to your child's teacher. 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.

Snack: It is the parent/guardian's responsibility to provide a healthy snack for their child each day.

Money: Please send all money in an envelope. Write your child's name, the child's teacher's name, and what the money is for on the outside of the envelope.

LIBRARY

The mission of the Norco Elementary School Library is to:

- Foster the love of reading.
- Ensure that all members of the learning community are engaged and effective users of information and technology.
- Support the school curriculum.

Library Procedures for Students:

- Kindergarten students will be given the opportunity to check out two books at a time.
- First grade through fifth-grade students will be given the opportunity to check out three books at a time.
- Students may keep books for two weeks.
- Returning books is the prerequisite for checking out additional books. Books must be returned or renewed.

LOST AND FOUND

Norco Elementary students are asked not to bring toys or valuable items to school. The school will not be held responsible if they are lost on school property. Jewelry, clothing, and other personal items may not be loaned, sold, bought, traded, or given away at school. Lunch items may not be bought, sold, or traded. Please see that your child brings only the necessary clothing and supplies to school. All removable articles of clothing, as well as other belongings, **should be clearly and securely labeled with the child's first and last name to prevent loss.**

Encourage your child to check for his/her lost things immediately.

MAKE-UP WORK

Students absent one day will be allowed two days to make up work and one day for each additional day missed. Make-up tests must be completed by the end of five school days after the student returns to school. Individual arrangements will be made for extenuating circumstances.

MEDIA RELEASE

A request to complete media release forms will be sent home the first week of school in the District Forms Packet. These forms must be completed through PowerSchool. Students **will not** be photographed, videotaped, etc. for publication ***if this form is signed.*** If for any reason you **do not** want your child photographed, we would appreciate you calling this to our attention.

MEDICAL INFORMATION

All medical information is kept confidential. If your child has any medical concerns, please contact the nurse.

MEDICAL RELEASE/SCALES FORMS

If there is a need for the school to fill out medical scales from your child's doctor, you must come to the office to sign a Medical Release Form. This document stands as permission for Norco Elementary School to release this information to the doctor(s) listed on the form. The medical scales can only be mailed back to the doctor. They cannot be released back to the parent, faxed or emailed. A medical release form must be submitted each year, if it is still needed. At times, medical professionals are requesting feedback via email through digital scales. Parents/guardians must come to the office to sign a Medical Release Form before a faculty member can complete the digital scale as well.

MONEY

Students should not bring money to school unless it is for school-related purposes. The school is not responsible for loss or theft. Please send all money in an envelope placed in the Communication Folder in your child's school bag. Please include your child's name, teacher's name, and what the money is for on the outside of the envelope. Please make all checks payable to **Norco Elementary School**. (If you acquire an NSF check written to the school, we will no longer accept a personal check from you and you will also be responsible for the NSF fee charge).

NURSE

A registered nurse is assigned to our school. The nurse monitors student health records, informs the parent/guardian if medical attention is needed, and conducts vision and hearing screenings, among many other roles. A health record is kept for each student. Current results of screening programs are recorded on these records. Louisiana Statute 16:170 makes it mandatory that every child attending St. Charles Parish Public Schools be properly immunized. **Any student who has not submitted valid immunization records will be excluded from school.**

For the safety and protection of all students, medications (prescription or over the counter) may not be brought and kept by students to be taken during the school day. This includes, but is not limited to, basic over the counter medications such as cough drops, lip balm, chapstick, etc.

The school nurse cannot give medication without orders from a physician. In order for such medication to be dispensed, the physician must complete a form stating the need for the medication and at least one parent/guardian must request in writing that the medication be administered during school hours. For more information concerning medication please contact the school nurse.

Students will be sent home from school for the following conditions:

- * Temperature above 100 degrees
- * Vomiting
- * Diarrhea or bowel movements not contained
- * Suspected communicable disease
- * Rash
- * Head lice

If any of the above conditions occur, the parent/guardian is notified and asked to remove the child from school to seek medical attention.

