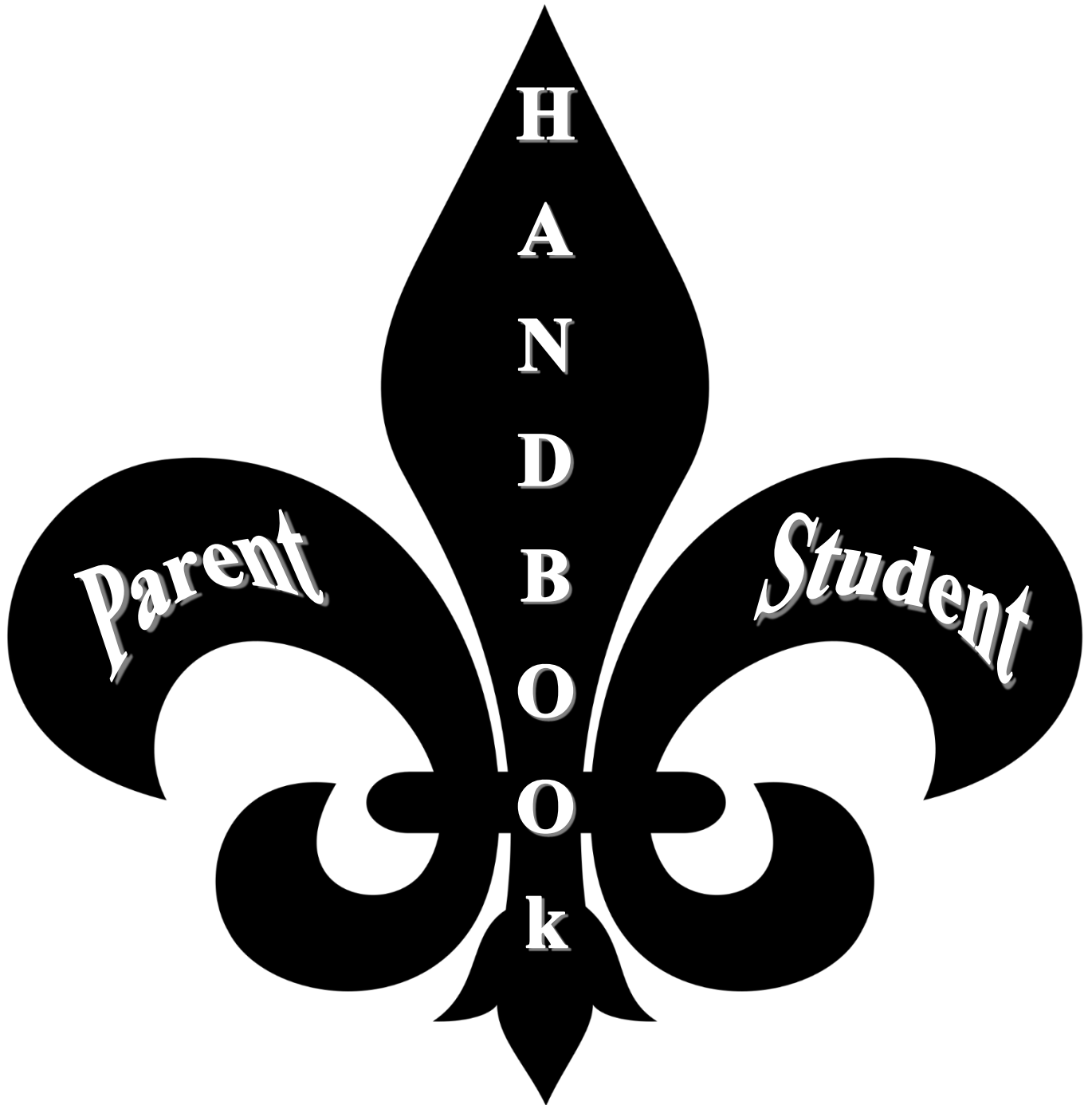


St. Charles Street Elementary



Please take your time and read the St. Charles Street Elementary Student Handbook with your child/children to ensure that you are familiar with the expectations of the school and the Iberia Parish School Board System.

