

**Lakewood  
Elementary**  
SCHOOL



# **Parent and Student Handbook 2023-2024**





Dear Parents/Guardians:

The following information has been compiled for you to have at hand. This contains the basic school procedures for the 2023-2024 session. Your support of school policies and procedures will be of mutual benefit to your child and to the administration of the school.

These procedures will be adhered to; however, in the event of unforeseen circumstances, the administration will make procedural decisions in keeping with the safety and best interest of the children. 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 indicating that you have read and understand Lakewood Elementary School's guidelines and procedures.

If you have any questions or concerns, feel free to contact us at 985-785-1161.

Sincerely,

Kelli Oertling  
Principal

**Please sign, detach, and return to your child's teacher.**

.....

I have read and understand **Lakewood Elementary School's Parent and Student Handbook.**

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Homeroom Teacher

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date



## Lakewood Elementary School Parent and Student Handbook 2023-2024

Kelli Oertling, Principal

School Colors  
Maroon and Gold

School Motto  
"Success and Nothing Less for All"

School Mascot  
Alligator

Mailing Address  
Lakewood Elementary School  
501 E. Heather Drive  
Luling, LA 70070

School Hours  
7:40 AM – 3:00 PM  
  
Office Hours  
7:00 AM – 4:00 PM

Telephone Numbers  
Main Office 785-1161  
Fax 785-2426  
Cafeteria 785-1169

St. Charles Parish Public Schools Credo  
Our Core Business: Teaching & Learning  
Our Focus: Continuous Improvement  
Our Commitment: Learning for Life

Vision  
The mission of Lakewood Elementary School is to ensure success and nothing less for all.

Mission  
Lakewood Elementary School empowers all students to develop skills necessary to grow academically, socially, and emotionally in order to achieve success in our constantly changing world.

Beliefs  
We believe ...

- all students can learn, achieve, and succeed.
- in setting high expectations for all.
- in creating an environment that is safe and inviting.
- in providing an inclusive climate where all experience diversity, empathy, belonging, and respect.
- in promoting a culture of dignity where all are valued as individuals with unique physical, social, emotional, and intellectual needs.
- our school, community, and families are collaborative partners in the education of our students.

Principal's Message  
Welcome to the 2023-2024 school year at Lakewood Elementary. Lakewood Elementary values each student; furthermore, we are committed to the intellectual, ethical, emotional, and physical development of each child. We believe that all students can learn, achieve, and succeed. Our faculty and staff are hard-working professionals who are committed to do what is necessary to ensure that our students receive a high quality education. We encourage and welcome all family and community members to become active partners of Lakewood Elementary. This handbook has been prepared to assist you by providing detailed information to enhance your experience as a Lakewood Elementary parent. Please read this handbook carefully, as it contains our specific expectations for parents and students.

### Address Changes

If a student moves during the school year but still lives in Lakewood's attendance zone, please notify the office of the new address, bus change if necessary, and phone number. In addition, 2 proofs of residency will need to be provided.

### Attendance Policy

Regular school attendance, commitment to studies, and participation in school activities are essential to the learning process and is the responsibility of each student. Excessive absences may result in retention. Refer to the SCPPS Student Code of Conduct: District Handbook section entitled: Attendance.

Students are responsible for completing all work missed due to their absence. Parents/guardians must provide the school with a written excuse for each absence. Parents/guardians may request missed assignments; please contact the school prior to 8:00 am in order to have assignments ready for pick-up after 3:00 pm.

Students arriving after 7:50 am are considered tardy. **If a student is tardy, an adult must accompany the student to the office in order to sign-in the student.** The school office specialist will give the student an admit note, which is to be presented to the student's teacher.

In order for a student to qualify for perfect attendance, he/she must be in attendance for the entire school day, every day of the school year. Students entering school after 7:50 am, leaving school for an appointment and returning later in the day, or leaving before 3:00 pm are not eligible for perfect attendance.

Only individuals listed as a student's emergency contact are allowed to check-out the student and must present a picture ID.

### Bus Expectations

The bus is an extension of the school. Bus operators must be respected and obeyed by both students and parents/guardians, as they are responsible for providing students a safe trip to and from school. Discipline on the bus is important to ensure students' safety. Students are expected to follow bus expectations, and logical consequences will be given if expectations are not met. Parents/guardians will be notified by the school bus operator of any violation of expectations and a School Bus Behavior Report will be sent home. It is a privilege extended by the School Board to ride the bus, and students may be suspended from riding the bus.

