



“College and Career Readiness Begins Here.”



2017-2018

Our Core Values

Excellence Perseverance Respect Courage Love of learning

- Excellence

We believe in excellence without excuses.

- Perseverance

We believe that perseverance is the hard work you do after you get tired of doing the hard work you already did.

- Respect

Treat others the way "they" want to be treated.

- Courage

We believe it takes courage to accomplish the goals in the face of opposition.

- Love of Learning

We believe that in order to continue to grow, one must master new skills, topics, and bodies of knowledge



Bulldog Creed



P1 – We are **PROMPT** – That means we're always on time.

P2 – We are **POLITE** – We strive to always be kind.

P3 – We are **PREPARED** – Ready to go, focused all the way.

P4 – We are **PRODUCTIVE** – Giving our all, each and every day.

THESE ARE OUR RULES – It's what we believe leads to our success!!

THIS IS OUR CREED – We believe Bulldogs are the best!





B. A. St. Ville Elementary School

RULES FOR STUDENTS

An attractive school is an incentive to learning and the only way it can be made attractive is by complete cooperation on the part of the individuals having access to it. It will be greatly appreciated if each of you impress upon your child the fact that a public school is the property of every citizen and should be kept neat and clean. Discipline regulations are included in the Jefferson Parish Public School System's Handbook: Procedures and Policies for Parents and Students.

Please sign and return.

**I HAVE READ THIS HANDBOOK AND GONE OVER THE RULES AND
REGULATIONS WITH MY CHILD.**

Child's Name _____

Parent's Signature _____

Date _____

OUR MOTTO:

Every Student, Every Day!

VISION STATEMENT

“We intend to provide our students with the best educational experience that is geared toward a safe and orderly environment, rigorous instruction, highly qualified teachers, best teaching practices, and implementing differentiated instruction and strategies. We expect all of our students to meet academic standards and high expectations. Through these beliefs, we know our students will be college bound and prepared for academic success!”

MISSION STATEMENT

Our mission is to provide a rigorous education to every student every day in a safe and orderly learning environment in order to prepare students to be “next grade ready” and college and/or career prepared.

It is the policy of the Jefferson Parish Public School System not to discriminate in its educational programs, activities, or employment policies on the basis of race, color, religion, or natural origin as required by Title VI of the 1972 Education Amendments, or on the basis of disabilities as required by Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990.

The school system also complies with the requirements of Title IV of the General Education Provisions Act, as amended, protecting the privacy of educational records. Inquiries may be made by contacting the ADA Compliance Office, 4600 River Road, Marrero, LA 70072 or by calling (504) 349-7808 from 8 A.M. to 4 P.M., Monday through Friday.

ESSENTIAL SCHOOL INFORMATION

Principal: Terrah Harrison

School Board Member: Ricky Johnson, District II

Address: 1121 Paillet Ave.
Harvey , LA 70058

Phone: (504) 366-1708

Fax: (504) 374-5220

Website: stvilleelementary@jpschools.org

Grades: Pre-K-5th grades

School Colors: Gold and Royal blue
5th Grade-white button down
Pre-K and K purple shirts

School Hours: 8:50 A.M. - 3:50 P.M.

BREAKFAST/LUNCH- 8:30AM -8:50AM

Free Program for all students.

Car riders and walkers arriving after 8:50 a.m. will not receive breakfast.

Statement of Compliance

I, _____, am the parent/guardian
of

_____, a student at St. Ville
Elementary.

I hereby agree that I will:

- ensure that my child attends school daily except when the child is ill.
- ensure that my child will arrive at school on time each day and stay all day unless he/she becomes ill.
- attend all required parent/teacher or administrative conferences.

Parent's signature

Date _____

LA Revised Statute 17:235.2; Passed by LA Legislature 7/19/99

Acknowledgment

We hereby acknowledge that we have read the Student Handbook - Policies and Procedures.

We agree that _____
(student's name) should be held accountable for these rules and regulations.

Student's name:

Grade: _____ Teacher: _____

Signature of
Parent/Guardian _____

Date _____ Email Address _____

Phone # _____ Cell # _____

Please complete the front and back of this page and return it to school within two school days of receiving the handbook.

VISITORS

****All visitors are to report to the office upon arrival at school****

Photo identification must be presented. If a visitor is on campus to conduct business concerning a student at school, then the visitor must be 21 years old or older AND on the child's emergency card. Photo identification must be copied and a visitor's pass issued. Any person on campus without a visitor's pass will be asked to leave. Passes must be returned to the office when exiting the building. At that time the photocopy of your identification will be returned to you. Students are not allowed to bring guests to school.

WITHDRAWAL FROM SCHOOL

A parent must come to school to officially withdraw a student. A withdrawal form must be completed, all financial obligations to the school cleared, and all books returned before a student may be officially withdrawn.

ABSENCES/TARDIES/MAKE-UP WORK/HOMEWORK REQUESTS

Attendance Policy

Absences are divided into two categories (1) excused and (2) unexcused. The Louisiana Department of Education has established that students who have more than seven days per semester, 13 days total for the year unexcused absences during the school year will NOT be eligible for promotion to the next grade.

In order for an absence to be classified as excused, it must meet the state guidelines listed below.

LA. R.S. 17:226 Extenuating Circumstances

1. Extended personal physical or emotional illness as verified by a physician (in writing).
2. Extended hospital stay as verified by a physician (in writing).
3. Extended recuperation from an accident as verified by a physician (in writing).
4. Extended contagious disease within a family as verified by a physician (in writing).
5. Prior school system approved travel for education (see principal).
6. Death in the family not to exceed one week (bring copy of obituary).
7. Natural catastrophe and/or disaster.
8. For any other extenuating circumstances parents must make a formal appeal in accordance with the due process procedures established by the LEA.

TARDINESS TO SCHOOL

THE BELL FOR SCHOOL TO BEGIN RINGS AT 9:00 A.M. Students arriving after 9:00 A.M. must obtain a tardy slip in the office. Excessive tardiness to school will result in disciplinary action (**see Tardy Expectations below**).

