

# Paulina Elementary School's Student Policy Manual 2015 – 2016



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### **School Colors**

Royal Blue and Yellow

### **School Mascot**

Pelican

### **School Motto**

“Soaring For Success”

### **School Mission Statement**

The Paulina Elementary School Family will work cooperatively to help the students meet their academic potential.

### **School Vision Statement**

The vision of the faculty and staff at Paulina Elementary is to educate the child in an environment, which strives for academic excellence, a positive self-image, and respect for learning, while addressing the needs of the whole child- emotionally, socially, and physically to promote life long learning. The vision will be attained through the cooperative efforts of students, parents, faculty, staff, and the community.

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Dear Parents,

Welcome to Paulina Elementary, a School of Exemplary Academic Growth. Additionally, we are proud to be recognized as a B school. Our programs of study, our co-curricular activities, and our community involvement are exceptional – a fact of which we at Paulina Elementary and you – should be very proud!

The faculty and staff are looking forward to becoming acquainted with you during the school year through conferences, open-houses, P.T.O. meetings, and other school activities. We invite you to discuss with us any concerns, which you may have about your child and the school experiences provided by Paulina Elementary. We also invite you to join our excellent P.T.O., parent volunteer program, and become an active part of your child's education. We need your talents, time, and support. Research shows that children whose parents play an active role in their education are more apt to succeed in school.

This handbook has been prepared so that you will have important school information. The successful implementation of these guidelines requires that each person involved – faculty, staff, students, and parents – recognize and carry out the guidelines set forth. Please read it carefully, review it with your child, and keep it for reference throughout the year. We hope that working “together” we will have a great school year.

Sincerely,

Administrative Staff

## School Improvement

Something big is happening all around Louisiana– including Paulina Elementary School. It's called the Common Core State Standards. These newly adopted standards in English Language Arts and Math are important for your child's future success! The standards teach children how to think critically and become problem solvers. They are more rigorous, more focused and more relevant to the long-term success of students in school and beyond.

More Rigorous – Common Core State Standards ensures our students are prepared to enter college and compete with their peers around the world for high-wage jobs in the increasingly competitive global economy.

More Focused – Common Core State Standards are fewer and more focused, providing students with more time to gain a greater depth of knowledge on core concepts that allow them to master increasingly complex material.

More Relevant – Common Core State Standards are more relevant to what students need to know to succeed in the next grade and eventually in life after graduation.

With the Common Core State Standards you will see many changes in your child's academic experiences. Students will become active learners – rather than passive – in a dynamic classroom environment. Students will be engaged in self-driven learning as they are coming up with ideas and concepts through exploration across all curriculum areas. They will become independent thinkers who can create informed opinions, critique the opinions of their peers and their world, defend their arguments with evidence, and communicate their points of view effectively.

In English Language Arts, students will read more complex texts, both fiction and non-fiction. They will learn to create written arguments using evidence from multiple texts. They will learn to gather evidence to defend their opinions. They will learn to read and write well across all subjects in preparation for college and careers. In Math, students will acquire the habit of mathematical thinking – a way of problem solving across all math courses. While memorization of math facts is still important, more emphasis will be placed on true comprehension. To demonstrate their depth of understanding, students will be required to explain in writing how they solved a math problem using various strategies.

Within our PES school framework, teachers will continue to receive job-embedded professional development on how to instruct students in order to master these rigorous standards. Assessments will test student mastery of these rigorous standards. Teachers will look at data on a frequent basis and make instructional decisions based on student needs. Various strategies will be implemented in order to increase student achievement.

You may find more information about CCSS at [www.corestandards.org](http://www.corestandards.org).

## **School Hours**

Beginning Time . . . . . 7:55 a.m.

Dismissal . . . . . 3:05 p.m.

Students are permitted on the school grounds beginning at 7:30. Students who are dropped off at school **MUST BE DROPPED OFF IN THE FRONT OF THE CAFETERIA.**

The school day begins at 7:55 a.m., and any student arriving after 8:00 a.m. will be considered tardy. The cafeteria doors will be closed and locked at 7:55. In the event that a student is late, it will be the responsibility of the parent(s) to escort their child(ren) to the school office in order to sign their child in.

## **Dismissal**

All students are dismissed at 3:05 p.m. Students will be called to load buses in an organized manner. Upon dismissal, students are to report to the bus loading area in front of the main building to board the bus or report to "Parent Pick Up" in front of the cafeteria circle drive. Students leaving campus via "Parent Pick Up" will follow the instructions given by their teacher. Early dismissal notices will be issued to children as soon as possible so parents can make suitable arrangements for the care of their children.

## **Parent Pick Up/Drop Off**

Parents who drop off their child should proceed to the circle drive and drop off in front of the cafeteria. When picking up your child for dismissal, please remain in your vehicle and wait in the "Parent Pick Up" line in front of the cafeteria. Car riders will be in front of the cafeteria at 3:05. School employees will assist in loading your children to ensure the safety of ALL. "Parent Pick Up" will be called **first in the dismissal process**. Students not picked up by 3:20 p.m. will report to our extended day care program for a fee of \$6.00 per day/per child.

## **Bicycles**

Because of traffic congestion, no student is allowed to ride a bicycle to school.

## **Check Out Procedure**

Any student leaving the school grounds for any reason before dismissal must be signed out in the office. If on occasion you must check your child out of school early, come to the office and your child will be summoned for you. There is a sign-out card in the office for this procedure. No student will be permitted to leave school without verification. Anyone signing out a student must provide a valid ID and be listed on the student information sheet that you were asked to fill out at the beginning of the year.

Students must be signed out by 2:30 p.m. unless there is an actual emergency. A parent may not go to their child's classroom unless checking with the office first.

Where legal custody of a student has been assigned to one parent, legal guardian, or foster parents, a copy of the custody papers will be kept on file with the student's records. If no legal document is on file, either parent may check out a child. It is the parents' responsibility to inform the school of custody issues.

### **Transportation**

If your child must leave school by any means other than his/her usual mode, written parental permission must be given to your child's homeroom teacher. For example, if your child is a bus rider and you want them to change to a car rider for one day, you must send a note to school. The office will not relay messages to a child or teacher via phone call. It is difficult to verify that a parent is making the change. Additionally, instruction is interrupted when the office notifies the teacher of the change.

Please include the following in your note:

1. the date and time of departure,
2. the name of the person who is picking up the student, (designated on information sheet in office)
3. the signature of the parent or guardian, and
4. a telephone number for the purpose of verification.

If your child will ride a different bus than his or her usual pick-up or drop-off location, you must submit a transportation request form at least two days in advance of the bus change date to the secretary. This form is located at the end of this booklet. A written note for this is not acceptable for bus changes, as this form must be sent to central office for approval to ensure space is available on the bus and the driver is aware of the change. Once the form is completed, the secretary will notify you when approved.

**Parents are asked to follow these procedures to ensure the safety of all children.**

### **Attendance**

Students will not be excused from school except in cases of emergencies. All work missed by students must be made up within 5 days after returning to school (unless period of illness is extensive). Excessive absences often result in poor schoolwork. Students must submit a medical excuse or complete an absentee (SJ2 form) issued by the school board to have their absences excused. Even though an absence is excused, it is still considered as a day not present, because the child is **not** physically at school. You will also receive an automated message on your home phone that your child is absent. PK-4 teachers will issue makeup work to students who are absent due to illness or school activity. Students in grades 5-6 are responsible for seeing the teacher about makeup work when absent due to illness or activities. Students in grades 5-6 are to make arrangements to complete makeup work before school or during recess.

**Elementary students are allowed ten (10) absences for the entire school year.** If more than 10, students shall receive a grade of N/F (non-sufficient/failure) for the applicable year. Students may be given the option to recur hours lost by attending summer school in order to be promoted to the next grade.

Exceptions for both levels shall be made only in the event of extended personal illness (i.e., excused absences) verified by a physician or other extenuating circumstances verified by the Parish Supervisor of Child Welfare and Attendance in consultation with the principal and parents/guardian.

<b>ABSENTEE REPORT</b> <b>ST. JAMES PARISH SCHOOL SYSTEM</b> <b>SJ2 Form</b>	
<b>Student</b> _____	<b>School</b> <u>PES</u>
<b>Date(s) Absent</b> _____	
<b>Reason for Absence</b> _____	
_____	<b>Date</b> _____
<b>Signature of Parent/Guardian</b>	
_____	<b>Date</b> _____
<b>Signature of Principal</b>	

A parent must complete and return the above SJ2 form within **two** days of an absence. The principal determines excused absences. A parent/guardian is allowed to use one absentee report (SJ2 form) a semester. Multiple SJ2 forms do not need to be used if a child is absent for 2 consecutive days. This form may also be used for tardy excuses. At the end of this booklet, you will find additional forms for your use.

### **Tardies**

The cafeteria doors will be closed and locked at 7:55 a.m.; therefore, a parent must escort any student arriving after 7:55 a.m. to the office. Students who arrive after 8:00 a.m. are considered tardy and need a tardy slip to enter their classroom. Students are tardy if they have not crossed the second set of double doors by the office area by 8:00 a.m. Students signed out prior to dismissal at 3:05 are also considered tardy. The office will enter tardies in Powerschool. Repeated tardies will result in consequences.

- After 2<sup>nd</sup> & 5<sup>th</sup> tardy – Parent Contact
- After 6<sup>th</sup> tardy –Behavior Referral/ Administrative Conference/Referral to Truancy Officer
- After 7<sup>th</sup> tardy – 1 In-School Suspension/ Administrative Conference
- After 8<sup>th</sup> tardy – 2 In-School Suspensions/ Administrative Conference
- After 9<sup>th</sup> tardy and subsequent – Follow-up referral to Truancy Office

### **\*Per Semester**

### **Perfect Attendance**

To receive a perfect attendance certificate, a student must attend school for 180 days or full term as defined by the St. James Parish School Board and/or State Board of Elementary & Secondary Education.