Vision

Empower, Encourage, and inspire students to Excel

Mission

We will inspire and prepare our future leaders to succeed in an ever-changing global community, by providing a diverse and safe learning environment that promotes academic and social growth.

School Theme

WE ARE SURVIVORS

School Colors

Red, Black, and White

Office Hours & Telephone Numbers

Office Hours: 7:15 AM- 3:20 PM

St. Charles Street Elementary School

Office: (337) 276-9712 Fax: (337) 276-9713

District Telephone Numbers

Iberia Parish School Board

Office: 365-2341 Fax: (337) 365-6996

Iberia Parish Educational Center

Office: 364-7641 Fax: (337) 367-9611

Iberia Parish Special Education Department

Office: 365-2343 Fax: (337) 369-1137

School Hours

Opening
7:15 AM

Class Begins
7:45 AM

Dismissal
3:00 PM

There is **NO** supervision of students before or after school hours, so please do not send students to school earlier than our opening time. Students wishing to eat breakfast can do so from 7:20AM until 7:40AM. Breakfast will not be served to students after 7:40AM. All students are to be seated in their classrooms at 7:45AM. Any students not in the classroom by this time, which includes students walking through the front doors at 7:45 a.m., are considered tardy and will need to be signed in by a parent/guardian. Parents who need to take their child from school during school hours must check them out through the school office. This procedure is to ensure the safety of all students.

9 Weeks Grading Periods

1 st	August 7 th – October 12 th
2 nd	October 13 th – December 18 th
3 rd	January 4 th – March 16 th
4 th	March 17 th – May 27 th

Progress Reports Handout

Grades Due

Report Card Handout

September 9
November 13
February 5
April 23

October 13
January 4
March 17
May 27

October 15
January 6
March 19
May 27

Early Release Dates

Students are released at 1:30 PM

Thursday, October 22nd
Thursday, November 12th
Thursday, February 11th

Teacher Professional Development Days

Students **DO NOT** have school on the following days. These days are used as professional development days for teachers and support staff.

August 5, 2020 or August 6, 2020
September 24, 2020
January 15, 2021

Iberia Parish Calendar

IBERIA PARISH SCHOOL BOARD APPROVED CALENDAR FOR THE 2020-2021 SCHOOL SESSION

EMPLOYEES: All ten month employees will report to work on *Wednesday, July 22, 2020* and nine month employees will report on *Wednesday, August 5, 2020*. *Parishwide Professional Development Day, Wednesday, August 5, 2020*. *The New Teacher Orientation Program will be held on Tuesday, August 4, 2020.*

STUDENTS: Orientation for students will be scheduled by the individual schools. The first full day of classes for students in first through twelfth grades will be *Friday, August 7, 2020*. *Testing for those students who will be attending Kindergarten will be from Friday, August 7 through Wednesday, August 12, 2020.*

The first day of school for Pre-school and Kindergarten students will be **Thursday, August 13, 2020.**

IBERIA PARISH PUBLIC SCHOOLS WILL BE CLOSED ON THE FOLLOWING DAYS

Monday, September 7, 2020 Labor Day
Thursday, September 24, 2020 Staff Development
(Holiday for Students Only)
Friday, September 25, 2020 Sugarcane Festival Holiday
Tuesday, November 3, 2020 Election Day
Monday, November 23, 2020 through
Friday, November 27, 2020 Thanksgiving Holidays
Monday, December 21, 2020 through
Friday, January 1, 2021 Christmas/New Years Holidays
Friday, January 15, 2021 Staff Development
(Holiday for Students Only)
Monday, January 18, 2021 Martin Luther King Day
Monday, February 15, 2021 through Friday, February 19, 2021 ... Mardi Gras/Ash Wednesday
Friday, April 2, 2021 through Friday, April 9, 2021 Easter Holidays

The schools will close on **Thursday, May 27, 2021** for the 2020-2021 school year.