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 to a student, the following procedure is to be followed:

- ★ Parent/guardian must contact the school to notify administration that the student is unable to participate in physical education activities.
- ★ In addition, the student is to bring an excuse signed by a parent or guardian to the homeroom teacher. The excuse should note the length of time the student is to be excused from PE or physical activity. The teacher gives the excuse to the school office specialist, school nurse or administrator who notifies other appropriate staff. The teacher may assign alternate assignments that do not require physical activity for the student.

PARENT TEACHER ORGANIZATION (PTO)

The PTO invites you to become an active member. The yearly membership drive begins in August. The cost is \$5.00 per family. You can also donate any monetary amount to this organization as well. Grandparents, aunts, uncles, and neighbors are welcome to join. PTO General Membership Meetings will be held quarterly. All PTO information, membership, and order forms are on the school's website.

PARTIES - HOLIDAY LEARNING EVENTS

Students at Norco Elementary have holiday learning events/activities throughout the year. These activities are coordinated by the teacher and/or parent/guardian representative from the class. The following parties are allowed: a fall party, a December/holiday party (without the exchange of gifts), a Valentine party (with exchange of cards), and a spring party (teachers will make the determination on this party).

Please be sure to include the same treats for all members of the class. Please pre-cut the slices if a cake is brought. Also, contact the teacher to become aware of any food allergies a student may have in the class.

PARTNER-IN-EDUCATION

Our Partner-In-Education is Shell Norco. Representatives from Shell Norco meet throughout the year with school representatives to plan and discuss activities that involve the partnership. Our partnership with Shell Norco is a major contributing factor to the success of our school.

PHONE CALLS

Messages will be taken for teachers. Teachers will not be called out of the classroom to conference or talk with anyone. This interrupts the instructional time for students. Teachers will make every attempt to return parent/guardian phone calls and/or emails within 24 work hours. Please remember that teachers do not have access to a phone in the classroom. They pick up messages at their planning/meeting time, after school or in the morning. Every teacher has email accessibility. Feel free to visit our school website for this information.

PROMOTION POLICY

The Pupil Progression Plan (PPP), written by a committee of administrators, teachers, and parents, contains promotion policies for students, with emphasis on the mastery of the basic skills in reading, writing, and mathematics. Adopted by the St. Charles Parish School Board on January 14, 1981, it has been approved by the State Department of Education. Annual revisions are approved by the School Board and State Department of Education. The Pupil Progression Plan also contains policies regarding transfer and withdrawals of students, student records, entrance and attendance requirements, grading and homework policies, etc. Every parent/guardian should be thoroughly familiar with the content of the plan because it directly affects each child in our school system. Copies of the PPP are available at schools, public libraries, the School Board Office, and the District Website www.stcharles.k12.la.us.

Parent/Guardian Notification:

- Anytime a child fails to meet the criteria for promotion, his/her parent(s)/guardian(s) shall be contacted about the grade placement at the **END OF THE SCHOOL YEAR**. The School Building Level Committee (SBLC) will make the decision on the placement of the child. A letter of action taken shall be sent to the parent(s)/guardian(s) and a copy of this letter shall become a part of the child's permanent records.
- These retention policies shall apply to the exceptional student in regular placement in accordance with his/her Individual Education Program. Parents/Guardians of students who have failed to meet the criteria for promotion will be given the opportunity to appeal the student's placement.

RIGHTS OF PARENTS

There have been numerous issues regarding custody, parent visitation at school, non-custodial parent rights, etc. In order to better help parents and students please see below:

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

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

SBLC - School Building Level Committee/RTI – Response to Intervention Team

If your child should experience special needs in achievement, behavior, health, or communication, and they cannot be resolved at the classroom level; concerns are to be referred by a parent or the teacher to the RTI/SBLC in an attempt to resolve the problem. The RTI/SBLC meets weekly to provide assistance for teachers, parents/guardians, and students. The committee is composed of administrators, teachers, counselors, and pupil appraisal members. Parents/Guardians are notified in advance and encouraged to attend. The overall goal of the SBLC is the coordination of services among the committee, agencies, and individuals responsible for learning, in order to assist individual students in obtaining a successful education. This year all SBLC and RTI meetings will occur in a virtual setting.