- Any student who is not sitting in his/her classroom when the bell rings at 9:00 a.m. is considered **tardy unexcused** (unless there is a documented excuse) and must check in with the front office in order to be admitted to class.
- Any student who signs- in after 12:30 a.m. is considered **absent ½ day unexcused** (unless there is a documented excuse).
- Any student who signs- out before 12:30 is considered **absent 1 full day unexcused** (unless there is a documented excuse).
- Any student who signs- out after 12:30 is considered **absent ½ day unexcused** (unless there is a documented excuse).

Tardy Expectations

- 1st Offense – Restate Expectation/Rule
- 2nd Offense – Student Conference with Administrator
- 3rd Offense – Morning Detention
- 4th Offense – Refer to Social Worker
- 5th Offense – Parent Conference with Teacher/Office
- 6th Offense – Administrative Intervention (Referral, etc...)

NOTE: Tardy Expectations occur each semester.

Tardy Expectations

- 1st Offense- Restate Expectation/Rule
- 2nd Offense- Lunch Detention
- 3rd Offense- Morning Detention
- 4th Offense- Refer to Social Worker
- 5th Offense- Parent Conference with Teacher/Office
- 6th Offense- Administrative Intervention (Referral, etc)

NOTE: Tardy Expectations occur each marking period.

MAKE UP REQUESTS

Students are allowed to complete make-up work for absences within 10 school days of their last absence. **It is the student's responsibility to ask the teacher for make-up work.** A student will receive a failing grade on all make-up work not completed. Students are allowed to make-up work because of an absence for an Out-of-School Suspension.

HOMEWORK REQUESTS FOR ABSENT STUDENTS

If a student is unable to attend school for five days or more, please call the main office for assignments. Homework assignments can be found on the teacher's web page under our school's web page-stvilleelementary@jpschools.org

ACADEMIC INTEGRITY POLICY

Academic integrity is an important part of B. A. St. Ville 's mission to provide a safe environment for a diverse learning community, which values academic excellence, individual responsibility and life-long learning. Students are responsible for learning and upholding ethical and honest standards of research, writing, and assessment in all academic areas. Written or other work which students submit must be the product of their own efforts. Academic dishonesty, which includes cheating, plagiarism and other forms of dishonest or unethical behavior, is prohibited. See complete policy in the back of handbook.

ACCIDENTS/ EMERGENCY CARDS

Report all accidents to the nearest campus employee who will then complete an accident/incident report, which will be kept on file. AN EMERGENCY CARD MUST BE ON FILE IN THE OFFICE FOR EACH STUDENT. It is the responsibility of the parent to have the emergency card updated as the need arises (change of address, phone number, etc.).

SOCIAL WORKER

A social worker is available to all students to discuss any issues or concerns that arise.

AWARDS

Medals, pins, trophies, and certificates are presented to students who earn academic, service, and athletic awards at the Awards Ceremony which is held at the end of the year.

ACTIVITIES

All activities such as athletic events, dances, group practices, etc., are extensions of the school day and all expectations in the handbook apply. Parish academic eligibility procedures are followed where applicable for participation. Students (and approved guests) participating in any activity must follow B.A. St. Ville/ Dress Code.

Students who are absent for any part of the school day (includes check-in and check-out) may not attend any school activity on the day or days they are absent unless absence is excused; this includes, but is not limited to, athletic events, dances, and group practices.

Students who are suspended from school may not attend any school activity on the days they are suspended; this includes, but is not limited to, athletic events, dances, and group practices.

BUS BEHAVIOR

All school rules apply on the bus, at the bus stop, and on the way to and from the bus stop. Students may only ride the bus they are assigned to ride.

CLASS PARTIES

In order to maximize instructional time, classroom parties will be limited to seasonal parties that may be held on the last school day prior to the start of the holiday period. The parties will be held in the classrooms with the possible assistance of parent volunteers at these parties. Birthday celebrations are allowed for parents wishing to send a treat to celebrate a child's birthday. Parents must first contact the child's teacher to make arrangements. CUPCAKES ONLY may then be brought to the front office to be shared by the child's class at the end of the day. No other treats or toys will be allowed. Parents and other family members will not be allowed in the classroom for these celebrations.

CAFETERIA/RAINY DAY SCHEDULE

Observance of all of the following rules will make eating in the cafeteria a pleasant experience for all.

- Walk slowly.
- Use inside voices.
- Keep food on the plate. **Food throwing will result in disciplinary action.**
- Students **are not** allowed to drink soft drinks in the cafeteria, nor eat fast food brought in from McDonald's, Burger King, etc.
- Make sure the table is clean when leaving.
- Eat breakfast and lunch in the cafeteria and courtyard only.
- All trash should be placed in garbage cans.
- Students should not be in the classrooms during lunch without permission from the teacher. The teacher must be in the classroom to supervise.
- Only on pre-determined days are parents allowed to join their child/children for lunch. Outside food is not allowed, but parents may purchase a lunch from the cafeteria for a fee of \$3.50.

FREE LUNCH

BREAKFAST AND LUNCH ARE FREE FOR ALL STUDENTS FOR THE 17-18 SCHOOL YEAR.

CELL PHONE POLICY/ELECTRONICS/UNAUTHORIZED ITEMS

Telecommunication Device Policy

Board Approved - August 23, 2012

The Jefferson Parish Public School System recognizes that electronic telecommunication devices have assumed a greater role in the lives of our students. Our district also acknowledges that advances in technology can enhance learning and heighten safety in times of emergency. The policy on electronic telecommunication devices is designed to ensure that the use of such devices neither interferes with teaching and learning during the school day nor endangers the safety and well-being of students.

1. For the purposes of this policy, “electronic devices” include but are not limited to a facsimile system, radio paging service, mobile telephone service, intercom, electro-mechanical paging system, cell phones, digital cameras, camcorders, IPODS, PDA’s, MP3 players, headphones, jump drives, and memory sticks.
2. Students are allowed to possess electronic devices on campus. However, all electronic devices must be **COMPLETELY OFF and must not be visible or audible while students are on the school grounds or on the school bus** except in those instances described in numbers three and four below or in the event of an emergency. “Emergency” means an actual or imminent threat to public health or safety, which may result in the loss of life, injury, or property damage.
3. Electronic devices may be used as part of the instructional process only with prior permission of the principal or his/her designee.
4. Individual school principals will establish and communicate guidelines involving electronic device use after school hours for students who participate in field trips, extracurricular activities, athletic events, or any other school sponsored activity.
5. Electronic devices must be stored in a secure location. Students shall be personally and solely responsible for the security of their telecommunications devices. The Jefferson Parish Public School System shall not assume any responsibility for theft, loss, or damage of an electronic device or unauthorized calls made on a cell phone.