A student must attend school a full day, with the only exception being the following:

1. A school sponsored trip
2. Late arrival during homeroom period (not to exceed 2 occasions)
3. Leaving school because of illness (not to exceed 2 occasions)
4. Leaving school because of school related accident
5. Death in family – Child must “check-in” school first, then “check-out”
6. Circumstances approved by the Supervisor of Child Welfare and Attendance
7. The number of tardies and sign-outs may affect parish perfect attendance. **Three unexcused late sign-ins, after official homeroom, shall equal one (1) day absent for parish perfect attendance determination.**

### **Dress Policy**

It is the obligation of the School Board to provide an educational atmosphere, which shall be conducive to the learning process. Students, teachers, and administrators have the right to be free from distracting influences, which hinder the learning process. No mode of attire will be considered proper for school wear that distracts from or disrupts classroom and school decorum. The principal of each school will make the final decision as to what is considered proper or improper dress according to the guidelines provided. It is the responsibility of each student to use good judgment in one's total appearance so that the attention of others is not distracted from the purpose of the school. Cleanliness shall be a basic consideration. Any substantial complaint concerning the dress code will be dealt with by the school administration. (Note: Jackets are not to be worn tied around the waist. Keys attached to a chain must not be worn around the neck or hanging out of pockets. Shirts are to be tucked in so belts are clearly visible.)

**PARENTS ARE ENCOURAGED TO LABEL ALL CLOTHING SUCH AS COATS AND SWEATERS WITH PERMANENT MARKERS FOR IDENTIFICATION.**



## **Uniforms**

Students in St. James Parish (Grades PK-12) will be required to wear uniforms to class. Parents/Guardians will be responsible for purchasing uniforms. Uniforms shall be worn as follows:

- PK-12 Boys Dress Code: School –approved color (PES has selected Navy Blue) or white shirt (oxford or knit with collar: no labels), school approved logo is optional, uniform khaki pants (can be pleated, not pleated or cuffed: no labels), or shorts (not more than 3” above the knee).
- PK-12 Girls Dress Code: School-approved color (PES has selected Navy Blue) or white shirt (oxford, knit with collar, or broadcloth; no labels), school approved logo is optional, uniform khaki pants (can be pleated, not pleated or cuffed; no labels), skirts, skorts, jumpers or shorts (not more than 3” above the knee).
- Sweaters/Vests/Sweatshirts: School-approved color (PES has selected Navy Blue) or solid white (school-approved means the principal has given his/her approval); only school approved monograms; no logos: no name brands; hoods are not allowed; collar of uniform shirt shall be visible.
- Coats/Jackets/Wind Breakers: Solid navy blue, white, black, gray, brown, or khaki; no stripes or designs; only school-approved monograms; no logos; no name brands; hoods are allowed on coats/jackets/wind breakers.

## **Dress Code Regulations**

- All students will wear the designated school uniform clothing as outlined in the uniform policy. Transfer students will be given seven (7) days to acquire a proper uniform.
- The wearing of socks or tights for girls and socks for boys shall be mandatory and must be white, khaki, gray, black, or navy blue. Socks are to be visible and must not be lower than the ankle. Tights or leggings must have feet. No mid-calf tights or leggings.
- All students must wear belts (solid navy, solid gray, solid khaki, solid black, solid white, or solid brown) if pants have loops. Belts may not be more than one size larger than the waist. No belts are to be worn with beads, stones, sequins, words or designs.
- Baggy or over-sized uniforms are not acceptable and are prohibited. Pants must fit at the waist; “low riders” are not allowed. Drawstring pants, cargo pants, and sweat pants are also prohibited.
- Pants must be hemmed and side slits are not permitted. Pants cannot be made of denim material (jeans).
- Shirts must be tucked in at all times. Undergarments must not be visible. T-shirts are to be white without any print.
- Turtlenecks, if worn shall be white with no name brands, and no logos. White turtlenecks may be worn under uniform jumpers and may be worn under a uniform shirt, but cannot be worn alone.
- Slippers, thongs, sandals, flip-flops, Croc-type, and light-up shoes are not acceptable. Shoes must be completely enclosed. Shoes are to be laced and tied.
- Should your child elect to wear a wristband to school, be advised that each student is allowed to wear only one wristband/bracelet, which is to be worn on the wrist. No child shall wear a hairband/rubber band as a wristband/bracelet. If a child chooses to use the wristband in an inappropriate manner, the child will be asked to remove the wristband and the child’s privilege to wear wristbands in the future will be revoked.
- The wearing of earrings by male students will be prohibited.
- The wearing of earrings by female students will be allowed, earrings should be no longer than 1” from piercing. The wearing of more than two pairs of earrings will not be allowed.
- Wearing body-piercing jewelry other than for pierced ears is prohibited.
- Students will be allowed to wear chains, pendants, belt buckles, or necklaces with the following specifications:
  - Rope-type chains shall be no larger than 1/6 inch in diameter.
  - Flat chains shall not exceed 1/2 inch in width.
  - Name plates, pendants etc. shall not be larger than 2 inches by 1 inch.
- Jewelry is worn at the student’s own risk. The system will not be responsible for lost/stolen items.
- Only prescription glasses may be worn inside buildings.
- Headgear, such as caps, hats, bandannas, etc., are prohibited (boys and girls).
- Clothing with holes is not allowed unless patches cover the holes.

- Clothing shall be worn on the “right” side and not the inside out.
- Fleece pull-over (sweaters, sweatshirts, jackets, etc.) with zippers are not allowed.
- Prohibited items may be confiscated by school officials and returned to the parent/guardian only.

### **Dress Code Violations**

1. Three offenses-Administrative Conference
2. Six offenses-Administrative Conference
3. Nine offenses- one in-school suspension
4. Twelve offenses- one in-school suspension
5. Fifteen/Eighteen offenses- two in-school suspensions

It is also the obligation of the school to enforce the attributes of cleanliness, personal hygiene and neatness. Therefore, all students must maintain a physical appearance, which is indicative of attention to personal hygiene and cleanliness. The school system cannot allow the failure of students to maintain basic standards of body cleanliness nor can it allow indecency in dress. Teachers/principal have an obligation to enforce the regulations governing these objectives.

Parents should “check” a student’s dress **before** they leave for school in the morning to ensure it complies with the parish code. “Dress Down” opportunities will be provided throughout the school year as noted on monthly calendar/special memo. Spirit shirts can be worn on Fridays, with uniform bottoms. Students can also wear prior years’ spirit shirts.

### **School Procedures**

#### **Bus Rider Rules**

Students should be on time at the designated school bus stops and should wait until the bus comes to a complete stop before attempting to enter. Good behavior by all students is expected while waiting for the bus. If possible, parents are encouraged to be at stops before and after school. Younger students will not be dropped off if a parent/adult is not visible.

While on the bus, students should keep hands and head inside the bus at all times. Remember, that loud talking and laughing may divert the driver’s attention and make safe driving difficult. Disruptive behavior is not permitted around or on the school bus.

- Bus riders should never tamper with the bus.
- Do not leave books or other articles on the bus.
- Do not put anything out of the window. This includes spitting, arms, heads, hands, paper, etc.
- Bus riders are to remain seated while the bus is in motion. Students are not allowed to leave their seat while the bus is moving.
- Bus riders are expected to be courteous to fellow pupils and the driver.
- Bus riders must abstain from profane language.
- Students are under the jurisdiction of school from the time they leave home in the morning until they return home in the afternoon. Each student will be held accountable for his actions while in route to and from school. This also applies to field trips.
- Any child experiencing problems with other students, etc., on the bus should report them immediately to the driver. If the problem continues, the child and/or parent should report the problem to the office immediately.
- Children causing problems serious enough to be reported to the office by the driver will be issued a warning for the first offense. Repeated offenses will warrant action in accordance with school board policy. This may result in a student being removed from the bus. Students may also receive additional consequences as well.
- Any child who defaces or destroys bus equipment will be required to repair/replace it.

## Morning Routines

- Car riders will enter through the side cafeteria door. Breakfast eaters will place their school bags in the hallway and proceed to breakfast. Non-breakfast eaters will report to the designated class area.
- Bus riders will enter through the front office doors. All PK-6<sup>th</sup> grade students will place their school bag in the hallway near their classrooms and either proceed to breakfast or walk to designated morning area.
- Pre-Kindergarten students will report directly to the hallway near the cafeteria.
- Kindergarten – 6<sup>th</sup> grade students will place their school bag in the hallway. Students eating breakfast will report to the cafeteria immediately. Students not eating breakfast will report to their designated area. Kindergarten and 1<sup>st</sup> grade will sit down their designated hallways. 2<sup>nd</sup> and 3<sup>rd</sup> grade will report outside on the left side of the school by exiting the door nearest the front annex. 4<sup>th</sup>-6<sup>th</sup> grade students will report to their hallway.
- At 7:55 a bell will sound. Teachers will direct their students to line up and walk into class. At 7:58 announcements will begin and instruction starts at 8:00.

## Breakfast

- Students must arrive at school by 7:45 if they are eating breakfast. All students **MUST** eat breakfast if they are receiving free meals.
- Students will put school bags down in designated hall areas.
- Each grade level will have a table designated for breakfast.
- Students are to follow the directions of the faculty and staff at all times. Failure to follow these expected behaviors will result in punishment according to the rules and consequences as posted.
- Enter cafeteria through the “in” door and exit through the “out” door.
- Walk in a single file line to the sink areas (no pushing, shoving or running). Wash and dry hands (3 pumps and 2 pulls). Towels are to be placed in the trash can near the sink area.
- Students will proceed to serving line, grab a fork/napkin, straw and plate of food. If line is short students will proceed to the serving line. If line is too long students are to stop and wait.
- Students will walk to and sit at their assigned tables.
- While eating, students are to use school manners and Voice Level 1.
- \*\*If noise level becomes unacceptable, the duty teacher or administration can assign **occasional** silent breakfast days.
- Students’ eating area is to be left clean and free from food and paper. Any food or milk left over is to be discarded. Duty teacher will check for cleanliness.
- Students will exit through the “out” door, use the restroom in designated area and report to their morning area.