If at any time a child would benefit from a parent-teacher conference, please call in advance to be assured of an appointment. Please do not ask teachers to conference with you on a "drop-in" basis before, after, or during school without a scheduled conference time.

The administration asks that if you have concerns regarding your child, please conference with the teacher first before contacting the principal or assistant principal(s).

SCHOOL STATUS

St. Charles Parish will utilize SchoolStatus to communicate with families. Teachers are encouraged to use this means for phone calls and text messages. SchoolStatus keeps a record of all communication between teachers and parents.

STUDENT ACCIDENT INSURANCE

Student accident insurance will be available to all students. Participation in the plan is voluntary; the school is offering this plan as a service only. The contract is between the insurance company and the individual. Information and enrollment envelopes will be given to students early in the year. When a student is injured, parents/guardians should request a claim form from the nurse and/or secretary. This form must be completed by the student's parent/guardian and presented to the doctor or hospital. Parents/Guardians are urged to read the brochure explaining the provisions of the policy carefully. Insurance forms are available upon request in the office.

STUDENT SUPPLY FEE

A student supply fee of \$8 will be assessed for each student. This supply fee will be collected by your child's homeroom teacher at the beginning of the school year and will be used to assist with the cost of classroom supplies and curricular material. Families who are experiencing economic hardships and are financially unable to pay the student fee may submit a written request for an economic hardship waiver to the school principal. The principal or counselor will contact the parent/guardian once the request is received. Students will not be able to share supplies. Parents will need to replenish their child's supplies if they run out or lose them.

TECHNOLOGY FEE

A district-owned Chromebook and power adapter are being loaned to students to be used as an important learning tool for educational purposes only. It is the student's responsibility to care for the equipment and ensure it is cared for in a safe environment. This device is the property of St. Charles Parish Public Schools. This device must be returned upon the student's exit from St. Charles Parish Public Schools.

- A \$20 annual technology fee is being assessed to all students with a \$40 family maximum.
- Negligent treatment of the device will result in disciplinary action and/or additional fees for repair.
- If the device is not returned, the family is responsible for the full cost of the device (\$250).
- If the power adapter is not returned, the family is responsible for the cost to replace the adapter (\$25).
- It is understood that the intentional failure to return the Chromebook to the school may constitute theft of district property. Any theft of district property, including the reported sale or transfer of the device, will be reported to the district attorney for prosecution.

TEXTS/BOOKS/STUDENT RESOURCES

Classroom/School academic resources (Chromebooks, textbooks, workbooks, library books, etc.) are issued to us based on our student enrollment. We do not have extras to lend or sell for home use. Classroom/School academic resources are on loan to our students. Care must be taken in using these resources. Students will be required to pay for damaged or lost resources. In the event that a Chromebook, textbook, workbook, or library book is lost or damaged, the student is responsible for payment. If the book is found, the student will be reimbursed.

TRANSPORTATION CHANGES

Please notify the office immediately if there is a permanent change in the student's address so that the proper bus assignment can be made. Students will not be able to switch buses unless there is a permanent change of address or custodial reasons.

If you need to change your child's transportation method for a short time frame, you can use the following ways to make a short term change:

***Please note that you may not request students to ride a different bus unless for the reasons indicated above.**

1. Send an email at norcobus@stcharles.k12.la.us
2. Send a fax to 985-764-7962
3. Send information on the Transportation Change Form (located in appendix and on school's website)
4. Send a handwritten note. (include a working number)

VISITORS

To ensure the safety of all, we have a visitor screening procedure in place. All visitors must check-in at the office upon arrival, provide a photo I.D. and secure a visitor's pass. **Visitors must wear a visitor's pass at all times when in the building.** The visitor's pass must be returned upon signing out. All visitors/volunteers are required to produce a photo I.D., to sign in, and to secure a visitor's pass. If you don't have a visitor's pass, you will be asked to return to the office.