CENTRAL OFFICE

The Administrative Offices will be closed on the holidays mentioned above with the following exceptions:

Sugarcane Festival - Friday, September 25, 2020
Election Day - Tuesday, November 3, 2020
Thanksgiving - Monday, November 23 and Tuesday, November 24, 2020
Christmas and New Years - Monday, December 21 and Tuesday, December 22, 2020
Mardi Gras - Wednesday, February 17, Thursday, February 18, and Friday, February 19, 2021
Easter - Thursday, April 8 and Friday, April 9, 2021

All twelve month office, custodial and maintenance employees will work on the days noted above. The School Board Office hours are 7:30 a.m. to 4:00 p.m. when schools are in session and 7:30 a.m. to 3:30 p.m. when schools are not in session during the school year.

Central Office Summer Schedule

The summer work schedule for twelve month personnel will remain the same as regular hours with the following exception: Effective Friday, May 29 through Friday, July 31, 2020 the Central Office hours on Friday will be 7:30 a.m. to 12:00 Noon.

Independence Day (All 12 month employees) - Thursday, July 2 and Friday, July 3, 2020.

Student Fees

All students must purchase a school ID and a Leader in Me folder/binder. Each student will be charged a fee of \$10. Please bring exact change, **cash or money orders only** – checks will not be accepted. Student IDs, Leader in Me folder/binder will be used throughout the school year for various reasons and are very important to the routine and structure of the school. Students and families may request an economic hardship waiver for fees by making an appointment with the Principal. Parents, if a request for a hardship waiver is denied, a written appeal can be made to the Superintendent. The criteria for economic hardships can be found in the Iberia Parish School Board Policy Manual (policy JS).

The following handouts are strongly encouraged to be completed during orientation:

- Emergency Card (Please complete this card during orientation.)
- Internet Usage Permission
- Iberia Parish Chromebook Agreement
- School-wide Discipline Plan
- Corporal Punishment Permission Form
- Anti-Bullying Contract
- School Compact

Standardized Testing Dates

DIBELS & Post Testing: Kindergarten – 2nd grade

Fall: TBA

Winter: TBA

Spring: TBA

LEAP: 3rd – 6th

3rd & 4th Testing Window: April 21st – 27th

5th & 6th Testing Window: March 29th – April 30th

Title I

St. Charles Street Elementary School is a Title I school receiving federal dollars to fund various services for your children. In addition to Iberia Parish using funds to provide the Pearson SuccessMaker computer labs in our school, we also use Title I funds at the building level to provide after-school tutoring and reading interventionist.

Check In/Out Policy

Dismissal begins at 3:00 p.m. **We do not allow checkouts after 2:30 p.m.** This is a very busy time in the office as well as the classrooms. If a student has an appointment, it is recommended that the parent/guardian make arrangements for the student to be picked up before 2:30 p.m. If a student must be checked out for any reason after that time the parent/guardian must speak to the Principal. We ask that you adhere to the following guidelines when checking your child in or out of school. Students who are checking in or out of school for any reason must be signed in or out in the logbook in the office. If a parent/guardian refuses to sign a student in at the office he/she will be reported to the District Attorney's Office and School Board Office for noncompliance of attendance policy. ONLY persons on the child's emergency card will be allowed to check a child out. All persons checking a student out must show a picture ID to do so. If you do not have your picture ID and are not on the emergency card, you will not be able to check out a student. **NO EXCEPTIONS!**