## Lunch

- Students are to follow the directions of the faculty and staff at all times. Failure to follow these expected behaviors will result in consequences according to the rules and consequences as posted.
- Enter cafeteria through the “in” door and exit through the “out” door.
- Walk in a single file line to the sink area, wash and dry hands (3 pumps and 2 pulls). Towels are to be placed in the trash can near the sink area.
- Students will proceed to serving line, grab a fork/napkin, straw and plate of food. If line is short students will proceed to the serving line. If line is too long students are to stop and wait.
- Students will sit by class and teachers will monitor and eat with their class.
- When the last student in the class sits down, the teacher allows approximately 20 minutes for eating. (Lunch period is a total of 25 minutes.)
- Students will eat and clean up their space. While eating, students are to use school manners and Voice Level 1.
- \*\*If noise level becomes unacceptable, the teacher or administration can assign **occasional** silent lunch days.
- When students are ready, tables are dismissed one side at a time. Everyone completes a quick clean up and throws their plate away in the same order in which they were seated. Teachers will check for cleanliness.
- After lunch, teachers will escort the entire class to use the restroom in designated areas.

## Restroom

- The following restroom areas are designated for each grade:
  - Breakfast – Pre-K – PK classrooms  
K and 1<sup>st</sup> – front annex  
2<sup>nd</sup> and 3<sup>rd</sup> – back hall  
4<sup>th</sup> and 5<sup>th</sup> - new hallway  
6<sup>th</sup> – cafeteria
  - Remainder of the day- Pre-K – classrooms  
Kindergarten – classrooms for Kennedy and Davis  
Kindergarten – front annex for D. Bourgeois, Cortez and C. Bourgeois  
1<sup>st</sup> – front annex  
2<sup>nd</sup> and 3<sup>rd</sup> – back hall  
4<sup>th</sup> and 5<sup>th</sup> – new hallway  
6<sup>th</sup> – cafeteria
- Students are to use the appropriate marked restrooms “boys” or “girls”.
- Duty teachers inside main building and gym will monitor restrooms.
- Students are to use the restroom and flush the toilet. Toilet paper is to be used appropriately.
- Students are to wash and dry hands (3 pumps and two pulls). Paper is to be thrown in the trash can.
- Students are to walk out immediately when finished.
- There is to be no loitering in the restrooms and lights should remain on at all times.

## Classroom / Hall Behavior

The following appropriate classroom behavior is expected of all students:

- Enter the classroom/hall in a quiet and orderly manner according to the directions of the teacher. When entering the building following recess, classes should use the door closest to their classroom.
- Keep desk and surrounding areas neat and clean.
- Refrain from defacing school property.
- Be courteous to fellow pupils, teachers, and other personnel.
- Speak only at proper times or when properly recognized.
- Remain seated in class unless otherwise instructed.
- Leave class in an orderly manner at the direction of the teacher.
- Follow all classroom rules.
- Respect all adults and students in voice and action.
- Respect the property and rights of others.
- Any concerns should be discussed with your teacher. The principal should be consulted only after chain-of-command has been followed.
- Loitering in the restrooms, halls and classrooms is prohibited. Passes are to be used at all times when traveling without an adult.
- Private party invitations are not to be distributed at school unless the entire class is invited. Private solicitations on school campus are also prohibited.
- Talking, when permitted, should be Voice Level 1 while indoors.
- Students should walk down the hall in the center block to avoid injury from opening doors. **Running is not allowed in the building or on the sidewalks.**
- Gum chewing is not allowed on campus.

## Walking in the halls and on paved areas

- Students will walk in the halls on the silver line and on paved areas at all times.

- Students will walk in a single file by staying behind the person walking in front. Adults may walk beside the line.
- Students will stop at teacher-designated places.
- Students will walk without touching one another or their surroundings by keeping arms folded in front of the body or hands in pants pockets.
- Students will complete the procedures with no talking except in whisper if there is a need to speak to an adult.

### **Assemblies**

- Students will sit facing forward on the floor or in chairs following these rules:
  - Chairs – Students will sit with their backs against the chair with feet hanging in front of them.
  - Floor – Students will sit on the floor with legs crossed like a pretzel and hands in their lap.
- Students will face forward at all times, respect the personal space of others and practice active listening.
- Students will respect all speakers and performers by not talking, socializing, booing or disturbing anyone at any time during the assembly.
- The principal or other school personnel will dismiss classes.
- Students are to leave the assembly quietly and immediately return to their classroom.
- The misbehavior of any student during an assembly will result in the consequence of removal from the assembly to the office area.

### **Afternoon Dismissal**

- Dismissal is at 3:05. Students will leave the classroom when their dismissal group is called.
- When the bell rings, all personnel are to report to their duty post. Homeroom teachers are to stand in their doorway to monitor hallways and students.
- Car riders will be called first. Students are to walk single file on the silver line down the hallway and proceed to the cafeteria hallway. These students will sit in their designated area until they are picked up. Car riders will continuously load in the circle drive keeping traffic flowing.
- Bus riders will be called after the first set of car riders. These students are to walk single file on the silver line down the hallway and exit through the front office doors onto their bus.
- There will be NO running allowed during dismissal.

## **Playground Rules and Procedures**

### **Behavior**

The following playground/recess behavior is expected of all Paulina Elementary School students. Students are responsible for their own actions and are expected to be in control of themselves. In the event a student commits a Category A, B or C offense during recess, teachers must follow the consequences as outlined in the St. James Parish District Policy Manual. If a student commits a Category D offense during recess use suggested interventions.

- Students are to walk on any paved areas and walk to the playground area. Students who run may cause injury to themselves or others.
- Students will play safely following school rules.
- Playing or loitering in the restrooms is not allowed.
- Students are not allowed to bring snacks from home to eat at recess. Gum chewing is not allowed.
- Students are not permitted between the gym and main building during brain break.
- Students are to display appropriate behavior when using playground equipment.
- When the recess bell rings, students will stop playing immediately, hold all equipment (balls), tuck in shirts and quietly line up at their designated class line area.
- Once the duty teachers begin to count down (10, 9, 8, 7, etc.) all movement and noise is to stop after number 1.
- Duty teachers will signal students to walk to their classrooms.

### The Playground Boundary

- All students must stay inside the fenced yard. Students are not to climb over a fence. Students are only allowed outside the boundary if given permission by an adult supervisor.
- Girls will play on the right side of the playground and boys on the left. (All grades) This will rotate based on instructions by duty teachers.

### Basic Rules of Student Conduct

- Keep all hands and feet to self. This means no one should karate, push, pull, grab, trip, hit or kick anyone. Playing games where grabbing of someone's coat or clothes is not allowed. Football games shall not be physical in nature. Tackling or rough pushing/shoving/touching is not allowed.
- Be kind and nice to everyone. Include other people in games. Say something nice to a person when he/she is playing a game even though they may not be good at the game. They will get better with practice.
- Talk nicely rather than arguing with others. Share rather than demand everything for yourself.
- Treat other people the same way you want to be treated.
- Throwing rocks, sticks or any other injurious object is prohibited.
- Language and gestures need to be appropriate in the school setting. When in doubt, there is a general rule: If it could be said to the principal, it can be said to anyone.
- Toys are not allowed on the playground (radios, CD players, video games, trucks, cars, baseballs, stuffed animals, dolls, purses, etc...).

### Playground Equipment

- Slides
  - Sit down on the slide. Do not stand up.
  - Slide with your feet first.
  - Do not walk or run up the slide from the bottom.
  - Do not put anything on the slides.
  - Keep your legs and arms inside the slide while sliding down. Do not jump off the slide while sliding down.
  - Only one person at a time is allowed to slide down.
  - No flips under the slide.
- Zip line Equipment
  - Form one line beginning near the fence.
  - One student at a time can walk through the "maze".
  - When getting to zip line at the end, hold handles with two hands and glide to the end of the course. Get off of equipment and proceed to the back of the line at the start area.
  - Do not push any students while holding on to the zipline.
- Playground Balls (yard area past tree)
  - Do not throw balls at anyone with intent to harm.
  - Throw footballs only while you are on the playing field.
  - Bring in any balls that you take outside. If you see any "stray" balls, bring them in also.
  - Return the balls to the designated bag.
  - Anyone can play if he/she wants to play. When choosing sides, choose one player at a time.
  - Only touch football is allowed. Pushing someone down is not allowed when playing touch football.
  - Soccer is played with the feet, not the hands. Do not push or trip others when playing soccer.
  - Once a game is started, the person bringing out the ball may not take the ball away from the game.
  - When the recess bell rings, all ball playing must come to an immediate halt, and balls are to be walked in.
- Jump Ropes/Hop-Skips/Hula Hoops
  - Jump ropes are to be used for jumping only.
  - Do not swing them around, play tug of war, tie up other students or wrap jump ropes around other people.
  - All ropes are to remain near the front area of the playground. Do not take them out into other areas.
  - Return ropes at the end of recess.
- Pavilion
  - No running or horse playing allowed.

### End of Recess

- When the bell rings or when the megaphone siren sounds, stop playing and **walk** to the lining up area. Students are not allowed to run. If students run, they will be sent back to the spot they started running and will practice the walking procedure.
- Students are to return any playground equipment to designated area/bag.
- Once the countdown begins (10, 9, 8, etc.) Students are to tuck in shirts, fold arms and begin to quiet down in line.
- When the entire group gets to 1, all students are to be facing forward, lined up quietly ready to walk into the building.

### Emergency Procedure During Recess

- All concerns are to be reported directly to the duty teacher.
- Students are not to run directly to the office without permission from a duty teacher.
- Students use the office phone with the secretary's permission only.
- If student is slightly hurt and needs an ice pack or a Band-Aid, report injury to duty teacher and student is to be walked by another student to the office. If student is hurt badly enough not to be moved, another student is sent to the office to contact administration. The intercom in the gym can also be utilized.

### Restroom Procedures for Recess

- Students should use the restroom before exiting the building. Students are not to play in and around the restrooms.
- During recess, in the event of an emergency, students are to ask for permission to use the restroom in the main building. Students are not to use the restroom in the gym due to classes.
- Students will be allowed to drink water after recess.

## **Discipline Policies and Procedures**

Education is a process that requires reasonable behavior. Conduct is the manner in which students are expected to act so that order, safety and decorum can be maintained. Every student is strictly accountable for any disorderly conduct in school, on the playground, school bus, and field trips. To assist students, parents, faculty and staff in maintaining such an environment, the following discipline policies / procedures have been developed.