VOLUNTEER OPPORTUNITIES

We want and need Norco Elementary School parents and guardians to be involved in our school and their own child's educational process. Parents/Guardians interested in volunteering may contact PTO, Annie Francioni-Title I Family Center Liaison, or your child's teacher.

WALKERS (Grades 3-5 only)

Students are strongly encouraged to ride the school bus in order to ensure continuous adult supervision; however, parents/guardians must request and complete a permission slip from the office granting their child permission to walk to and from school. All walkers are to report to school between 8:30 and 8:40 am. Walkers arriving after 8:40 am must be signed-in in the school office by an adult. ***This privilege is only available to students in grades 3rd, 4th, and 5th grade. All parents of 3rd, 4th, and 5th graders riding a bike or walking to school must contact the school prior to the first day that they change to this mode of transportation to make arrangements regarding the student's entrance location and safety protocol.**

WITHDRAWAL FROM SCHOOL

Parents/Guardians should inform the school office specialist at least one week prior to their moving or as soon as possible. Parents/Guardians and students should see that all school materials are returned and all personal items are removed from the classroom. The parents/guardians are responsible to return school materials or to clear up all indebtedness to Norco Elementary School before withdrawing.

**APPENDIX
DAILY SCHEDULE**

Regular Day 8:30 - 3:50		Half Day 8:30 - 3:50	
Sign in Time	8:20	Sign in Time	8:20
Bus Arrival	8:30-8:40	Bus Arrival	8:30-8:40
Tardy	After 8:40	Tardy	After 8:40
Bus Dismissal	3:40-3:50	Bus Dismissal	12:45

Regular Day Schedule

Grade Level	Enrichment	Lunch Time	Recess Time
PreK	2:30-3:25	10:55 - 11:20	11:20 - 11:50
Kindergarten	1:25 - 2:20	10:55 - 11:20	11:20 - 11:50
1st	12:25 - 1:20	11:30 - 11:55	11:55 - 12:25
2nd	2:30-3:25	12:10 - 12:35	10:40 - 11:10
5th	9:00-9:55	12:20 - 12:45	12:45 - 1:05
4th	10:00-10:55	12:40 - 1:05	12:20 - 12:40
3rd	11:25 - 12:20	12:50 - 1:15	12:20 - 12:50

Half Day Schedule

Grade Level	Enrichment	Lunch Time	Recess Time
PreK	11:20 - 11:50	10:55 - 11:20	11:20 - 11:40
Kindergarten	11:20 - 11:50	10:55 - 11:20	11:20 - 11:40
1st	10:45 - 11:15	11:25 - 11:50	11:50 - 12:10
2nd	11:55 - 12:25	11:25 - 11:50	11:50 - 12:10
5th	9:00 - 9:30	11:00 - 11:25	11:25 - 11:45
4th	9:35 - 10:05	11:55 - 12:20	12:20 - 12:40
3rd	10:10 - 10:40	11:50 - 12:15	12:15 - 12:35

TITLE I PARENT HANDBOOK

Overview of Title I

In 1965, the United States Congress passed the Elementary and Secondary Education Act to improve the quality of education in the United States. Since the initial authorization, Congress has added to and reauthorized the act five times. The previous version of the law, the No Child Left Behind (NCLB) Act, was enacted in 2002. NCLB represented a significant step forward for our nation's children in many respects, particularly as it shined a light on where scholars were making progress and where they needed additional support, regardless of race, income, zip code, disability, home language, or background. The Every Student Succeeds Act (ESSA) was enacted December 10, 2015. This latest reauthorization creates a better law that focuses on the clear goal of fully preparing all scholars for success in college and careers.