6. Phone communication during the instructional day must occur on school telephones with permission from appropriate school personnel with the exception of emergencies as deemed by the principal or his/her designee. Parents should continue to call the school for any emergencies.
7. The possession of electronic devices is strictly prohibited during testing situations or other forms of student assessment. School personnel may collect such devices before students are administered an assessment. (The electronic device will be returned to the student after the assessment has concluded.) If a student is found in possession of an electronic device during an assessment, the assessment will cease, the device will be confiscated, and the student's assessment will be invalidated. Additional disciplinary action may be taken by the school administration.
8. Each school will establish and communicate consequences for violating its electronic device policy. Violations could result in one or more of the following: temporary confiscation of the device, detention(s) not lasting more than one hour, punish work, in-school suspension, and out of school suspension.
9. Failure to give the device to a school system employee when requested is considered a serious offense and will add to the severity of the consequence.
10. Possession of a cell phone by a student is a privilege and may be forfeited by any student not abiding by the terms of this policy.

Consequences:

First Offense	<ul style="list-style-type: none">• Parent Conference/Non-Suspension with administrator (phone confiscated and returned to parent)
Second Offense	Parent Conference and student will attend morning detention (phone confiscated and returned to parent)
Third Offense	<ul style="list-style-type: none">• Referral
Four or More Offenses	<ul style="list-style-type: none">• Conference and Suspension or Principal chosen consequence as deemed appropriate. (phone confiscated and returned to parent)

Parents/guardians may pick-up such items the following day between the hours of 9 a.m. and 3 p.m.

CRISIS MANAGEMENT PLAN

By definition a “crisis” is an extraordinary event that has the potential for completely disrupting the educational process on campus or that may result in serious injury to staff or students. Responses to each crisis event will vary depending upon proper protocol for that event. It is important that every student remains with the classroom teacher and follows the instruction of the administration and the teacher. In the event that students are asked to leave the building, it is imperative that the students report to the designated areas and remain under the supervision of the teacher or administrator. There will be practice fire, tornado, and lockdown drills throughout the school year and there is no need to be alarmed regarding the practice events. Additionally, random searches will be conducted twice a month. Specific instructions will be given for various drills. Students should observe evacuation maps that are posted in teacher’s classroom so that the student is aware of the evacuation route.

DISCIPLINE PAPERWORK

Students who are issued behavior reports, detentions, parental conferences, and suspensions are required to bring the paperwork home to a parent/guardian. The parent is to sign the paperwork and return it with the child the next day. Students who receive detentions are not allowed to attend the detention without returning the detention notice containing a parent signature. Students who are issued parental conferences and suspensions are required to attend a meeting at the school to discuss the child’s behavior. Students are not allowed to return to school without a parent/guardian. Students who do not return paperwork or do not attend scheduled conferences are subject to further disciplinary action.

CLASSROOM BEHAVIOR/PBIS

Each classroom will have class rules as part of our Positive Behavioral Interventions and Support Plan and others that have been carefully developed by the teacher and/or other students, appropriate for that learning environment. It is the responsibility of the student to comply with and conform to the class rules. Failure to comply may result in disciplinary procedures described in the discipline section of this handbook. Students who remain within the guidelines will receive all of the benefits of the Positive Behavioral Interventions and Support components as described in the PBIS section of the handbook. It is through positive classroom behavior, including student engagement, which students can expect to learn and succeed in their classes.

DISCIPLINE PROCEDURES/SCHOOL WIDE PBIS

Discipline is a school-wide effort. In order for the school to maximize student discipline, two aspects of our discipline policy must be considered.

Positive Behavioral Interventions and Support (PBIS)

Positive Behavioral Interventions and Support is a strategic plan to encourage appropriate student behavior through the support of good behaviors and reward program for these behaviors. These rewards may be a field trip, school dance, out of uniform, movie/popcorn day or other activities. Students will also earn entries into drawings for rewards at the end of each reward period. Teachers and staff members will place names of students on forms and they will be placed in the drawing box located in the cafeteria. The rewards for the drawings will be announced in advance and awarded at pre-determined intervals.

Expectations

Be Safe

Be Respectful

Be Responsible

Consequences for Inappropriate Behaviors

1st Offense – Verbal Warning

2nd Offense- Parental Contact

3rd Offense- Behavior Report

4th Offense – Morning Detention

5th Offense – Administrative Intervention/Referral (ISS, OS, etc.)

****Depending on the severity of the behavior, consequences may not follow this order.

DETENTION POLICY

Detentions are assigned in writing with a minimum of 24 hours advance notice- with the exception of Lunch Detentions. Teachers may hold their own detentions in their classrooms before and after school and during lunch. Students must have a written pass in order to enter the building before school and during lunch. If the detention is after school, the parent/legal guardian is notified by means of a detention notice at least one (1) day before the detention is to be served. Two (2) copies of the detention notice will be sent home with the student. One (1) copy is to be retained by the parent/legal guardian. One (1) copy should be signed by the parent/legal guardian and returned to school before the detention is to be served. The parent/legal guardian can legally refuse to allow the student to serve the detention. However, the student will be subject to suspension from school.

ARRIVAL AND DISMISSAL TIME

ARRIVAL

- Students must be on the school grounds no later than 9:00 A.M. Walkers and car riders will not be allowed on campus prior to 8:30 A.M. *All car riders and walkers grades Kindergarten through fifth grade are to enter through the front gate.*
- If a student arrives before 8:30 A.M., the parent will be contacted an administrative conference will be held.
- Upon arrival at school, students who will eat breakfast will walk through the pavilion to the cafeteria. Students who do not eat breakfast will walk down the hall and go directly to class.