### **Paulina Elementary School-Wide Discipline Plan**

We at Paulina Elementary School agree that a well-defined, well-organized, and documented discipline system works and has helped us all maintain a well-disciplined school which maximizes learning and makes the students accountable for their own behavior. All Category A, B and C behaviors and consequences will follow the Parish Student Policy Manual. In order to maintain a classroom that allows all children to learn, Paulina Elementary School has a school-wide discipline plan. This plan involves rules, rewards and consequences for offenses that will be used in all classrooms. Please read and discuss the following with your child:

#### **Rules**

1. I will keep my hands, feet, and objects to myself.
2. I will respect students and adults.
3. I will respect the property of others.
4. I will follow all directions given.
5. I will be nice to everyone.

\*These rules relate to category D offenses in the St. James Parish Student Policy Manual.

### **Rewards**

All students will begin each day (PK-1) or each class (2-6) with a green card. Students who remain on the green card all day (in all classes) will receive a Pelican Buck. Students will purchase incentives to be redeemed every other Friday. Additionally, monthly rewards will be given to those who remain on green, have no more than 2 yellow cards, no blue/orange/pink cards and no school or bus behavior report. The monthly rewards will be stated on the monthly calendar.

### **Consequences**

When a student chooses not to follow school rules, consequences will be given. The card flips will be visible in the classroom on a pocket chart utilizing a colored card system. Students will begin each day on a plain green card (starting over). Cards are flipped from one color to another for each offense. Cards are not to be flipped more than one color at a time nor should they be flipped automatically to a certain color. (For example, a student's card cannot be flipped from green straight to blue.) A discipline referral form resulting in an automatic assignment to in-school suspension will result in a student's name being removed from the Good Behavior List for that monthly period. Below are consequences that correspond with each color. Teachers will record the offense on the student's chart at the end of the day. Offenses are sent home daily/weekly in graded paper folders.

1. First Offense – verbal/nonverbal reminder – green warning card
2. Second Offense – five minutes of recess withheld – yellow card
3. Third Offense – entire recess withheld – blue card
4. Fourth Offense – phone call/note to parent and a step on the Discipline Ladder is completed – orange card
5. Fifth Offense – office referral – pink card

### **Recess Detention**

- Students who are on their 2<sup>nd</sup> offense (yellow card) of the discipline chart will have recess detention for 5 minutes. Students who are on their 3<sup>rd</sup> offense (blue card) of the discipline chart will have recess detention for the entire recess.
- All homeroom teachers are responsible for keeping their own students for recess detention. This means if a teacher is on recess duty and his/her students need to serve detention, these students will be standing near the teacher during recess time.

If a student's continuous behavior in one day warrants his card to be flipped to orange, teachers must contact the parent immediately, the original Discipline Ladder Warning Letter will be filled out, signed by the student and sent home to the parent. The teacher will keep the yellow copy for his/her records. When the white copy is returned signed by the parent, it will be attached to the yellow copy. If it is not returned, teachers will make an effort to contact the parent again for the sheet. If it is still not returned, the teacher will still have the yellow carbon copy as documentation. Should a child's behavior continue, a parent-teacher conference must be scheduled.

\*\*Students will receive a Behavioral Referral (pink slip) for infractions in categories A, B and C. These offenses are listed in both the school and St. James Parish District Policy Manual.



## Disciplinary Policies

Disciplinary problems involving students in grades PK-3 shall be processed through classroom and school administrative interventions. In the event of excessive and continuous school and classroom behavior problems by students in grades PK- 3, the policies governing students in grades 4-6 shall be applied at the discretion of the Principal.

Below are policies for grades 4 – 6.

### **Minor Offense Behavior Consequences (Category D)**

The following are some examples of Category D minor offenses. Teachers are to handle Category D behaviors in their classes.

- Talking/blurting out
- Non-compliance (including refusal to do work, failure to complete work, refusing to return a requested item)
- Off task
- Out of seat
- Inappropriate noises (including singing, beating, tapping, etc.)
- Sleeping/head down in class
- Disrespect towards an adult (including eye rolling, lip smacking, hand gestures, mumbling, etc.)
- Disrespect towards a peer (teasing/harassing, horseplaying, pushing/shoving)/ One occurrence (no repeated pattern)
- Not prepared for class (that includes no homework, pens, pencils, notebook, etc.)
- Inappropriate hallway behavior
- Cell phones/electronic devices or objects (take from student and call parent to come get device or object)  
This also applies to a toy gun or toy knife with no harm or threat made to an adult or another student.
- Defacing school property (graffiti, throwing wet paper towels, standing on sinks, etc.)
- Chewing Gum

The only time a behavior referral is written for minor offenses is when all 4 steps on a student's **Discipline Ladder** has been completed. The homeroom teacher must contact the parent. The discipline ladder and behavior referral is attached and sent to the administrative assistant the same day or the very next day of the last offense.

1. All teachers shall maintain an assertive discipline chart in his/her classroom for his/her homeroom/departmentalized classes. The name of each student or the child's number will be posted on this chart.
2. The students will receive a copy of the classroom rules/regulations and consequences/procedures and rewards so parents will be aware of what is expected of their child.
3. When a student violates a classroom and/or school rule, the procedure that has been set forth will be enforced.
4. The teacher is required to inform the student when a consequence has been given.
5. Parents will be made aware of their child's offense by the discipline/conduct folder that is sent home weekly/daily by the homeroom teacher.
6. A judicious attempt will be made to determine the instigator of all fights, scraps, etc. When both parties are equally at fault, both will be punished. No child will be disciplined for defending him/herself if the child is threatened with forceful bodily harm—the child, however, must make an attempt to report the problem to the supervising adult or principal, when possible.
7. If a child chooses not to report to the assigned recess detention for the first day, he/she will receive an added day of recess detention.
8. Louisiana Law states that the principal has the right to suspend or recommend expulsion at any time.

<i>Minor Offense (Category D)</i>	<i>Consequence</i>
1 <sup>st</sup> behavioral referral (one complete Discipline Ladder – 4 steps)	Administrative Conference
2 <sup>nd</sup> behavioral referral (two complete Discipline Ladders – 8 steps)	1 In- School Suspension
3 <sup>rd</sup> behavioral referral (three complete Discipline Ladders – 12 steps)	2 In-School Suspensions
4 <sup>th</sup> behavioral referral (four complete Discipline Ladders – 16 steps)	3 In- School Suspensions
5 <sup>th</sup> behavioral referral (five complete Discipline Ladders – 20 steps)	1 Home Suspension
6 <sup>th</sup> behavioral referral (six complete Discipline Ladders – 24 steps)	2 Home Suspensions

Discipline cards are **NOT** to be flipped:

- More than one color at a time giving every effort to reduce the behavior before flipping to the next colored card.
- Due to incomplete/not completed at all: homework/projects/ performance assessments, etc...
- For dress code violations (dress code violation forms are to be filled out and returned to the office during homeroom)
- For possession of cell phones/electronic devices (take device, document possession and call parent to come pick up the device)
- During brain break/recess (If a major offense occurs, an office referral is to be completed. If a minor offense occurs, use suggested interventions.)

P.E., Art, Music, Media Specialists and Interventionists will be allowed to issue infractions as well. Daily behavior tracking charts for students in grades 3rd-6<sup>th</sup> will be transferred to activity teacher to mark minor behavior infractions if needed. Only one infraction allowed per student. If this infraction places the student on orange, a telephone call to parents is required. If this infraction places the student on pink, behavior report must be completed by this teacher as well as a phone call to parents.

Substitutes are not to issue consequences (flip cards). Substitutes will leave teachers notes/logs about student behavior on the “**Substitute Log**”. The teacher will determine whether or not to issue consequences upon his/her return. However, long term substitutes will be allowed to follow the PBIS Plan.

The teacher will begin a new Discipline Ladder form monthly for Category D offenses.

### **Technology**

- Students are not allowed to download illegal or inappropriate material for use on their device.
- Anyone who violates the District Technology Use Policy will be subject to disciplinary actions and/or subject to having their device revoked.
- Paulina reserves the right to charge a student for defacing any device including the laptop case.
- See SJPS Student Policy Manual

### **In- School Suspension Program**

The purpose of in-school suspension is to provide an alternative to out-of-school suspensions while providing strategies designed to help students improve their behavior. In-school suspension shall not prevent the school principal or designee from removing a disruptive student from the school setting and requesting an expulsion hearing. In-school suspension will be scheduled on Mondays and Tuesdays each week. A copy of the office referral form will be given to each student to give to his or her parents. The referring teacher will also be given a copy notifying him or her of the date and time of the suspension. Parents will receive phone calls as well. Students assigned to in-school suspension are to report to the office when they enter the school building. If the student fails to complete an assignment and/or is not complying with the school rules in suspension, the student will be assigned a home suspension.

## **Major Offense Behavior Consequences (Category C)**

- Students who commit **major** classroom offenses (**Category C**) will automatically receive an office referral and will be issued a consequence according to the following guidelines. **See district policy for majority of offenses.** Additional offenses in this category include urinating on another student with intent, improper displays of affection (kissing, hugging, holding hands) and non-academic dishonesty.

<b>Consequence/ Corrective Responses (any combination of offenses)</b>	<b>Tardies (per semester)</b>
1 <sup>st</sup> – 1 In-School Suspension	2 <sup>nd</sup> & 5 <sup>th</sup> - Administrative Conference
2 <sup>nd</sup> – 2 In-School Suspensions	6 <sup>th</sup> - 1 In-school suspension/Administrative Conference
3 <sup>rd</sup> – 3 In-School Suspensions	7 <sup>th</sup> - 2 In-school suspensions/Administrative Conference
4 <sup>th</sup> – 1 Day of Home Suspension	8 <sup>th</sup> and subsequent - 1 Day Suspension out of school/Referral to Truancy Office
5 <sup>th</sup> – 2 Days of Home Suspension	
6 <sup>th</sup> – 3 Days of Home Suspension	
7 <sup>th</sup> – 4 Days of Home Suspension	
8 <sup>th</sup> – 5 Days of Home Suspension	

## **Major Offense Behavior Consequences (Category B)**

- Students who commit **major** classroom offenses (**Category B**) will automatically receive an office referral and will be issued a consequence according to the following guidelines. **See district policy for majority of offenses.** Additional offenses in this category include tampering with fire alarm/fire extinguisher. Also included in this category is disruption during in-school suspension. This will warrant a consequence of an administrative conference and 1 day of home suspension.