Title I of The Every Student Succeeds Act (ESSA) remains the largest federal aid program for education in the country. To receive these funds from the federal government each state must submit a detailed plan describing what all children are expected to know, the standards of performance that all scholars are expected to meet, as well as ways to measure scholars' progress. The Louisiana Department of Education allocates money to the St. Charles Parish Public School District based on the number of low-income families living in the parish. The district sends funds to schools with the highest percentage of economically disadvantaged scholars. These schools identify scholars most in need of educational help, set annual goals for improvement, measure student success, develop programs that add to the regular education programs, and collaboratively work with parents in all aspects of their scholar's education. Parents, administrators, and teachers evaluate the district and school plans annually and revisions are made based on the most current data, and school needs

Title I in St. Charles Parish

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

The Family Learning Centers enhance student achievement by providing parent workshops (both academic and social/emotional), Literacy Play Groups, home visits, materials for check out and general support for families.

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

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

Current Title I Programs for scholars include the following:

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

Parent and Family Engagement

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

What is parent and family engagement?

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

Why do parents and families need to be involved?

- Parents and families need to understand ways to support their scholar's in academic content and social emotional learning.
- Parents and families need to understand, that just as scholars have changed, teaching techniques and methods have also changed to meet the demands of today's scholars. By observing in your scholar's class, you can see firsthand how children are being taught and ways to support the school's effort.
- When children realize that their parents and families consider school activities important enough to visit, observe, and participate, they recognize learning is important.
- A scholar's self-confidence is based on how well he/she learns what he/she is supposed to learn. Research findings point to positive academic achievements as self-esteem builders.
- The Title I program and the school need parents and families to be involved. 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 scholar's teacher or visit the Family Learning Center at your scholar's school. **As your scholar's first teacher**, you can assist the teacher in meeting many of your scholar's needs. Establishing a friendly open and honest relationship with your scholar's teacher is the first step. The Family Learning Center is your place to ask questions, get involved, clarify information and get to know the school. Become a school volunteer! Parents are always welcome and encouraged to participate.

Norco Elementary School Parent and Family Engagement Guidelines

In accordance with the Parent Engagement Practices of the St. Charles Parish Public School District, we at Norco Elementary School 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. School and District Websites
 - b. Parent and Student Handbook
 - c. Parent Teacher Organization
 - d. Weekly Messages
 - e. Connect-Ed messages
 - f. School Status messages
 - g. Reminders of upcoming events
 - h. Communication Folders
 - i. Profess Reports
 - j. Social Media (Twitter, Facebook, Instagram)
 - k. Report Cards

2. Support Families
 - a. Family Center
 - b. Family Education Sessions
 - c. Parent Teacher Organization
 - d. Playgroups
 - e. Resources to check-out
 - f. Home visits
 - g. Meet and Greet
 - h. Open House
 - i. Science, Technology, and Reading Night
 - j. Breakfast with a Buddy
 - k. Young Author's Celebration

3. Supporting Learning
 - a. Google Classroom
 - b. One to one devises
 - c. Parent Teacher Conferences
 - d. Open House
 - e. Young Author's Celebration
 - f. Resources sent home

4. Volunteering
 - a. Volunteer Work Days
 - b. School Events
 - c. Concessions
 - d. Student Appreciation Week
 - e. Teacher Appreciation Week
 - f. Field Trips
 - g. Field Day

5. Advocacy
 - a. Parent participation in SBLC
 - b. Parent participation in conferences
 - c. Parent representation on subcommittees and School Improvement Team
 - d. Counselors partnering with families and students
 - e. Faculty/Staff mentors to support students

6. Collaborating with the Community
 - a. Guest Speakers
 - b. Partner-in-Education Readers
 - c. Active involvement of Partner in Education
 - d. Norco Christmas Parade
 - e. Child Find
 - f. Student Performances
 - g. Parades

St. Charles Parish Schools Parent and Family Engagement Policy

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

- I. For schools receiving Title I Part A funding, the St. Charles Parish School Board:
 - A. Involves parents and family members in jointly developing the local educational agency's (LEA) Title I, Part A plan, and the development of school support and improvement plans.