Routes and bus stops are established by the transportation supervisor and driver. If you have any questions or concerns about a bus stop or route, contact the transportation supervisor at (985) 785-7211.

### Discipline

Lakewood Elementary implements the Responsive Classroom discipline approach and adheres to the SCPPS Student Code of Conduct: District Handbook. Our students are expected to meet our school-wide expectations: Be Respectful, Be Responsible, and Be Safe. Logical consequences according to the SCPPS Student Code of Conduct: District Handbook will be given when students do not meet our school-wide expectations. Students may be required to arrive early or stay after dismissal as a logical consequence.

### Emergency Contacts

Parents/Guardians are expected to update the student emergency contacts on each student each year and update the contacts as changes occur. This information is vitally important in cases of accidents and other emergencies, which make it necessary to get in touch with parents/guardians. There must be a telephone number listed in PowerSchool. If there is no phone number or we are unable to get in contact with the

parent/guardian, 911 will be called in emergency situations. Any expenses incurred will be the responsibility of the parent/guardian. Parents must provide four different emergency contact numbers for each child.

#### Extra-Curricular and Co-Curricular Activities

At the upper elementary school level, there are extra-curricular and co-curricular activities that are feasible and developmentally appropriate. Relative to availability of our faculty and staff, extra-curricular and co-curricular activities at Lakewood Elementary include but are not limited to: Band, Choir, 4-H Club/Cloverbuds, Robotics, Running Club, and BETA. These opportunities are designed to reinforce and extend learning opportunities beyond the regular class and/or the normal school day. Participation in all extra-curricular and co-curricular activities requires parental/guardian support and permission. Students may be selected for activities based on set criteria. Additionally, students may lose the privilege of participating in extra-curricular activities due to behavior.

#### Field Trips

A well-selected, planned, and implemented field trip is a powerful teaching and learning tool. Field trips are considered primary learning opportunities and as such are designed for full student participation. The loss of the privilege of attending a field trip is only for the most significant reasons, but is up to administrative discretion. Guidelines must be followed. These guidelines include specifics, such as permission slips, appropriate dress, chaperones, fees, transportation, meals, and deadlines.

#### Legal Custody of Students

If the legal custody of a student has been judicially assigned to one parent, a legal guardian, or foster parents, a certified copy of the judgment must be submitted to the school administration to be kept on file with the student's records. Upon the receipt of legal custody, release of the student will be determined by the instructions in the court or state decree. In the absence of a legal document, a child may be released to either parent, upon presenting proper identification. Lakewood Elementary will not intervene, nor take sides, in custody issues.

#### Homework

Homework is any assignment given by the teacher which the student is responsible for completing on his/her own time. These assignments may be graded for accuracy. Homework provides students with opportunities to deepen their understanding and skills relative to the content that has been taught. The purposes for homework are to practice content/skills with which students are familiar.

To ensure students are successful with homework assignments, all stakeholders must be involved.

#### Responsibility of the School:

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

Grade 3:	30 – 40 minutes
Grade 4:	40 – 50 minutes
Grade 5:	50 – 60 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, homework time may be divided into smaller segments.

#### Homework Responsibility of Teachers:

- Comply with the district's expectations for homework.
- Assign homework that addresses the purposes described.

- Communicate (through various means) homework assignments and timelines for long-range assignments to students.
- Clearly identify and communicate the purpose of homework assignments to students.
- Differentiate homework based on the learning needs of students.
- Assign homework that requires minimal assistance. (While families may facilitate homework completion, they should not need to provide too much help for students.)
- Provide timely and specific oral or written feedback on homework completed.

#### Homework Responsibility of Students:

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

#### Homework Responsibility of Families:

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

#### Parent/Teacher Conferences

Scheduled parent/guardian-teacher-student conferences will be held twice during the school year. At the time of these conferences, students will be released from school early so teachers and parents/guardians may meet. Early dismissal on these days will be at 11:55 am. Conferences can also be scheduled before school, after school, or during teacher planning time. Due to various scheduled meetings, parents/guardians are to schedule an appointment with their child's teacher. Conferences can only be guaranteed if scheduled in advance.