DISMISSAL

- The normal dismissal time is 3:50 P.M. Any parent who wishes to pick up his/her child earlier than this time must come to the office and sign the student out before 3:15.
- ONLY adults listed on the emergency card may sign a student out of school. Any person signing a student out must show identification before the student will be released.
- **Students cannot be signed out between 3:15-3:50.** Contact school if you are in route to school and will not meet the 3:00 time.
- **If a student is not picked up by 4:10 P.M., a parent will be contacted and an administrative conference will be held.**

BECAUSE INSTRUCTIONAL TIME IS SO VALUABLE WE ARE UNABLE TO INTERRUPT CLASSROOM INSTRUCTION TO DELIVER MESSAGES REGARDING CHILDRENS AFTER SCHOOL TRANSPORTATION. PLEASE MAKE SURE YOUR CHILD KNOWS HOW HE/SHE IS GETTING HOME BEFORE THE LEAVE HOME IN THE MORNING.

CARPOOL

The carpool gate is for cars. You must be in your car and the teacher on duty will escort your child to his/her car. Do not get out of your car expecting the teachers to release your child. You will be told to return to the car rider line and follow the procedure. All car rider students will be held under the breezeway until 4:10 p.m. ***After 4:10 p.m., children will be brought to the office to be signed out.*** Please follow the flow of the traffic.

DO NOT SPEED DURING THIS TIME. DO NOT PARK IN THE STAFF'S PARKING LOT TO GET YOUR CHILD. THIS IS A SAFETY CONCERN. APPROPRIATE LAW ENFORCEMENT WILL BE CONTACTED AFTER THE FIRST WARNING.

Crossing Guard/Walkers

The crossing guard is there to ensure the safety of our students. It is imperative that all follow the guard's directives. All students crossing the street must cross with a crossing guard.

BUS STUDENTS

A bus student must have a note if he/she is not going to ride the bus home. The note must state who will pick up the student. This note must be turned in to the teacher when the student arrives at school. If a student does not have a note, and a parent can't be reached by phone, the students will be placed on the bus. Students may ride only the bus to which they are assigned. The same behavior expected in school is expected on the bus. Misbehavior on the bus endangers the safety of all students on the bus and will not be tolerated. Behavior on the bus is also tied into the Positive Behavior Intervention System (PBIS) and can cause a student not to receive a band.

FIELD TRIPS

Prior to participating in school-sponsored field trips, all students must return the completed field trip form signed by a parent/guardian. All students must report to the school before leaving for the field trip and return to school after the field trip is over.

St. Ville Elementary school teachers will supervise field trips. Students participating in out of town field trips must follow the uniform policy and all rules established by the Jefferson Parish Public School System and pay all financial obligations. Circumstances that would warrant non-attendance on a field trip will be evaluated by the Principal on an individual basis.

FIELD TRIP CHAPERONES

1. Chaperones will be chosen on a rotating basis giving everyone the opportunity to attend a field trip during the year.
2. Each chaperone will be responsible for a particular group of children.
3. The chaperone must remain with this group at all times.
4. All chaperones must follow the agenda given to them by the teacher.
5. Chaperones must report any behavior problems to the teacher immediately.
Chaperones are not to touch students at any time.
7. Only parents, grandparents, or legal guardians may serve as chaperones. No other adults or children are allowed on field trips.
8. Chaperones are requested not to purchase anything for themselves or the students in their group.
9. Chaperones must be at school at least 15 minutes before the buses are scheduled to leave.
10. All chaperones must pay the full cost of the field trip.
11. Chaperones must dress appropriately.
12. Chaperones must not smoke, drink alcohol beverages, or talk on cell phones while on a field trip. Cell phones should be turned off and used only in an emergency.
13. A doctor's note is required for all expectant mothers and for adults with any medical condition who wish to chaperone.
14. Everyone who plans to serve as chaperone must sign that he/she understand and will follow these guidelines.

PARENT/TEACHER CONFERENCES

- Parents must discuss their children's progress with teachers. Conferences may be scheduled before school, after school, or during planning (P.E.) period.
- Conferences are scheduled by calling the office at 504-366-1708. Conferences are usually scheduled before or after school or during a teacher's planning period.
- Parents should go directly to the office to meet the teacher for a scheduled conference.
- **Parents must discuss problems with the appropriate teacher prior to meeting with the administrator.**

COMPUTER USE

Computers are available in classes, the library, and the computer lab for student use. Students are only allowed to use computers for internet research with parental permission. Students are **never** to employ communication software such as Facebook, Twitter, and Instagram, E-mail, or other software from the school computers. School computers are for educational use. Students are not to download music, pictures or videos, unless this is part of a class assignment. Failure to comply with this rule will result in banning from computers at school, which can affect class grades.

EMERGENCY EVACUATION

The purpose of evacuation drills is to safeguard the students in the event of an actual emergency. Students who do not follow the guidelines for evacuation are subject to disciplinary action.

1. An Emergency Evacuation Map is posted in each classroom with the exit route outlined by the teacher.
2. Evacuation Drills will be practiced throughout the year for fire, tornado, lockdown, etc.
3. When the Emergency Signal is given:
 - a. Students will leave the classroom in an orderly manner behind the teacher who will lead them to the designated area. Books should be left in the classroom, but purses should be brought outside.
 - b. Students will move quietly and quickly through the halls and out of the building.
 - c. Students will follow the teacher to the assigned position, stand quietly, and wait for the “all clear” signal.
 - d. Students will return into the building following their teacher.

FINANCIAL OBLIGATIONS

Students are expected to pay all financial obligations owed to the school. Schedules and drop slips will not be issued to students owing money to the school. **No checks allowed. All payments to the school must be cash only or cashiers' check.** .

GRADING POLICY

Woodmere operates on a computerized grading system. The interim, 9-weeks grade, final and participation grades are entered into Infinite Campus.

- In grades 1st-5th, a student's marking period report card grade is determined as follows: 1/4 participation, 3/4 cumulative tests.

*Classroom participation is defined as class work, homework, notebook, involvement in discussion and activities, and preparation for class, such as, having books and supplies.