 - B. Provides the coordination, technical assistance, and other support necessary to assist and build the capacity of all participating schools within the LEA in planning and implementing effective parent and family engagement activities that improve student academic achievement and school performance. This may include meaningful consultation with employers, business leaders, and philanthropic organizations, or individuals with expertise in effectively engaging parents and family members in education.

C. Coordinates and integrates parent and family engagement strategies to the extent feasible and appropriate, with other relevant Federal, State, and local laws and programs.

D. Conducts, with the meaningful engagement of parents and family members, an annual evaluation of the content and effectiveness of the parent and family engagement policy in improving the academic quality of all schools served under this part, including identifying:

1. Barriers to greater participation by parents/families in activities authorized by this section (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background);

2. The needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers; and

3. Strategies to support successful school and family interactions;

E. Uses the findings of such evaluation to design evidence-based strategies for more effective parental and family engagement, and to revise, if necessary, the parent and family engagement policies described in this section.

F. Involves parents in the activities of the schools, which may include establishing a parent advisory board comprised of a sufficient number and representative group of parents or family members served by the LEA to adequately represent the needs of the population. This advisory board will help develop, revise, and review the parent and family engagement policy.

Parents' Right to Know

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

You can also find out about a teacher's certification on the Internet. Just visit the Louisiana Department of Education's web site at 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.

1. The Title I, classroom teacher, and counselor can help with questions and concerns about children's needs.
2. The school administrators can provide information about programs, curriculum, rules and staff at the scholar's school.
3. The District Title I Director and/or coordinator directs the local Title I program.
4. The Assistant Superintendent of Curriculum, Instruction, and Assessment can answer questions about curriculum matters including testing.
5. The Director of Elementary Schools can answer questions about district-wide programs.
6. The Assistant Superintendent of Administrative Services can answer questions about district-wide programs, policies, and procedures.
7. The Superintendent can also answer questions about district-wide programs, policies, procedures, and budgets.
8. The State Title I Director can provide information on state programs and policies.

For more information see the district's grievance policy on our web site at www.stcharles.k12.la.us. Information can be readily found through the State Department of Education's web site at <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>

Norco Elementary School
TRANSPORTATION CHANGE FORM



Today's Date: _____

Parent's Name: _____

Student's Name: _____

Teacher's Name: _____

Instructions for Change: Choose one of the methods of transportation changes below (change from bus to another mode of transportation, Parent Pickup, or After School-Care).

_____ **Student will ride their bus home today**
Student's assigned bus # _____

_____ **Parent Pickup**

_____ **After School- Care (student must have been previously registered and accepted)**

Parent Signature

Parent Phone Number (Mandatory)

ALL NOTES MUST BE IN THE OFFICE BY 2:30 p.m. ON REGULAR DAYS

AND BY 11:30 a.m. ON EARLY DISMISSAL DAYS

- * This note can be sent to school with your child.
- * This note can be faxed to 985-764-7962.
- * This note can be scanned & emailed to norcobus@stcharles.k12.la.us
 - expect an email confirmation and resend if you do not receive confirmation.

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 985-764-7079.

Sincerely,

Shannon Diodene, 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 Norco 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 15, 2023.

Los padres,

Después de revisar las políticas, los procedimientos y la información general de este manual con su hijo, firme y devuelva este formulario al maestro de su hijo. Si tiene alguna pregunta o inquietud, comuníquese con nosotros al 985-764-7079.

Sinceramente,

Shannon Diodene, 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 Norco incluyendo:

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

Firma del padre: _____ Fecha: _____

Firma del Estudiante: _____ Fecha: _____

Maestro de aula: _____

Grado: _____

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