#### Physical Education

All students must wear athletic/tennis shoes in order to participate in PE classes.

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

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

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

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



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

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

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

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

### Resolution of Conflicts

Conflicts can best be addressed through effective and timely communication between the parties most involved. For example, a bus dispute should be addressed with the bus operator prior to the principal. The same can be said for a concern about class discipline or academics. Please speak with your child's teacher first regarding situations in which they are directly involved. If a resolution is not reached, please contact a school administrator. Please know that the principal delegates to the assistant principal to act on his/her behalf on many occasions.

### Reporting and Grading System

A progress report will be sent home mid-quarter. Parents/guardians are to sign and return the progress report to the teacher.

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

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

A grade of D or F indicates that the student is at risk of failing the grade.

Report cards will be issued four times during the school year. Parents/guardians are urged to review the report cards with their children. If there are any questions or concerns about your child's report card, please contact the school to set up a conference with the teacher. Parents/guardians must sign the report card envelope and return it to school. Report cards for the fourth reporting period will be mailed home.

Parent Portal is a website that parents/guardians can access that reports the daily scores and academic performance of your child in all academic areas. In order to receive the access regarding this website, legal guardians are to present proper identification to a School Office Specialist.

Recognition for exceptional academic achievement will be made quarterly. These recognitions include Principal's List, Honor Roll, and Greater Gators. The guidelines for recognition are as follows:

- Principal's List: All "A's" in all promotional/core subjects
- Honor Roll: An "A" and/or "B" in all promotional/core subjects
- Greater Gators: The award recognizes students who brought up at least one major subject without going down in any other. A grade of "F" is not allowed in any subject to be eligible for the Greater Gators award.

### School Supplies

Students are required to come to school with all supplies on their grade level supply list no later than the second week of school. Supply lists are located on the school's website, mailed with final report cards, and can be obtained from the school office. Each student is required to have at school the necessary supplies to be prepared for learning.

### Search Policy and Personal Items

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

Students are not allowed to bring personal property to school that will not assist in the teaching/learning process. Expensive jewelry, MP3 players, trading cards, cell phones, gaming devices, etc. can be easily lost or stolen. These items can also be a great distraction and should be kept at home.

Periodically, we accumulate a bundle of unclaimed items of clothing. Please see that coats, raincoats, sweaters, etc. are labeled with your child's name. This will allow us to return these items back to its rightful owners. Unclaimed clothing will be sent to St. Charles Parish Social Concerns.

Students have the right to have in their possession adequate funds to meet their monetary needs during the course of the school day. However, we request that you place these funds in a sealed envelope labeled with the student's name and homeroom teacher. All fees for field trips and school related events must be submitted in the morning to the homeroom teacher. If students retain personal currency, they are responsible for it.

### Student Assessment

Precise policies, procedures, and practices are created by the School Board and the Superintendent's staff in regards to what, when, and how to test students' acquisition of knowledge and skills. The highest levels of testing validity and reliability demand that every student's right to demonstrate their actual knowledge and skill be secured. Because of this, certain assessments of the Louisiana State Standards are not sent home. They are available for review upon request of a parent/guardian. Please make an appointment with your child's teacher to address any specific questions you may have regarding your child's assessments.

### Student Arrival

Students must arrive between 7:40-7:50 am. Lakewood Elementary does not provide supervision for students prior to 7:40 am. Before and After School Child Care is available at Mimosa Park Elementary School; however, registration is required.

Car riders are to enter the Building E driveway and drop off students at the designated spot under the covered playground area. Students arriving after 7:50 am will be considered tardy and will need to be signed-in in the school office.

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. Walkers must reside within a safe distance from the school. Due to safety concerns, students are not allowed to ride bikes to school. All walkers are to report to school between 7:40-7:50 am. Walkers arriving after 7:50 am must be signed-in in the school office by an adult.

Buses are unloaded between 7:40-7:50 am in the bus circle. To ensure safety, vehicles are not allowed in the bus circle between 7:15-8:15 am. If a bus arrives late, students riding that bus will not be considered tardy.

### Student Dismissal

Afternoon announcements begin at 2:45 pm in order to prepare students for dismissal by 3:00 pm. Students will not be allowed to be checked out between 2:45-3:00 pm; parents/guardians must pick up their students as a car rider at that time.