Letter grades are assigned according to the following scale:

Grade	Equivalent	Quality Points	Rounding
A	93-100	4	3.5 – 4.0
B	85-92	3	2.5 – 3.49
C	75-84	2	1.5 – 2.49
D	67-74	1	1.0 – 1.49
F	66-0	0	.0 - .9

HALLWAYS

Students are expected to demonstrate good manners. There should be no running, whistling or loitering outside the classrooms. Students are not permitted in the halls during class time, breakfast or lunch unless they have a pass from a teacher or administrator. Violation of these expectations will result in disciplinary action.

HONOR ROLL

St. Ville Elementary School has three honor rolls and a Perfect Attendance Award.

- Principal's List for students with straight A's
- Beta Honor Roll for students with an B average(2.5-3.49)
- Perfect Attendance for students who attend school everyday

Note: *Early checkouts and tardies will affect perfect attendance. An excused tardy will be recorded for late bus arrivals.*

INSURANCE

Student insurance is available. If your child does not bring the information home, the parent may contact the school office. Students participating in extracurricular activities are required to have insurance.

INTERIM REPORTS

Reports are issued to all students each grading period (approximately 5th week). Parents are urged to contact teachers if their child is in danger of failing.

INTERNET POLICY

See consent waiver at the end of Student Handbook.

LOST AND FOUND

Students finding any item at school should turn it in to the main office where it can be claimed by the owner. Keeping an item that is found is considered stealing. The school will not assume responsibility for missing items including textbooks and personal property. The lost and found will be cleaned out quarterly and items will be donated to charity.

MEDICATION POLICY

The Jefferson Parish Public School System will continue the following procedures for parents requesting medication to be administered to their child during school hours. The Medication Assessment sites will remain open for the

2016-2017 school year except for all school holidays.

1. Obtain the following forms from your child's school:
 - a. Medication order (S. S. 35)
 - b. Parent/Guardian written consent for medication administration (S. S. 36)
2. Have your physician complete and sign the School medication order form (S. S. 35). The **order must agree with the pharmacy label** on your child's medication.
3. Jefferson Parish Public School employees are not allowed to administer medication that exceeds the recommended dosage.
4. Take the above completed forms, along *with* medication in *its* bottle/container and the student to either the East Bank or West Bank Medication Assessment Office for review/approval by one of our school nurses. (Addresses are provided at the bottom of this section.)
5. After the forms and the medication have been reviewed and approved by the nurse, please take them to your child's school in a sealed envelope provided by the Medication Assessment office.
 - a. If your child's medication is to be given only when needed (e.g. Asthma inhaler), the physician's order must include the number of hours between doses.
 - b. All medication containers, **including over-the-counter medication**, are to be labeled by a licensed pharmacist or doctor. Sample medication received from your doctor must be properly labeled by the doctor.
 - c. Please ask your pharmacist to provide separate medicine containers for home and school use.
 - d. Medication must be delivered by an adult.

The procedure explained above will enable our school system personnel to better provide for your child's health needs.

Students are not permitted on the school grounds or at any school related activity with medicines or similar substances described as medication without proper authorization. This includes pills, capsules, powders, liquids, medicinal agents or dietary aids.

Please read the parish Procedures and Policies for parents and students for complete details. In brief it states that no medicine, not even aspirin, Pepto Bismol, Sunscreen, etc. may be brought by a child to school unless there are written instructions both from the doctor and the parent.

MEDICATION ASSESSMENT OFFICES:

East Bank

Special Services Building
822 S. Clearview Parkway

West Bank

Administration Building Annex
4600 River Road

Harahan, LA 70123-3449
Phone: 736-1857
Hours: 8:00 a.m. – 11:00 a.m.
Monday – Friday: both locations

Marrero, LA 70072-1943
Phone: 349-7672
Hours: 7:45 a.m. – 3:15 p.m.
12:00 p.m. – 3:00 p.m.

PHYSICAL EDUCATION CLASSES

All students are required to participate in physical education class. Students who are unable to participate in physical education classes must have a medical excuse on file in the office. Failure to dress in the proper uniform for P.E. class will affect the student's class grades and may result in failure in the Physical Education course.

REFERRALS/DUE PROCESS

Students are responsible for their behavior. Students will be afforded an opportunity for due process. It is in the student's best interest to use this opportunity for truthful explanations of all events in the referral. In the event that there are witnesses, witnesses will be called for further explanation if needed. If a student refuses to write an explanation of the events in question, he/she forfeits his/her due process rights. Violations of class and school rules may result in any one or combination of the consequences that follow: (1) verbal warning (2) phone call home (3) loss of PBIS benefits (4) ineligibility to participate in school activities , such as sports, cheerleading, dances, and field trips (8) suspension (in-school or out of school) (9) expulsion

SCHEDULE CHANGES

Schedule changes will only be granted when students are not properly scheduled. Students are not allowed to change schedules because they prefer different teachers, classrooms or classmates. If any student has not been properly scheduled, please contact the school administration. The administration will notify the student when the schedule change has been completed.

SCHOOL BAG/PURSE POLICY

Purses are allowed for girls, but they MUST NOT be large enough for a notebook to fit inside. Purses may not be used as schoolbags.

SCHOOL CLOSINGS

In case of severe weather (storms, low temperatures, etc.), official announcements for closing may be heard over radio station WWL AM 870.

SIGN-OUT PROCEDURE

NO student will be allowed to leave the school campus unless a parent/guardian signs him/her out in the office. In order to check-out, a student should:

1. Obtain a pass to the office
2. The office will contact the parent/guardian and call for the student when the parent/guardian arrives.

NOTE: It is mandatory that the emergency cards list everyone who may need to check-out the student. Those listed on the emergency card must be 21 years old or older and not students in middle or high school.

Parents/guardians who check-out students must present a photo ID. In order to ensure the student's safety no exceptions will be made. **Sign-outs will not be allowed after 3:15 P.M.** This is 30 minutes prior to dismissal and is in compliance with the JPPSS Crisis Management Plan.

STUDENT BEHAVIOR CODE

The following types of behavior will result in disciplinary action, which may include detention, suspension, expulsion and/or arrest.