<b>Consequence/ Corrective Responses (any combination of offenses)</b>
1 <sup>st</sup> – 2 In-School Suspensions
2 <sup>nd</sup> – 3 In-School Suspensions
3 <sup>rd</sup> – 1 Day of Home Suspension
4 <sup>th</sup> – 2 Days of Home Suspension
5 <sup>th</sup> – 3 Days of Home Suspension
6 <sup>th</sup> – 4 Days of Home Suspension
7 <sup>th</sup> – 5 Days of Home Suspension

## **Major Offense Behavior Consequences – Category A**

- Students who commit **major** classroom offenses (**Category A**) will automatically receive an office referral and will be issued a consequence according to the following guidelines: See district policy manual for offenses.

## **Field Trips, Assemblies, Extra and Co-Curricular Activities**

PES tries to provide a number of outside activities to enrich and supplement a child's academic, social, and cultural development. To maximize student benefits and to ensure the safety and well-being for all individuals involved, it often becomes necessary to restrict a student's attendance or participation at/in these activities based upon a student's willingness and ability to cooperate with school officials and comply with school rules. When the safety of an individual or a group may be jeopardized by a student because of chronic failure to abide by school rules, it becomes the responsibility of the school's administration to require a parent to accompany his/her child on a field trip to ensure the child's safety and well being. Such extenuating conditions will be at the discretion of the school's administration. All parents who are asked to serve as chaperones are required to be cleared using the Raptor System (see page 22). All students must ride the bus to and from field trips.

## **Parental Involvement Policy**

### **Statement of Philosophy**

The philosophy of the St. James Parish Public School System is based on the underlying belief that a child's education is vitally affected by the quality and character of the relationship between home and school. The school system recognizes that parents are their children's first teachers and valuable partners in educating children. The school system is eager to combine the educational forces of home, school, and community to improve educational opportunities for all children.

### **Development and Review of School Involvement**

Paulina Elementary has developed this parental involvement policy with the collaboration and input from parents of participating children. This policy is in direct alignment with the district policy and serves as the basis for parental involvement and is an integral part of the school improvement plan. Each school year a meeting of the school improvement team, including parents and students with representatives from the identified subgroups listed in the No Child Left Behind Act of 2002, will be held. Also, the school improvement team will address concerns expressed by parents through a review and update of the School Parental Involvement Policy annually. Parents serving on the School Improvement Team provide input on parental involvement policies and activities to be implemented at Paulina Elementary School. Paulina Elementary will provide agendas and sign-in sheets to the LEA to insure parents are involved in the process. Copies of the policy will be sent home to all families enrolled in the school. Throughout the school year, additional meetings will be conducted at various times to provide parents and community members an ample opportunity to review and comment on the School Parental Involvement Policy.

### **High Student Academic Achievement**

1. At the beginning of each school year, a student/parent/teacher compact is signed by all stakeholders in order to build and develop a partnership to help children achieve the State's high standards.
2. The compact describes the school's responsibility to provide a high-quality curriculum and instruction in a supportive and effective learning environment. It also describes ways in which parents can assist in supporting their children's learning, and ways parents may volunteer and participate in decisions relating to the education of their children.
3. Issues of open communication between parents and teachers are also addressed in the compact.
4. To help foster a home-school partnership, Paulina Elementary teachers will help students achieve academic success by sending weekly homework sheets home or documenting homework in assignment pads. Homework, project, tests, class news and other home-school information will also be posted on the school's website.

### **Building Capacity for Involvement**

1. Paulina Elementary will conduct an Open House parent orientation in the fall, conduct parent/teacher conferences at the beginning of the second semester, and provide periodic meetings during the year to inform parents of the State's achievement standards, state and local academic assessments, and instructional programs provided in the school.
2. Paulina Elementary, in collaboration with the district, will provide materials and workshops (Family Math/Science/Reading Workshop) to help parents work with their children to improve their children's academic achievement.

## **Parent Communications**

Communications to all parents related to school and parents programs, meetings, and other activities will be in one or more of the following forms and in the parent's native language, when practical: monthly calendars, upcoming events on flyers, phone calls, newspaper articles/advertisements, conferences, district/school website posting, weekly take home folders, progress reports/report cards, and PTO meetings.

## **Louisiana Parent Information Resources Center**

In addition, parents will be notified of the Instructional Resource Center provided to all parents in St. James Parish. The IRC is located at the St. James Parish School Board building. If you have any questions, comments, concerns, or suggestions regarding this policy, please write them on the space below and return it to school at your convenience. Our School Improvement Team will address all feedback. Thank you for being active partners in your child's academic achievement!

## **Student/Teacher/Parent Compact**

### **Parent/ Guardian Agreement**

I want my child to have a successful school experience; therefore, I will do the following:

- \*\*See that my child attends school regularly and is punctual.
- \*\*See that my child has all necessary supplies for school each day.
- \*\*Support the principal and teachers in their efforts to maintain discipline.
- \*\*See that my child reads at home. (Accelerated Reader Books, Recreational Books)
- \*\*Establish open lines of communication with the teachers and administration.
- \*\*Establish a quiet and well-lighted area for home learning and study.
- \*\*Make sure home assignments are completed by the student and returned.
- \*\*Encourage and praise my child for his/her efforts.
- \*\*See that my child returns assigned textbooks at the end of the school year.

### **Student Agreement**

I want to be successful in school; therefore, I will strive to do the following:

- \*\*Attend school regularly.
- \*\*Bring necessary school supplies each day.
- \*\*Complete all home learning assignments.
- \*\*Obey school and bus rules.
- \*\*Be courteous and respectful to adults and to other students.
- \*\*Be sure to care for textbooks and other school materials.

### **Teacher Agreement**

I want my students to be successful; therefore, I will strive to do the following:

- \*\*Provide home learning assignments for students.
- \*\*Provide assistance to parents to support students' learning.
- \*\*Communicate students' progress to parents.
- \*\*Show respect and concern for all students.
- \*\*Discipline students in a fair and appropriate manner.
- \*\*Encourage and praise students' efforts.
- \*\*Assign students' textbooks and materials necessary for instruction.

### **Principal Agreement**

I support this form of parental involvement; therefore, I will strive to do the following:

- \*\*Provide a safe environment that allows for positive communication between the teacher, parent and student.
- \*\*Show that I care for all students.

### **Conferences**

Parents may make appointments for conferences with teachers and administration by telephoning the school office at 258-4700. Teacher conferences must be scheduled during non-teaching periods/times. However, accommodations will be made for those parents who work or may have difficulty with transportation. Parents who come to school for a conference with a teacher must stop at the office. The office will notify the teacher of a parent's arrival. Parent-Teacher conferences are to be held in the teacher's classroom unless an administrator is asked to be present. In this case, conferences will be held in an administrator's office. Parent conferences must be documented and signatures must be obtained from all participants.

### **Parent Volunteers/Helpers**

The faculty/staff welcomes your help at any time. However, we ask that preschool children, infants, and toddlers not accompany parents who come to school to assist. You will be given an opportunity to sign-up for volunteer work so that we can make a work schedule. If you do not have the time, or do not wish to volunteer at school, consult your child's teacher about "take-home" work. Parents who actively participate in the support of the classroom and school will be the first considered for chaperoning field trips, etc. All parents are encouraged to volunteer a small amount of time to make our two major functions (Halloween Carnival and Mini-Olympics) a success. Parents are reminded to dress appropriately while volunteering or chaperoning trips.

The Raptor System will be used to screen chaperones and volunteers at Paulina to assist us in helping keep students safe. A visitor's Driver's License or other state issued ID will be used to scan individuals for being a registered sex offender. When a visitor is cleared, the Raptor System prints a badge including the visitor's name, photo, date, time and destination. If a potential threat is identified, the Raptor System sends an alert.

### **Grading Policies**

Report card grades are averaged every nine weeks. There are 4 nine weeks in a school year. Evaluation shall be a continuous process. Daily, weekly, and unit evaluations shall determine the nine-week's grade. These grades may include tests, written papers, reports, oral recitations, projects, experiments, and nine-week's examinations.

Letter grades and percentages shall be assigned for all types of work. Students in grades 1-6 shall receive **S, N or U** grades in music/art/handwriting.

PK and K students receive report cards beginning with the first nine weeks. Ratings of "Satisfactory", "Improving", "Needs Improvement", and "Unsatisfactory" are issued.

Percentages awarded/letter grades are as follows:

- 93 – 100 = A
- 85 - 92 = B
- 75 - 84 = C
- 67 - 74 = D
- 0 - 66 = F

Final grades shall be an average of the 4 nine-weeks grades and computed according to St. James Parish School System's Method for Averaging the Final Grade.

Teachers shall identify/refer students who are not able to make satisfactory progress to the School Building Level Committee (SBLC).

Graded papers are sent home in a folder once a week for you to review and sign. Parents are also able view their child's grades on <https://www.stjames.powerschool.com/public/home.html>. Additionally, you will receive your child's weekly behavior chart. If a week goes by and you do not see a graded paper folder, please contact your child's teacher.

### **Homework**

Homework study is a necessary part of each child's educational program. It is the responsibility of each student to complete all work assigned in the manner described by the teacher. Each student is expected to spend time in addition to scheduled class instruction to achieve satisfactory work. Some assignments are long range in nature and require planned study time for their completion.

Homework sheets for the week will be sent to the parents (PK-4) on Monday of each week. Fifth and Sixth grade students are responsible for writing down their assignments. Parents are expected to monitor completeness and accuracy of home assignments. Depending upon a child's interests, ability, and age, parental involvement in home assignments may be necessary. Guidance, "not doing" is the key here. Homework is just practicing or applying what already has been taught. Please try to find time to read to your child or have them read to you. Discussing the student's day at school should be a routine at evening meals. (Homework assignments may be found on the school's web page at [www.stjames.k12.la.us](http://www.stjames.k12.la.us).)