Attendance Policy

With the start of the new school year, we would like to take this opportunity to remind you of the parish-wide attendance policy. A copy of the attendance policy from the District Attorney's Office is included in your child's orientation packet. Students are allowed to miss no more than 10 unexcused days per year. Students who miss days beyond the 10 unexcused days are in danger of failure. The parish-wide attendance policy requires us to send letters out to parents when a child accumulates 3 unexcused days informing them of the absences. Once a student accumulates 5 unexcused absences, a referral to the District Attorney's Office will be made. Students not attending a full day of school are considered tardy or checked out. If your child is late or if your child leaves campus before the dismissal bell rings, it does count as a tardy or a check-out. Once a child accumulates 3 unexcused tardies, the computer system will then count those tardies as a whole day absent. 6 unexcused tardies will be considered excessive and will result with an referral to the District Attorney's Office.

Doctor Excuses

Parents, we ask that you submit your children's doctor's excuses on the day they return to school.

Doctor's excuses are to be turned in to the teacher, and the teacher will forward them to the office.

Doctor's excuses will be posted in the computer daily. We will also accept three (3) parent notes as excuses for absences for the entire year. Any parent notes sent after your child has reached the limit of 3 will be considered unexcused.

Transportation Change Request

PLEASE DO NOT CALL THE OFFICE TO CHANGE THE WAY YOUR CHILD GOES HOME. WE CAN

NOT TAKE THESE CHANGES OVER THE PHONE. If a change is to be made in the way your

child goes home, a hand written note must be sent to school with your child. Transportation change notes should include

the child's name, teacher, grade, the way the child normally goes home, the way the child will go home on that day, the

date and your signature. This is for your child's safety. We have no way of verifying who is on the other end of the

phone.

Bus Rules

The Iberia Parish School Board recognizes the driver of a school bus to be in authority with regard to student behavior in or about the vehicle which he/she operates. School Board regulations regarding proper conduct on school buses shall be provided in writing to students and parents/legal guardians at the start of school each year. The driver shall report disorderly or unmanageable student conduct to the principal of the school in which the student is enrolled. Such conduct by a student shall be good cause for the principal to suspend the privilege of riding any school bus; however drivers may not administer disciplinary action and shall continue, except in extreme emergencies, to transport a student until disciplinary action is administered by the school. It shall be the responsibility of the parents of students, in such cases, to provide transportation to and from school during the period of any suspension/expulsion of bus riding privileges. In all cases of suspension of bus riding privileges, the parent, bus operator, Special Education Department and the Supervisor of Transportation shall be notified by the principal in writing, within forty-eight (48) hours of such decision, of the facts concerning each suspension, including reasons and term of suspension. If the principal recommends the expulsion of bus riding privileges for a student, a hearing shall be conducted by the Superintendent or his/her designee and thereby recommended for expulsion. The student, at that time, shall be given an opportunity to explain his/her version of the incident(s) to the Superintendent or his/her designee. The decision of the Superintendent/designee shall be final. A student who causes damage to a school bus shall be subject to suspension from school and shall not be readmitted until acceptable provisions for restitution have been made for such damage or until re-admittance is directed by the Superintendent.

Emergency Cards

Parents we are required to have a complete and accurate emergency card on file for each student on campus at all times. These cards are used by our staff to contact parents/guardians in the event of emergency or illness. It is very important that the information on these cards be kept up-to-date. It is also very important for your child to know his/her phone number and address. If your child is having trouble remembering their address or phone number we ask that you write this information in the notebooks your child will be using for the school year. Another fun idea for the younger children is to make a bracelet. Using the small plastic number beads available at most stores string your phone number onto a bracelet for your child to wear at all times. Knowing their address and phone number is vital to your child's safety both on and off campus.

Address and/or Phone Number Changes

Parents, it is very important that we have a working phone number to contact you and your children's emergency contacts at all times. Correct physical and mailing addresses are also important. In the event of an emergency, we need to be able to contact you. If at some point during the year this information changes, we ask that you please come into the office and change the information on the child's emergency card as soon as possible.

Student Telephone Use Policy

Students are not permitted to use the phone unless it is an emergency. Students will not be allowed to call home for forgotten homework, band instrument, field trip money, permission to change transportation, etc.