1. Fighting, instigating a fight, disruption, or interference with curricular or extracurricular activities.
2. Damage or destruction of school property or private property.
3. Possession of a weapon or any items which may be used as a weapon.
4. Possession or use of narcotics, alcoholic beverages and other dangerous drugs while on school premises or while in the custody and control of the school, or school related activity.
5. Entering campus while under the influence of any controlled substance or alcohol.
6. Violation of rules of conduct for school buses.
7. Use or possession of cigarettes, lighters, matches, or fireworks.
8. Stealing or possession of stolen or lost private property.
9. Violation of attendance rules and/or truancy policy.
10. Violation of student uniform/dress code.
11. Insubordination or disrespect toward a school board employee.
12. Inappropriate display of affection while on school premises.
13. Use of profanity or obscenity (written or verbal) including obscene gestures, signs, pictures, or publications.
14. Leaving campus/class or cutting class without proper permission.
15. Turning the lights out in the classroom without permission.
16. Inappropriate use of communication/electronic devices.

***Any acts that are not listed above but are deemed a violation of the student behavior code may be added by administration and warrant disciplinary action.**

STUDENT'S SIGNATURE

The student's signature on a behavior report, interim report, detention notice, suspension notice, etc. simply means that the student received a copy of the document. IT DOES NOT NECESSARILY INDICATE THAT THE STUDENT IS GUILTY OR AGREES WITH THE CONTENTS OF THE DOCUMENT.

TELEPHONE USE

Students are not allowed to use school phones without permission from an administrator/staff (See also: Cell Phone Policy).

TESTING

BENCHMARK/READY DIAGNOSTIC TESTS

According to parish policy students will be administered tests. The results of the assessment will allow teachers to analyze student successes and re-teach low performing areas for student mastery.

LEAP TESTING 3rd, 4th, 5th, Graders

In the spring, all students will participate in the Louisiana testing program. The test is designed to confirm that students are performing at a satisfactory level in the subject content for that grade level. Students will receive labels of Advanced, Mastery, Basic, Approaching Basic, and Unsatisfactory for their performance in English language arts, math, social studies, and science. The Advanced and Mastery labels indicate that the student has mastered the content in that subject beyond the level of most other students. The Basic label indicated that the student has acquired the knowledge and skills relevant to the coursework at that grade level. These three labels indicate that the student is prepared to succeed at the next grade level. The Approaching Basic label indicates that the student needs more knowledge and instruction in that class before moving to the next level. The Unsatisfactory label indicates the student is definitely struggling in that course at the current grade level and will have difficulty moving to the next level.

TEXTBOOKS/LIBRARY BOOKS

Students are responsible for their textbooks. Books should be returned in the same manner in which they were issued. If a student loses or damages a textbook or library book during the school year, he/she will not be issued another until the parent/guardian has made arrangements for payment. All payments should be paid in cash to the account clerk in the front office. If at the end of the year a student owes money for a lost or damaged book, parents/guardians will be notified that their child will not receive a schedule for the following school year unless arrangements for payment have been made. Should a student not be registered in school for a total of five days because parents have been negligent in making payment arrangements, the case will be turned over to the Supervisor of Child Welfare and Attendance for appropriate action under Act 109. If a

student attempts to register at another school within the Jefferson Parish Public School System, the school to which the parents have financial obligations will WITHHOLD all records until the financial obligations are cleared. This includes summer registration forms.

THREATS OF VIOLENCE

Any threat of violence shall be reported to the social worker and/or police and appropriate action will be taken. It is the responsibility of the student to report any hostile attempt directed at him/her to an administrator, teacher, etc.

UNAUTHORIZED ITEMS

1. Communication Devices- cell phones, blackberries, pagers, computers, etc.
2. Electronic Devices- CD/DVD players, CDs/DVDs, tape recorders, MP3 players, games, toys, i-PODS, radios, gameboys, cameras, etc.
3. Laser Pointers
4. Playing Cards
5. Motor Vehicles- Cars, Motorbikes, etc.
6. Felt tip pens, permanent markers, white out
7. Water/toy guns and/or other toy/look-a-like weapons
8. Skateboards
9. Glass containers
10. Fireworks of any kind, lighters, matches
11. Sign-in Books
12. Non-educational items- pokemon, Yu-Gi-Oh, or baseball cards, etc.
13. Pets
14. Obscene materials
15. Sums of money \$50 or more will be reported to parent/guardian
16. Any item not on this list and deemed inappropriate, distracting, or disturbing to others by administration

****Confiscated items will be brought to the office. Items must be claimed by a parent or guardian during the hours of 9A.M. and 3P.M.**

UNIFORM CODE

The student dress code is established to teach students the importance of grooming and hygiene, to instill discipline, to prevent violence and disruption in the educational environment, to avoid safety hazards, and to teach student respect for themselves and others.

- Each student will have good personal hygiene, including but not limited to having clean, combed hair, clean teeth, a clean body, and clean clothing.
- A student will show, through his/her actions, personal hygiene, and physical appearance, a respect for himself/herself and others.
- A student will dress appropriately for school, extracurricular, and co-

curricular activities.

- A student's clothing, jewelry, accessories, personal hygiene, and manner of grooming:
 - will not present a physical safety hazard or create a health hazard to either the student or others;
 - will not cause or have the potential to cause, a disruption to or interfere with the orderly operation of the school, school activities, and/or educational objectives;
 - will not identify, symbolize or infer gang membership or affiliation through writing, marks, drawings, paintings, photographs, designs, emblems, tattoos or any other means;
 - will not depict violence, drugs, alcohol, tobacco, or obscene subject matter through writing, drawings, paintings, photographs, designs, emblems, tattoos or any means; and
 - will not be designed to encourage actions or activities that present a disruption or distraction.
 - Shirts must be tucked inside the pants.
 - Students may only wear one collared shirt at one time. Undershirts can be any solid color with no writing.
 - Pants must fit properly and not be rolled up.
 - Pants may not be baggy, sagging, oversized or below the waist.
 - They should not be torn, ripped, or have holes. There should be no writing on pants.

All students are required to wear the B.A. St. Ville Uniform

Uniform Top(s) –

- School Shirt- Pre-K and K Purple St. Ville uniform shirt, 1st -5th Royal Blue or Gold St. Ville Shirt. Fifth graders are allowed to wear the white button down collared shirt. Shirts worn under uniform shirt must be white. Shirts must be tucked in for all grade levels.