**The State Library of Louisiana offers After-School Online Homework Assistance services for all students in Louisiana.**

**You can access this service at the following Website: <http://homeworkla.org/>**

### **Honor Roll**

St. James Parish Public School System's Honor Roll Policies are as follows:

#### Elementary School Policy

##### **A. Superintendent's Honor Roll**

Grades 1-6

1. All **A's** in all subjects
2. All **S's** in all grade-level applicable subjects

##### **B. Principal's Honor Roll**

Grades 1-6

1. **A's** and **B's** in all subjects that require letter grades, and
2. All **S's** in all grade-level applicable subjects

##### **C. School's Honor Roll**

Grades 1-6

1. A minimum of a 3.0 average, and
2. **A's and B's**
3. **C** in any subject
4. All **S's** in all grade- level applicable subjects

## **School Food Service**

The cafeteria provides the students with well-balanced meals. Students are encouraged to take advantage of the meals served daily. Encouraging your child to eat in the cafeteria fosters good eating habits for a lifetime. If you have any questions or concerns about lunch/breakfast, please call Ms. Shawn Cambre at 258-4706 before 1:30 p.m.

Lunch and Breakfast fees must be paid in advance. Payments are collected on the first Monday of each month. If paying weekly, money is collected on the first school day of the week (usually Monday) during homeroom. If your child is absent, funds are credited towards the next month's bill. Please place all money in a labeled envelope with your child's name, grade, teacher, lunch/breakfast and amount of money. If you have multiple children at PES, you may write one check; however, please designate which account you would like the funds to be deposited. For example, if a check is written for \$26.00, the envelope should read:

September Lunch Payment  
Mary Smith (4<sup>th</sup> grade – Millet) (\$13.00- lunch only)  
John Smith (2<sup>nd</sup> grade – Foise) (\$13.00 – lunch only)

If you would like to use "MySchoolBucks" to pay lunch fees, follow the directions below:

To begin, go to the St. James Parish School Board website. Under Quick Links, select MYSCHOOLBUCKS. You will be brought to the MySCHOOLBUCKS website. Click on Sign Up. Follow the prompts to set up your account. There is a small service fee to participate in MYSCHOOLBUCKS. My SCHOOLBUCKS provides customer support on their website as well.

### **Daily Meal Prices:**

See District Student Policy Manual

Your 2014 – 2015 family status applies until the current 2015 – 2016 lunch applications are processed. All new St. James Parish Public School System students must pay full price until the current 2015 – 2016 lunch application is processed. Any student who has not turned in a current lunch application by September, will have to pay full price for lunch and breakfast. An application for free and reduced lunch/breakfast will be sent home with each child at the beginning of the school year. Because we must have records that this program was offered to all students, everyone must return the lunch application. If you are interested, please fill out the form, sign the form and return it to school with your child. If you are not interested, just write your child's name on the form and denote "not interested" and return it to school as well. If for any reason that your financial status changes during the school year, please contact the cafeteria manager, Ms. Shawn Cambre at 258-4706 before 1:30 p.m. or the school food service department at the central office for a new application. Please note that any balance owed prior to your status change must be paid by the parent/guardian of the child.

### **Food Allergies**

If your child has any type of food/milk allergies, a doctor's excuse is to be turned in to the office and must be updated annually. Milk substitutions are not done unless specified by the doctor.

### **Box Lunches**

A student may bring his/her lunch to school. Parents are asked to ensure that lunches are nutritious and children are able to open lunch items without assistance. Food items in lunch boxes may not be shared with other students. This is mandated by the state health department. We regret that we do not have the facilities to warm or chill foods brought in lunch boxes. **Canned or bottled soft drinks** and **candy** are not allowed in the cafeteria. Parents choosing to send box lunches are asked to send the lunch with the child in the morning.



## Illness and Immunizations

Students who attend school on a regular basis are more successful. However, children should remain at home when they are ill. If a child becomes ill enough to go home during the school day, the parent/guardian will be notified. It is important that we have your correct phone number and other numbers (work, cell, etc...) in the event of an emergency. Please notify the school when your number is changed or no longer in service.

Any child having a communicable disease must remain at home until communicability period is ended upon presentation of a doctor's certificate.

Please make sure your child's immunization records are up to date. If a teacher, office personnel, or the School Nurse notifies you that your child needs immunizations, please cooperate immediately.

## Head Lice

Lice outbreaks are common among school children, and all children can easily become infested. Lice can come from almost anywhere - - a classmate, an upholstered seat in a movie theater, or another child's sweater or hat. Parents are requested to take immediate action to prevent the spread of lice to others.

Please check your child's hair for lice and nits; look for the silvery or whitish oval-shaped eggs attached to the hair shaft near the scalp, usually behind the ears and at the back of the head and neck. Although these eggs may look like dandruff, dandruff can easily be removed. Head lice should be suspected if your child is experiencing intense itching and scratching of the scalp and back of the neck.

If you suspect lice:

1. Notify the principal immediately; your name will be kept confidential.
2. Several safe products are available from your doctor or drugstore. When used as directed, these products will kill the lice and eggs. In many instances, only 1 treatment will be needed, but a repeat treatment in 1 week is recommended. Be sure to remove all nits.
3. Inspect each member of your family for at least 2 weeks.
4. Sterilize all personal belongings (underwear, pajamas) and bedding (sheets, blankets, and pillowcases) of your child and other infested items in hot water or by dry cleaning. A spray is available at the drugstore for use on non-washable item. (wash school bags too)
5. Thoroughly wash combs and brushes in hot water to disinfect.
6. Vacuum carpets, sofas, and mattresses well and spray with insecticide spray from drugstore.
7. Returning to school is dependent on treatment with medicated shampoo that kills lice and removal of all nits (eggs).

## Medications

No medications may be given to any student without a parent/guardian signing a medical release form as required by the St. James Parish School Board. You may request a form from the school, sign it, and return it to school; or you may come to school and sign the form. **We do not administer prescription medication that can be taken at home 3 times a day (before school, after school, bedtime).** Please do not send non-prescription drugs such as aspirin, cough drops, medicated lip balm etc. to school. We are asking that you respectfully follow the guidelines listed below:

### Lip Balm and Cough Drops

1. If lip balm/cough drops are labeled "medicated", it cannot be brought to, or used at school without a doctor note.
2. If a lip balm/cough drops require a recommended usage of every so many hours, or so many times a day, it cannot be brought to, or used at school without a doctor note.
3. There are many products available over the counter for a dry lip problem. "Vaseline" would provide the maximum amount of prevention with the least amount of problems.
4. Please educate your child about no sharing, playing or excessive use of lip balm during class.

## **Injuries**

Any accident, which results in injury, requiring medical treatment beyond "first-aid" is the responsibility of the parent. The school system will not pay for treatment unless negligence on the part of the system or its employees can be proven. Therefore, parents are urged to purchase school insurance if their private/family coverage is inadequate. You will receive a separate notice about this the first week of school. Please sign and return it. If a student is injured at school, he/she should report the injury to any school personnel. Once notified, the school personnel will complete an accident report. A parent will be called if an injury occurs.

## **Money Sent to School**

Money sent to school for any reason (fees, field trips, pictures, etc) must be in an envelope with the child's name, grade, amount, and reason for sending. All monies should be turned in to the child's teacher and not the office. Payments made for fees, field trips, pictures, lunch money can NOT be paid together on the same check. All checks should be made payable to Paulina Elementary School. Any money sent to school must be marked and labeled with the following:

- Child's name
- Amount of money/what for
- Grade and Teacher

## **Care of Books**

Upper grade students should take the responsibility in keeping their textbooks covered at all times. These books are bought with tax money and are very costly. Check your children's books to make sure they are covered and kept in good condition. Books that are not usable the next year or become lost will be the responsibility of the student. He/she will be expected to pay for any lost or damaged books. Teachers will conduct a book check periodically. It is suggested that workbooks/folders are covered in clear contact paper. This increases the "life" of the item.

## **Library Policy**

Students are welcome to browse, read magazines, newspapers, use reference materials, or complete assignments in the library. Books can be checked out for a 1-week period and renewed for another week if needed. Each student may check out one item per day. Magazines may be checked out for one day and should be returned the next morning. Reference materials are not to be taken home and may be used in the classroom.

Pupils are not fined for overdue materials, but library privileges are taken away until materials are returned. Any lost or badly damaged items are the responsibility of the student, and must be paid for by the parent/guardian.

Some school supplies can be purchased in the library. These include pencils, pens, erasers, poster boards, and boards for science and social studies projects.

## **Research Projects**

Students in grades 4-6 are strongly encouraged to do either a science or social studies project. It will be left up to each individual teacher whether he/she will require it. If the teacher does require the project, he/she will determine the value.

## **School Pictures**

School pictures will be taken in the fall and spring. Available packages and price ranges will be forwarded to you as soon as the office is notified of them.

## **Newly Enrolled Students**

Any new student who enrolls at Paulina Elementary School will receive an orientation conducted by the school secretary. If student is enrolled prior to the start of school, parents will also have the opportunity to attend our **Meet the Teacher** day.

## **School Organizations/Clubs**

Paulina offers 4-H Club (grades 4-6), BETA Club (grades 4-6), Glee Club (grades 3-6), Pelican Band (grade 6), Cheerleading (grades 4-6), Boys Basketball (grades 4-6), and Art Club (grades 2-6). Please keep in mind that these organizations require “out-of-school” time and extra money. Parental assistance is most often required. Encourage your child to participate. If they so choose, make certain they fulfill the responsibilities of the organization. Remember that we are molding future leaders and citizens.

### **4-H Club**

The major goal of the 4-H club is to learn about and carry out the six pillars of character. The goals of the club are:

- a. Always compete with pride and good sportsmanship.
- b. Learn to be leaders and members our school is proud of.
- c. Get parents involved in helping our club throughout the year.
- d. Have fun and be proud to be a Paulina 4-H'er!

Eligibility – Open to 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> graders. Members must pay dues and turn in an enrollment card. Meetings are held once a month. Parents are invited and help our club earn points. Good behavior is always expected of 4-H'ers at school and at contests held outside of school. Students will receive one warning for serious offenses before being dismissed from the club.