STUDENTS WILL NOT BE CALLED OUT OF CLASS TO COME TO THE PHONE. The only reason a student will be called out of class is to check out.

Iberia Parish School Board Cell Phone Policy

Students will assume responsibility for any items brought to school. Students are not permitted to bring cellular phones or any other electronic devices. Any such item found will be confiscated and turned into the office. The parent or guardian must come to school and sign for the item. **Students are not allowed to bring any electronic toys/devices to school.** The school cannot and will not assume liability of such items. Said items will be confiscated and released only to the parent. If a child is caught a second time with an item, it will be held until the end of the school term and must be secured by a parent on the last day of school. We plan to conduct random searches for cell phones, electronic devices and contraband to avoid potential safety violations. These random searches may be conducted throughout the school year with and without the support of the Marshall's office and/or Jeanerette Police Department.

Random Searches

The Iberia Parish School Board authorizes any teacher, principal, school security guard, or administrator under the employ of the School Board to search a student's person or his or her personal effects when, based on the attendant circumstances at the time of the search, there are reasonable grounds to suspect that the search will reveal evidence that the student has violated the law, a school rule, or a School Board policy. Searches may also be conducted to assure compliance with health, safety, and/or security laws, rules, or regulations. Such a search shall be conducted in a manner that is reasonably related to the purpose of the search and not excessively intrusive in light of the age or sex of the student and the nature of the suspected offense. If a school administrator suspects the presence of firearms, weapons (defined as *dangerous instrumentalities*), illegal drugs, stolen goods, or other materials or objects the possession of which is a violation of School Board policy, random searches with a metal detector of students or their personal effects may be conducted at any time.

Any teacher, principal, administrator, or school security guard employed by the School Board, having a reasonable belief that any public school building, desk, locker, area or grounds of any public school contains any weapons, illegal drugs, alcoholic beverages, nitrate based inhalants, stolen goods, or other items the possession of which is prohibited by any law, School Board policy, or school rule, may search either physically or with the use of metal detectors such building, desk, locker, area or grounds of said public school. The acceptance and use of locker facilities or the parking of privately owned vehicles on school campuses by students shall constitute consent by the student/parent/legal guardian to the search of such locker facilities or vehicles by authorized school personnel

Electronic Devices

The following items, **Cell phones** (working or not) and other **electronic telecommunication devices, music players, CDs/ tapes, Electronic toys/games** (Iberia Parish School Board Policy # H-3.5H), working or not will not be allowed on the bus or campus. Due to the problems they cause, they will be confiscated.

- Consequences of bringing these items on campus may result in confiscation of the item, recess detention, in-school suspension, out-of-school suspension, and/or expulsion.

Use of the Internet in Iberia Parish Schools

The Internet is a global collection of thousands of interconnected computer networks ranging from PC's to sophisticated mainframes. The Internet includes computer systems owned by the governments throughout the world, university computer systems, computer systems owned by corporations which include news organizations and many systems run by non-profit organizations. The Internet can provide a wealth of information, acting almost as an on-line, up to the minute, perpetual library.

The information on the Internet can be a valuable tool in the education of the students of Iberia Parish. The use of the school computers and Internet access will be for appropriate education uses, including research and exchange of information consistent with the goals of the Iberia Parish School System.

The objectives in providing access to the Internet are the following:

- 1.To educate the learner on how to access and use the vast amount of information available on the internet.
- 2.To educate the learner on the safety issues involved in the use of the Internet

RULES for student use of the Internet in Iberia Parish Schools include the following:

- 1.Students will not give out personal information such as home address, telephone number, parent's name, or parent's work phone, personal financial information, the name or location of the school, or the school's phone number without permission of the principal.
- 2.Students will never agree to, or arrange a "face to face" meeting with anyone they have met on-line.