Uniform Bottom(s) –

- Solid Navy Blue Uniform Skirt, Jumper, Pants, Shorts, or Skorts. No flare legs, baggies, leggings, knit pants, skirts, shorts, or cargo pants. Solid Navy Blue sweat pants may be worn during the winter months only. Bottoms must be worn on the waistline. Under-garments should not be seen. Do not buy pants a size larger. Pants must be hemmed, not rolled.

Shoes – Must be a dark color or black tennis shoe. ***No healties.***

- No boots, slip-on, slippers, sandals, clogs, or heels allowed.

Socks – Must be worn at all times. Must wear white socks only.

- Socks must be visible (no footies allowed).

Belts – Solid black or brown only (no writing, glitter, or any embellishment allowed on belt).

- No large buckles with names, initials, glitter, sequins, ribbons, or any embellishment allowed.

Jewelry – Nothing may be worn in pierced body parts other than the ears.

- Earrings are NOT ALLOWED for boys.
- Girls may wear stud earrings no larger than a quarter. Hoop earrings are not allowed.
- Only one necklace, bracelet, ring, and pair of earrings at a time.
- Jewelry may only be silver, gold, black, white, beige, or burgundy. No dog tags, large medallions, or any other jewelry that suggests drugs, violence, etc. allowed.
- Expensive jewelry should not be worn.

Other – Hats, visors, bandannas, and sunglasses **may not be worn**.

COLD WEATHER ATTIRE

Jackets/Sweatshirts –St. Ville jackets, Cardigan sweater, & Pull Over wind shirt and sweatshirts with logo are recommended.

- Otherwise, jackets must be solid Navy or Black. Jackets must reach the waist and be button-down or zip-down.
- Only St, Ville sweatshirts allowed. No hooded jackets or sweatshirts are allowed. Uniform shirt must be visible inside of the building.

Tights (Girls Only) – Solid black or white tights only.

- Tights MUST cover the foot.
- Leggings are not allowed.

PROHIBITED CLOTHING/ACCESSORY ITEMS

- Hats, visors and bandannas may NOT be worn.
- Sandals, slippers, flip-flops, thongs, clogs, heels are NOT PERMITTED.
- Hair must be neat, clean, well-groomed and appropriate length and height. NO flowers. NO sunglasses.
- Beards, mustaches, and goatees are NOT ALLOWED.
- Nothing may be worn in pierced body parts other than the ears. - Earrings are NOT ALLOWED for boys. - Girls may wear STUD EARRINGS smaller than a quarter (hoops may not be worn).
- Expensive jewelry should not be worn. No dog tags, large medallions, or any other jewelry that suggests drugs, violence, etc.
- Items with insignia that suggests sex, violence, drugs, or other inappropriate meanings (ex. Skull, marijuana plant, Al Pacino, etc.)

are NOT ALLOWED.

NOTE: St. Ville Elementary and the Jefferson Parish Public School System and its employees will not be held responsible for lost, stolen, or damaged items that were confiscated from students due to the violation of school/parish/state ruling. Parents/guardians should pick up such items the following day.

DRESS DOWN DAY

Students and their guests are to follow these guidelines for Dress Down Days and dances.

1. Pants/Belts- Must fit properly and should not be too tight or too loose
2. Skirts- No short skirts, Skirts must be knee length
3. Pajamas- No pajamas may be worn
4. Shirts- Must have sleeves and not be low-cut, no strapless, tank tops, muscle shirts, midriffs, crop tops, no one shoulder or off the shoulder shirts, no exposed midsections or undergarments.
5. T-shirts- May be worn with NO inappropriate writing
6. Shoes- Toes must be covered; no sandals, slippers, flip-flops, thongs, clog; no heels higher than two inches.

Uniform Expectations

- 1st Offense- Restate Expectation/Rule/Warning**
- 2nd Offense- Lunch Detention**
- 3rd Offense- Afterschool Detention**
- 4th Offense- Parental Contact/Loss of Privilege**
- 5th Offense- Administrative Intervention**

VIOLENCE PREVENTION PROGRAM

All students involved in a fight at school, on the bus, at the bus stop or at a school event will be subject to suspension, expulsion, and/or arrest as stated in the ***Procedures and Policies for Parents and Students***. Pushing and shoving lead to fighting and are violations of school policy. Students who are suspended for fighting as determined by administrators will be required to undergo conflict resolution training with a parent/guardian before being readmitted to school. The conflict resolution session will be held on a Saturday. The cost is \$75.00, which can be paid at the time of enrollment. The student will also be required to complete four hours of community service, which will be scheduled and supervised by personnel at the school site.

***Failure to complete all components of the Violence Prevention Program will result in a referral to Juvenile Court.

STUDENT ACCEPTANCE AND PERMISSION FORM

Academic Integrity

Academic integrity is an important part of St. Ville Elementary's mission to provide students with opportunities to develop problem-solving, communication, and technological skills to function effectively and intelligently in a competitive global society. Students are responsible for learning and upholding ethical and honest standards of research, writing, and assessment in all academic areas. Written or other work which students submit must be the product of their own efforts. Academic dishonesty, which includes cheating, plagiarism and other forms of dishonest or unethical behavior, is prohibited.

Positive Behavioral Intervention and Support Program (PBIS)

I have read the positive behavior support section of this handbook and have spent some family time with my child discussing the various aspects of PBIS including the key concepts of the program: behavior expectations and rules, major and minor offenses, flow chart, and rewards.

Internet Use Consent and Waiver

We acknowledge that we have read the Jefferson Parish Public Schools Parent Consent Form for Student access to the Internet Computer Network and Student Agreement Regarding Internet Access (see back of handbook) and hereby give permission for our child to have access to the internet. We understand that violation of this policy may result in loss of access privileges and disciplinary action may be taken against the student.

Television Taping and Broadcast

From time to time, students' pictures will be taken at school or at school activities. These pictures may be broadcast or used in print media for public viewing.

Confiscated Items Policy

St. Ville Elementary School and the Jefferson Parish Public School System and its employees will not be held responsible for lost, stolen, or damaged items that were confiscated from students due to the violation of school/parish/state ruling.

Parents/guardians should pick up such items the following day.