### **Beta Club**

Beta is a non-profit, leadership-service club. Throughout the school year, students will conduct several service projects for the community and school. Please carefully read the membership criteria and requirements before deciding if this club is for your child. Eligibility is based on the following prerequisites:

1. Cumulative GPA from the previous year of 3.0 or higher with no C's.
2. Student must be on grade level in reading.
3. Student must be in 4<sup>th</sup>, 5<sup>th</sup> or 6<sup>th</sup> grade, of worthy character, creditable achievement, and commendable attitude. The principal of PES must approve prospective members.
4. Student must demonstrate leadership ability and model willingness to serve.

### **Beta Club Good Standing Requirements**

In order to maintain membership in good standing, a Junior Beta member must:

1. Satisfy monthly service requirements
2. Satisfy academic requirements each nine weeks
3. Participate in club fundraisers
4. Demonstrate and model character – As a beta member, individuals are expected to be a leader with good character and behavior. As such, in-school suspension will place membership on probation for the first offense. A second offense will result in the student being an inactive member of the club for the remainder of the year. Assignments to the Behavior Intervention Program or home suspension will warrant dismissal from all club activities for the school year.
5. The principal of PES may drop a student from membership for disciplinary reasons that are deemed by him/her to be sufficient. (See Constitutions and By-Laws Article VI)

### **Beta Club Requirements for State Convention**

In order to attend state convention, members must be in good standing (see above) **AND** attend District Day.

### **Beta Club Academic Requirements**

1. Student must maintain a GPA of 3.0 or higher with no C's. (Grades are checked at the end of each nine weeks grading period).
2. If a student does not maintain a GPA of 3.0 or has one C, he/she will be placed on probation. If placed on probation, the student must maintain a GPA of 3.0 or higher and bring up the C in that subject for the following nine weeks grading period to remain active in the club. Students will only be allowed two consecutive probationary periods per year. (For example, 1<sup>st</sup> nine weeks he/she has a C in Reading

and the 2<sup>nd</sup> nine weeks the C in Reading went up to a B but now he/she has a C in Math. That C has to go up to a B for the 3<sup>rd</sup> nine weeks and he/she can not have any more C's on their report card for the remainder of the year.)

3. If a student fails to bring up his/her grades from the probationary period, they will be inactive from Beta and would not be allowed to participate in any club activities for the remainder of the year. A student can be re-instated the following year if he/she meets the initial criteria of the Paulina Jr. Beta, or the criteria of the Jr. Beta of the school he/she attends next year.
4. **If a student earns a D or F in a grading period they are automatically inactive from Beta.**

*\*\*Any student inactive from the club or placed on probation will receive a letter stating the reason.*

### **Beta Club Service Requirements**

Students will turn in a service hour sheet following the issue of nine weeks report cards. **A student must complete 6 hours of service each nine weeks and will record service hours in increments of 30 minutes or one hour.**

### **Glee Club**

The purpose of the Glee Club is to provide entertainment and stimulate enjoyment of music/singing. Membership is open to all students in grades 3-6. The choir participates at various events in the community and school. Some of these community events include: Bonfire Festival, caroling, Christmas Production, PTO performances, etc.

### **Pelican Band**

Sixth grade students have an opportunity to learn how to play an instrument and be part of a band. Students audition on instruments to determine the instrument that your child has the best opportunity to succeed. A parent meeting will be held in August to discuss instrument rental or purchase. Band does not conflict with your child's academic courses. The band also performs in conjunction with the school choir and Lutcher High School band at various events.

### **Cheerleading**

PES has a cheerleading program for our 4<sup>th</sup> – 6<sup>th</sup> grade elementary girls! The program involves one to two practices per week for 4 weeks, and the opportunity to cheer during the basketball games. Performing basketball cheers is a great way to share the fun of a favorite indoor sport even before entering high school.

### **Boys Basketball**

It is our belief that there are many lessons to learn when playing a team sport. Being able to listen and respect coaches, their teammates and officials not only leads to future enjoyment and success; but also sets the tone for other activities not related to sports. Having sportsmanship, winning with humility and losing gracefully are lessons learned through experience.

Tryouts will be held at the end of November. Students are eligible for tryouts if the following guidelines are followed:

1. Enrolled in 4<sup>th</sup>-6<sup>th</sup> grade
2. GPA of 1.5 at the 2<sup>nd</sup> quarter progress report period
3. No more than 1 in-school suspension or 1 home suspension

These same requirements must be followed to remain on the team. In the event that a student violates any of the above guidelines, for the first time he will be suspended for one basketball game. In the event there is a second violation, he will be dismissed from the team.

Once the teams are chosen in November, practice will begin in December. Students will commit to practicing one hour after school two times a week as well as occasional Saturday mornings. Games will be scheduled for the months of January and February.

### **Art Club**

The Art Club is an after school program that will provide unique painting experiences offered to 2<sup>nd</sup> – 6<sup>th</sup> grade students. Students will work on various projects that are a bit more advanced and time consuming than those created in the regular classroom. Some projects include: painting murals to beautify the school, creating a theme and backdrop for the Christmas Program, creating an art show and working with pottery.

### **Parent – Teacher Organization**

PTO is open to all parents. Parents are encouraged to join and attend meetings. PTO Membership dues will be determined on an annual basis. The meetings are an excellent means to learn about upcoming events in the school, to assist in school-level decisions, recommend changes in the instructional program, and become an active participant in your child's education. Meetings are held various times throughout the school year. Please check monthly school calendars for meeting updates. You need not be a member to attend, but you must be a member to vote. The PTO has proven to be very beneficial to the students, faculty, and the entire school community. In the past, the PTO has paid a portion of the cost to children's workbook bills, playground equipment and our upcoming marquee sign. PTO provides numerous activities that benefit every child. The PTO's major fundraisers are: Halloween Carnival, Santa's Secret Workshop, and Mini Olympics. All are successful, but parents are needed to help. Without the support of everyone, the PTO would be unable to provide these important materials and services.

### **Physical Education**

Our physical education program provides our students with learning experiences that are developmentally age appropriate, challenging and fun. Under the leadership of Chase Delrie and Barry Heltz, students are provided with opportunities to participate in various activities such as Louisiana Physical Fitness Meet, Mini Olympics, and rigorous physical education activities several times a week. Through these activities our students learn to make physical fitness a part of life. It is suggested that tennis shoes be worn for P.E. Girls should wear shorts under skirts/dresses.

### **Change of Address/Telephone Numbers**

Inform your child's teacher if you change your address, telephone number, cell number, and any emergency numbers, and the teacher will inform the office. Please do so as soon as possible.

### **Transfers**

When a child transfers to another school or moves out of town/state, the parents should notify the office and teacher of the child's last day of attendance. At least 48 hours notice should be given to the school prior to withdrawal. All textbooks and library books must be returned. Any financial debt (lunch money, workbook fees, lost library books, etc.) must be paid before withdrawal. It is also mandatory that parents fill out a drop form when dis-enrolling a child from PES. Students going to other schools within the district will not be added until a drop form has been completed.

### **Lost and Found**

Students who find lost articles are asked to take them to the office where the owner can claim them. Each year we have a number of unclaimed coats, sweaters, raincoats, etc. **Please mark all of your child's clothing with a permanent marker.**

Students' personal items not needed at school (toys, games, etc.) are to be left at home. This will eliminate the use of valuable class time to keep up with them. Please tell your child to check the lost and found to look for lost items. Items not claimed by the end of the school year will be discarded. Parents are encouraged to check the lost and found box in the office.

**Telephone Calls, Deliveries, etc.**

Messages and deliveries from home should be left in the school office. Please limit these to emergencies. Teach your child responsibility by reminding him/her of their needs before they leave home. Students are allowed to use the telephone only when they are sick or in case of an emergency. Students are not allowed to use the telephone for homework, books, candy money, etc. Students must get office approval before using the telephone.

**Student Records**

Student records are defined to be all official records, files, and data directly related to children, including all material that is incorporated into each student's cumulative record folder, and intended for school use or to be available to parties outside the school or school system. Such items include, but are not necessarily limited to, identifying data, academic work completed, grades, standardized test scores, attendance data, scores on standardized intelligence, aptitude psychological tests and health data.

Information classified as directory information may be disclosed from a student's record without the written consent of the parent or eligible student. Directory information has been designated by the Board to include the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, most recent previous school attended and photograph. A parent or eligible student may refuse to allow the Board to designate any or all of the types of information about the student as directory information thus prohibiting its release to the public. After proper notice, a parent or eligible student shall have 2 weeks in which to notify the School Board as to which types of information about the student shall not be designated as directory information.



# Before School Care/Extended Day 2015 – 2016 Parent Handbook Paulina Elementary School

## INTRODUCTION

The Before School Care/Extended Day Program is a service provided program of the St. James Parish School System. It is a program for children to remain in the safe, secure, and familiar environment of their school while enjoying some activities such as arts, crafts, and indoor/outdoor games. Time is also set aside each day for the child to complete homework under adult supervision.

All profits, after expenses, are shared with the participating school. The school's share of profits are placed in the materials of instruction budget for that school. This allows the school to purchase materials and equipment for the school.

In summary, this program is designed to assist working parents through the convenience of an in-house Extended Day Program while at the same time, making it possible for our school to purchase much needed materials and equipment.

## BEFORE SCHOOL CARE/EXTENDED DAY PROGRAM FEES

	<u>1<sup>st</sup> Child</u>	<u>Each Additional Child</u>
Morning/Afternoon Weekly Tuition (5 days a week)	\$20	\$15
Drop in Rate - \$6.00 a day (morning or afternoon)		

**Before School Care/Extended Day students will be charged the full weekly or daily fee, whether they attend or not.**

A **registration fee of \$5.00** shall be obtained before the child is allowed to enter the Before School Care/Extended Day Program. The registration fee is required for every child enrolled in the program. **Payments must be made the first day of the week the child attends. No carry over balances will be allowed.**

Before Hours- 6:00a.m. – 7:30 a.m.  
Extended Hours- 3:20p.m. – 5:20p.m.

**\*\*\*\*\*Before School Care/Extended Day will begin Monday, August 10, 2015. \*\*\*\*\***

Please note: There will be no after school care on early dismissal days.