Individuals picking up students in the afternoon as a car rider must park in the school parking lot and report to Building E to complete the checkout process. Individuals will need to wait outside the entrance to Building E until all car riders have been released to the Theatre Room. Parking is not allowed in the bus circle at any time, especially during dismissal. Please enter the parking lot from the far right and exit through the center exit in the parking lot. Car riders will be dismissed between 2:50-3:00 pm. Any adult picking up a student as a car rider must be listed as the student's emergency contact and present a picture ID. All car riders must be picked up by 3:00 pm. If a student is habitually picked up late, it will constitute as excessive and could mandate the student ride the bus, register for After Care, or result in loss of out of attendance zone special permission.

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. Walkers must reside within a safe distance from the school. Due to safety concerns, students are not allowed to ride bikes to school. On rainy dismissal days, students will be expected to ride buses home.

Beginning at 2:50 pm, bus riders will begin reporting to their buses. To ensure safety, vehicles are not allowed in the bus circle between 2:30-3:30 pm. It is the student's responsibility to listen carefully in order to board his/her bus. If a student misses his/her bus, the parent/guardian will be called and the student must be picked up by 4:00 pm. On rainy dismissal days, students will be released by calling individual buses. The procedure is slower, and as a result, students may arrive home 15-20 minutes later than usual. Please note that someone must be home to receive every student. If no one is home, the student will be returned to school, a parent/guardian will be called, and the student must be picked up by 4:00 pm.

On early dismissal days, students will be dismissed beginning at 11:55 am.

If transportation changes have to be made, documentation must be submitted in writing via a note or e-mail: [lkwdbus@stcharles.k12.la.us](mailto:lkwdbus@stcharles.k12.la.us) specifying the change by 2:00 pm and by 11:00 am on early release days. For students' safety and security, telephone calls requesting a transportation change will not be accepted. For convenience, a transportation change form is located on the school website. Please note: **Bus changes will not be allowed unless due to custody arrangements.**

#### Student Dress Code

The St. Charles Parish Public Schools Dress Code Policy must be followed and will be enforced. This Dress Code Policy can be found in the SCPPS Student Code of Conduct: District Handbook and on the District's website. The following items are most helpful to guide your clothing decisions:

- A **white or maroon** collared shirt or a **white or maroon** Lakewood Elementary spirit shirt should be worn.
- A **white or maroon solid colored** t-shirt may be worn under the collared shirt.
- Pants/shorts/skirts must be **navy or khaki**. Shorts and skirts should be no shorter than two **inches above the top of knee cap**. Pants/shorts/skirts must be worn at the natural waistline.
- Leggings may be worn under skirts; however, they should be a **non-distracting color and without prints** (ex., white or navy).
- Blue jeans may be worn on **Fridays**.
- Clothes should be clean and worn as designed. Small logos are acceptable.
- No oversized clothing can be worn.
- **Cargo pants/shorts are not allowed.**
- Intentional placing of cuts and tears in clothing is **not permitted**.
- Apparel with bare midriffs, see-through, bare back tops, and sleeveless apparel are **prohibited**.
- Footwear must have soles and restraints for **entire foot**. Shoelaces must be tied, and velcro must be fastened. Crocks are not allowed.

- Profane, obscene, sexually suggestive language, alcohol, tobacco, assorted drug slogans, and advertising is **prohibited** on wearing apparel.
- **Outerwear that does not open the length of the front by snapping, buttoning, or zipping are not allowed. A white or maroon, non-hooded sweatshirt or sweater can be worn over a uniform shirt.**
- Caps, hats, bandanas, sunglasses, etc. are **prohibited. Hoods must be removed when in the school building.**
- The principal or designee shall make the final decision as to what clothing is distracting, unsafe, and/or not allowed.

Designated Dress Down Days and Spirit Days are privileges throughout the school year, and the dress code guidelines must be followed. Any prohibitive item, including clothing not meeting dress code, will be taken by school officials and returned to the parent or guardian. Students may be offered clothing provided by the school.