Acknowledgement of Handbook, Acceptance of PBIS, and Permission for Internet Use, Television Taping and Broadcast, and Confiscated Items Policy

We hereby acknowledge that we have received, read, and discussed the St. Ville Elementary Handbook Supplement to the Jefferson Parish Public School System Procedures and Policies for Parents and Students. We agree that our child shall be held accountable for these rules and regulations. **If a parent/guardian DOES NOT grant permission for his/her child to use the internet OR DOES NOT agree to the use of his/her child's pictures, please express any objections, in writing, in a separate letter to the principal.**

Parents' Signature

Students' Signature

Homeroom Teacher _____

Date _____

***Please return this form to your homeroom teacher, by August 31, 2016.**

**PARENT-STUDENT-TEACHER COMPACT
2016-2017**

We, staff, parents, and community guide each child in achieving his/her greatest potential by providing a diversity of experience which integrates excellence in education with the child's individual abilities and unique talents. We share the responsibility, in a safe secure environment, for student acquisition of academic, creative, emotional, physical and social skills necessary for entering society as contributing members. We strive to enhance each child's experience at St. Ville Elementary School by continually assessing and evaluating our attainment of these goals as measured by descriptive outcomes.

Parent/Guardian Agreement

It is important to have a child reach his/her full academic potential. Therefore, I will encourage him/her by doing the following:

- See that my child attends school regularly and is punctual
- Establish a time and place for homework and check it regularly
- Support the school staff; respect the diverse cultures of the school
- Have ongoing communications with my child's school and teacher
- Limit and monitor my child's TV and movie viewing
- Encourage daily reading at home

Parent's Signature: _____

Student Agreement

It is important that I do the best I can. Therefore, I will do the following:

- Come to school each day and be in class on time
- Have my homework completed and turned in on time
- Have supplies that I need

- Always try to work to the best of my ability
- Show respect for myself, my school, school personnel, and other students
- Follow the rules at my school and home
- Believe that I can learn and I will learn

Student's Signature: _____

Teacher Agreement

Students must be given the opportunity to succeed. Therefore, I will do the following:

- Provide an environment conducive to learning
- Have high expectations for myself and my students
- Maintain an open line of effective communication with my students and their parents
- Seek ways to involve parents in classroom activities
- Respect the students, their parents, and the diverse cultures of my school

Teacher's Signature: _____

***Please return this form to your homeroom teacher, by August 31, 2016.**

Jefferson Parish Public School System Photography Release Form

On several occasions, our students in a classroom or school setting, have the opportunity to be featured in the local and/or national media and in our school district publications and programs.

I, _____, the parent / legal guardian of the student named below, agree to and provide permission for the photographic, video, audio or any other form of electronic recording of the named student for and on behalf of the Jefferson Parish Public School System.

I acknowledge and agree that ownership of any photographic, video, audio or any other form of electronic recording will be retained by the Jefferson Parish Public School System.

I authorize the use or reproduction of any recording referred to above for any reasonable purpose within the discretion of the media outlet without acknowledgment and without being entitled to remuneration or compensation.

I understand and agree that if I wish to withdraw this authorization, it will be my responsibility to inform the Jefferson Parish Public School System in writing.

The signed form below will be used to document your permission for these activities.

School _____

Student's Name _____

Date _____

Signature (Parent or Legal Guardian) _____

Telephone Number _____

***Please return signed form to your homeroom teacher on August 31, 2017.**

Academic Integrity Policy

Academic Integrity

Academic integrity is an important part of our mission to provide a safe environment for a diverse learning community, which values academic excellence, individual responsibility and life-long learning. Students are responsible for learning and upholding ethical and honest standards of research, writing, and assessment in all academic areas. Written or other work which students submit must be the product of their own efforts. Academic dishonesty, which includes cheating, plagiarism and other forms of dishonest or unethical behavior, is prohibited.

Academic dishonesty includes:

- Cheating on Classwork, Assessments, or Examinations- Cheating is using or attempting to use materials, information, notes, study aids, or other assistance in any type of assessment, examination, or evaluation which have not been authorized by the teacher.
- Plagiarism- Plagiarism is **intentionally or carelessly** presenting the work of another as one's own. It includes submitting an assignment purporting to be the student's original work which has wholly, or in part, been created by another person. It also includes the presentation of the work, ideas, representations, or words of another person without customary and proper acknowledgement of sources. Students must consult with their teachers for clarification in any situation in which the need for documentation is an issue, and will have plagiarized in any situation in which their work is not properly documented.

- Dishonest Academic Involvement - Assisting or attempting to assist another person in any act of academic dishonesty. Students may not allow other students to copy from their papers including, homework, classwork, projects, quizzes, or tests.
1. Computer Misuse- Misuse of computers is considered to be any disruptive or unethical usage of technology that does not directly support the education of students.
 - a. Students should not alter the system in any way, use obscene or inappropriate language, view any site that can be considered lewd, visit any site that promotes discrimination, racial, or religious hatred, illegal acts, or provides information which a reasonable person may consider offensive.
 - b. Students should not use the network for non-educational purposes. This may include instant messaging, taking pictures, or accessing any social networking site not related to the teacher's instructions.
 - c. Students may not download, copy, or use licensed or copyrighted material (including music) unless authorized by a school official.

The examples above are not intended to be all-inclusive. The teacher's professional judgment will determine whether or not a student has cheated or plagiarized. It is the responsibility of the student to avoid any action or situation that may cause teachers to believe this policy has been violated.

Academic Integrity Policy

Students found to have engaged in academic dishonesty shall be subject to disciplinary as well as academic penalties.

Range of Possible Consequences

Cheating on Classwork, Assessments or Examinations or Dishonest Academic Involvement

- Reduction in Grade
- Parent Notification
- Counselor Notification
- Zero on Assignment
-

Plagiarism or Computer Misuse

- Zero on Assignment
- Parent Notification
- Counselor Notification
- Referral to Administration
- Parent/ Students/ Teacher /Counselor Conference
- Dismissal of Extracurricular Activities, Elected or Appointed Student Offices, or Athletics
- Ineligible for Student of the Year
- Failure of Course

We wish to give credit to the academic honest policies of John F. Kennedy High School in Granada Hills, California and Central Michigan University for some of the ideas contained in this document.