## GENERAL INFORMATION

1. The afternoon Extended Day Program begins when the last bus is called at 3:20 and ends at 5:20. **Please be prompt when picking up your child/children.**
2. The Before School Care/Extended Day Program operates Monday through Friday on regular school days.  
(6:00 a.m.-7:30 a.m.) and (3:20 p.m.-5:20 p.m.)
3. The Before School Care/Extended Day Program will not open on holidays.
4. The Before School Care/Extended Day Program will not be held on designated St. James Parish Professional Days. Parents will be notified of these days on the monthly school calendar. There will be no afternoon extended day on early dismissal days.
5. The Before School Care/Extended Day Program will be held in the Paulina Elementary Cafeteria.
6. **Refer to Student tuition and fees on previous page. Payments must be made on the first day of the week that the child attends Before School/Extended Day.**
7. Registration – A **\$5.00 registration** is required before the student starts the program. **A child must be registered in order to participate in the Before School Care/Extended Day Program.**
8. **Late fee - Students picked up after 5:20 p.m. will pay a late fee of \$1.00 for each minute beyond 5:20. This will be enforced.**
9. **All fees are non-refundable; no refunds if absent.**
10. **No partial payment will be accepted.**
11. All fees must be paid on the first day of the school week. If payment is not received within 2 days, your child will not receive services. Payment must be received in the morning of the second day.
12. Children must be picked up and signed out in the afternoon by the parent/designated person. Only persons listed on the emergency form may sign out children. If this is impossible, the Before School Care/Extended Day support teacher must be notified by a signed statement listing the person given responsibility for signing out the child. If the person picking up the child is not listed on the child's emergency sheet, the support teacher must be notified by a signed statement listing the person given responsibility for signing out the child. If the person picking up the child is not listed on the child's emergency sheet, the support teacher must make a copy of the individual's driver's license before dismissing the child. **No one under the age of 18 may sign out any student.**
13. **Activities:** A designated time will be allowed each day for homework. **It is the responsibility of the student to know what homework is to be done and to have all supplies.** The supervised homework time is not a tutoring service, but questions will be answered and homework will be monitored.



## **CONDUCT POLICY AND DISCIPLINE PROCEDURE**

It shall be the policy of Before School Care/Extended Day Program to promote a safe, secure and orderly environment. Under no circumstances will violent or disruptive behavior be tolerated. Violent behavior will be defined as anyone hitting another person, using vulgarities, throwing objects in any direction or at another person and destroying property. Students will be expected to act in an orderly and safe manner at all times.

Depending on the severity of the problem, there will be three (3) steps taken to alleviate a behavior situation.

1. On the first offense, the principal is informed of the problem. The support teacher will call or notify the parent when he/she picks up the child and advise him/her of the situation and send home a written disciplinary report for the parent to sign.
2. On the second offense, the principal is informed of the problem. The support teacher will again notify the parent by phone or in person and inform the parent of the situation. A written disciplinary report for the parent to sign will be sent home and a possibility of suspension will be discussed.
3. On the third offense, the principal is informed of the problem. The support teacher will call the child's parent to immediately pick up the child from the Before School Care/Extended Day Program. No refunds will be made.

Any of the above procedures may be waived, depending upon the seriousness of the offense. The principal has the ultimate authority for disciplinary action.

Parents are responsible for any damage to school property. Parents will be notified of the cost of any such damages in writing and will be required to sign a notice of disciplinary action.

## **EMERGENCY DISMISSAL AND SCHOOL CLOSING**

During the school year it may become necessary to dismiss the students early or to close the schools due to an emergency situation. Our primary concern will be to insure the safety of all students. The full cooperation of all students and parents is required should an early dismissal or school closing occur.

1. Please be sure that your child has accurate and current emergency information on file and that you inform the support teacher whenever the information needs to be revised.
2. Please make sure that your child knows both your home and work phone number or a working emergency number. Attach this information securely to a notebook or other item that your child uses frequently.
3. Please make emergency arrangements NOW and discuss them with your child so that the child will know what to do if such a situation arises.
4. The news media will be notified of emergency closure. Stay tuned to your local radio station. If the St. James Parish Public Schools are closed due to an emergency situation, there will be no after school care.

# PAULINA ELEMENTARY SCHOOL

## 2015 – 2016 BEFORE SCHOOL/EXTENDED DAY PROGRAM REGISTRATION FORM

Registration Form must be filled out completely by the parent or guardian and returned to school with a \$5.00 fee. This form must be completed for **every** child that attends the Before School Care/Extended Day Program.

CHILD'S NAME \_\_\_\_\_ BIRTHDATE \_\_\_\_\_

AGE \_\_\_\_\_ SEX \_\_\_\_\_ GRADE \_\_\_\_\_ TEACHER \_\_\_\_\_

HOME PHONE \_\_\_\_\_ CELL PHONE \_\_\_\_\_

FATHER'S NAME \_\_\_\_\_ BUSINESS PHONE \_\_\_\_\_

MOTHER'S NAME \_\_\_\_\_ BUSINESS PHONE \_\_\_\_\_

### IN CASE OF AN EMERGENCY, IF PARENT CANNOT BE REACHED, PLEASE CONTACT

1. NAME \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_

ADDRESS \_\_\_\_\_

HOME PHONE \_\_\_\_\_ WORK \_\_\_\_\_ CELL \_\_\_\_\_

2. NAME \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_

ADDRESS \_\_\_\_\_

HOME PHONE \_\_\_\_\_ WORK \_\_\_\_\_ CELL \_\_\_\_\_

### NAME OF DOCTOR OR HOSPITAL TO BE CONTACTED IN CASE OF EMERGENCY:

NAME \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_ HOSPITAL \_\_\_\_\_

If there are any other medical problems our staff should know about, such as allergies, diabetes, etc., please indicate.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**The Before School Care/Extended Day Program will start the week of August 10th.**

I have read and understand these polices and will cooperate with the staff of the Paulina Elementary Before Care/Extended Day Program. I understand that failure on the part of my child to behave appropriately may result in expulsion from this program and that no refund will be made.

Parent's Signature \_\_\_\_\_ Name of Child \_\_\_\_\_ Date \_\_\_\_\_

*For Office Use*

Total Collected \$ \_\_\_\_\_ Check # \_\_\_\_\_ Cash \_\_\_\_\_

**Please list names and phone numbers of persons authorized to sign out student. No one under the age of 18 is allowed to sign out a student.**

NAME \_\_\_\_\_ PHONE \_\_\_\_\_

NAME \_\_\_\_\_ PHONE \_\_\_\_\_

NAME \_\_\_\_\_ PHONE \_\_\_\_\_

NAME \_\_\_\_\_ PHONE \_\_\_\_\_

NAME \_\_\_\_\_ PHONE \_\_\_\_\_

NAME \_\_\_\_\_ PHONE \_\_\_\_\_

NAME \_\_\_\_\_ PHONE \_\_\_\_\_

**ABSENTEE REPORT  
ST. JAMES PARISH SCHOOL SYSTEM  
SJ 2 Form**

Student \_\_\_\_\_ PES

Date(s) Absent \_\_\_\_\_

Reason for Absence \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

Signature of Parent/Guardian

\_\_\_\_\_ Date \_\_\_\_\_

Signature of Principal

This form should be completed by the parent when the student is absent. Excused absences must be determined by the principal. The student is allowed 2 SJ2 forms a school year with up to 2 consecutive days on one form. Any other unexcused absences should be appealed through the Student Services Department.

**ABSENTEE REPORT  
ST. JAMES PARISH SCHOOL SYSTEM  
SJ 2 Form**

Student \_\_\_\_\_ PES

Date(s) Absent \_\_\_\_\_

Reason for Absence \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

Signature of Parent/Guardian

\_\_\_\_\_ Date \_\_\_\_\_

Signature of Principal

This form should be completed by the parent when the student is absent. Excused absences must be determined by the principal. The student is allowed 2 SJ2 forms a school year with up to 2 consecutive days on one form. Any other unexcused absences should be appealed through the Student Services Department.

**ABSENTEE REPORT  
ST. JAMES PARISH SCHOOL SYSTEM  
SJ 2 Form**

Student \_\_\_\_\_ PES

Date(s) Absent \_\_\_\_\_

Reason for Absence \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

Signature of Parent/Guardian

\_\_\_\_\_ Date \_\_\_\_\_

Signature of Principal

This form should be completed by the parent when the student is absent. Excused absences must be determined by the principal. The student is allowed 2 SJ2 forms a school year with up to 2 consecutive days on one form. Any other unexcused absences should be appealed through the Student Services Department.

**ABSENTEE REPORT  
ST. JAMES PARISH SCHOOL SYSTEM  
SJ 2 Form**

Student \_\_\_\_\_ PES

Date(s) Absent \_\_\_\_\_

Reason for Absence \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

Signature of Parent/Guardian

\_\_\_\_\_ Date \_\_\_\_\_

Signature of Principal

This form should be completed by the parent when the student is absent. Excused absences must be determined by the principal. The student is allowed 2 SJ2 forms a school year with up to 2 consecutive days on one form. Any other unexcused absences should be appealed through the Student Services Department.

**ST. JAMES PARISH PUBLIC SCHOOL SYSTEM**

**School Bus Transportation  
(New student/Change of address/AM pick-up/PM drop-off)**

I am requesting bus transportation for my child/children to be transported to or from Paulina Elementary School.

Bus service is needed on \_\_\_\_\_ and end on \_\_\_\_\_.

Student(s) Name: \_\_\_\_\_

Grade(s): \_\_\_\_\_

Reason for change: (Why)

Pick up address: \_\_\_\_\_

Drop off address: \_\_\_\_\_

Telephone#: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Home address \_\_\_\_\_

The above requested service will not be changed during the school year. Keep in mind bus routes are set to capacity in order to ensure safe and reliable transportation. Also, please ensure that someone is at the bus stop for pick-up/drop-off times. Request for transportation after January 2015 will not be approved unless deemed an emergency.

---OFFICE USE ONLY---

Bus Driver: \_\_\_\_\_ Bus # \_\_\_\_\_

Pick-up Time \_\_\_\_\_ Drop-off Time \_\_\_\_\_

\_\_\_ Approved \_\_\_ Denied By: \_\_\_\_\_

Copy: \_\_\_ School \_\_\_ Bus Driver \_\_\_ Parent