### Student Fees

The following fees will be assessed for students:

- 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.
- A technology fee of \$20 will be assessed for each student to be used to deter costs of providing devices as well as minor repairs.
- A fee of \$3.00 will be assessed if additional student identification cards are needed.
- Band students will be assessed up to \$85 for the purchase of music and method books, instrument rental, and performance shirts.
- Choir students will be assessed up to \$40 for the purchase of music and materials and performance shirts.
- General music students may be assessed a fee of \$8 to purchase an individual recorder and music book for students

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.

### Student Health Issues and Administering Medication at School

The presence of any communicable disease (pink eye, etc.) will be reason for exclusion from school. It is the policy of the school to ask anyone who has any of the above to remain home until the condition is cleared up or until a doctor's permission to attend school is obtained. Upon return, the student must also be cleared by the school nurse before attending class.

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

Student accident insurance will be available to all students. Participation in the plan is entirely voluntary; the school is offering this plan as a service only. The contract is between the insurance company and the individual. Information and enrollment envelopes will be given to students early in the year. When an insured student is injured, parents/guardians should request a claim form from a school office specialist/nurse. 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.

Children who are acutely ill should be kept at home. Children that are recovering from an acute illness should remain home until medication is no longer needed. Students who become ill and run a fever, at home or at school, must be **fever free for 24 hours** before they can return to school.

**Under no circumstances may a student bring medication to school.** This includes eye drops, cough drops, chapstick, etc. Special situations do exist for a health program that will involve long-term medication. If such a situation should arise, you must contact the school nurse for proper steps to be taken. **No medication can be given until the school nurse has received ALL required approvals.** A copy of the district policy will be given upon request. Please review the SCPPS Student Code of Conduct: District Handbook for further guidelines.

#### Student Identification Cards

Students will be issued a student identification card, card holder, and lanyard at the beginning of the school year. Students are responsible for having their id on him/her every day while, at a minimum, getting on and off the bus and when getting breakfast. We will provide one replacement card at no cost. A fee of \$3.00 will be assessed if any additional cards are needed.

#### Textbooks, Library Books, and Other School Property

Textbooks and library books are loaned to students for educational use. Care must be taken in using these materials. Students are responsible for all textbooks issued to them and for returning library materials by the designated due dates. Students will be required to pay for damaged or lost textbooks and/or library books. All overdue library books must be returned or paid for before a student can check out additional books. The same care and responsibilities must be exercised with all school property and equipment.

#### Visitor Procedures

Authorized visitors and volunteers are welcome at Lakewood Elementary. Any guest visiting our school must report to the office to present valid identification and receive a visitor's badge. This badge must be worn on the left chest the entire time the guest is on campus and must be returned to a school office specialist upon leaving. This procedure ensures the safety and security of your children and the smooth operation of our school.

If anyone chooses to eat lunch with a student, they must be listed as the student's emergency contact. Other students, other than siblings, will not be allowed to eat lunch with a parent/guardian/family member. Parents/guardians are welcome to purchase a meal from the cafeteria, or they can bring lunch for themselves and their child. Food brought from a restaurant (McDonald's, Subway, etc.) and carbonated drinks will not be allowed in the cafeteria. Picnic tables are available for seating in the courtyard for parents/guardians. Please consider the weather when making plans to visit for lunch. Students are to return to their class at the end of lunch. For safety and security, parents/guardians are only allowed to eat with their children.

#### Classroom Visits

Parent/guardian classroom visits are welcome at Lakewood Elementary School. Although we welcome these visits, they can be disruptive to the classroom routine and instructional time. 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.

#### Practices:

- 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 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 visit expectations:

- Must report to school at the agreed upon time
- Must sit in the area designated by the teacher
- May not disrupt and/or communicate with staff during the observation
- May not speak with students, including their own during the observation
- Must turn off all electronic devices
- May not take pictures or video

#### Student Phone Use

A phone is available for student use in the main office for emergencies. In order to honor instructional time, students will not be allowed to make calls during class time or receive phone messages. If there is a medical concern, the school nurse will make parental contact. Students may not initiate any phone calls from the school without specific permission from a staff member or administrator. The school office staff and administration has discretion regarding student use of the school phone. Please make sure students are aware of transportation and have all needed materials prior to leaving for school.

#### Cell Phones/Smartwatches

It is not recommended that students bring cell phones or smartwatches on campus. If any student has a cell phone or a smartwatch is his/her possession and it is visible or utilized, 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.