RULES for student use of the Internet in Iberia Parish Schools include the following:

3. Students will immediately exit any area accidentally accessed which can be considered obscene or sexual in nature and will report the area to the teacher or librarian for documentation.
4. Students will tell the teacher, librarian, principal and/or parent if they come across any information that makes them feel uncomfortable, so that it can immediately be reported to the appropriate authorities.
5. Students will never access the Internet, other on-line services or Bulletin Board Systems, without first being given permission by the teacher or librarian.
6. Students will not access, upload or download information, which might be considered potentially hazardous to any person or property.
7. Students will not use e-mail to send material that might offend or be objectionable to anyone.
8. Students will not subscribe to List serves, Bulletin Boards, and any on-line service without approval of the teacher and the district technology specialist.
9. Students will not copy software from home onto any district computer nor copy any district software.
10. Schools may add to these rules.

When using the Internet, the student understands that the Iberia Parish School System cannot control what is available over the Internet and agrees to follow the rules of ethical behavior for computer use and further agrees to make no deliberate effort to access material that may be objectionable or inappropriate for school use. A student not following the acceptable use of the Internet and the rules for student safety will be subject to the disciplinary consequences of the teacher, school and/or school board in exactly the same manner as he or she would be disciplined for any other violation of a school rule. Additionally, this could include loss of Internet privilege.

Parents/ Visitors to Campus

We have an open door policy, but all persons must report to the office and sign in upon arrival on campus. Visitors will not be allowed in the classroom to speak with a teacher unless an appointment is made. It is very important that instructional time not be disturbed. If you would like to schedule a conference with your child's teacher we ask that you send a note to school requesting the conference, or you may call the office and leave a message for the teacher to call you back. In the event that you would like to come to school and look in on your child's classroom, you will be escorted by the Principal or one of the Master Teachers – as not to disturb instruction.

Parent volunteers are always welcome. School volunteers are always needed to provide assistance to the office and classrooms. All school volunteers must report to the office upon arrival to sign in and receive a volunteer pass.

Medication Policies

Administration of medication must comply with the Iberia Parish School Board Guidelines. A parent must bring the medication to the office. **MEDICATION CANNOT BE SENT TO SCHOOL WITH A CHILD.** Students who bring medication to school (cough drops, aspirin, nose sprays, etc.) can and will be suspended with a possible hearing at the Iberia Parish School Board Office. This is an automatic suspension/expulsion for the student according to the Iberia Parish School Board Policy.

In the event that your child should need medication (such as Tylenol) during the day, we ask that you please come into the office and fill out the medication log. We will then call your child to the office for you to administer the medication. Water is available if requested. It is very important that no medication leave the front office.

If your child takes medication that must be taken daily while at school, you must have a physician complete a medication form (available in the office). An appointment must be made with the school nurse to receive the medication. When meeting with the school nurse, please be sure to bring the prescription bottle with the label intact. A count will be made and witnessed by the parent and the secretary. The medication name and dosage will be logged. All medication must be kept in the office, and a daily log will be maintained. Only medication that is taken daily can be administered at school. Cough syrup or medication that will be taken for a short amount of time cannot be dispensed in the office. A parent may come and administer the medication.

Illness

Many children's illnesses are communicable. If a child is kept home at the beginning of an illness, fewer children are exposed to infection. If your child is ill during the night, please keep him/her home the next day, and please send a note to let the teacher know about the child's illness. Children should be without a fever/vomiting for 24 hours before returning to school.

Field Trips

Only students demonstrating appropriate behavior will be allowed to attend field trips without parent chaperone.

Students cannot attend field trips if either of the following applies:

1. Conduct grade of D or below
2. Three office referrals have been sent to the office
3. Conduct grade falls below a C, written up and/or suspended after the permission slips are given out

Students will not be permitted to participate in any field trip without a signed permission slip from the parent guardian. Bus transportation must be authorized by the Iberia Parish School Boards Administration. The charge is set by the School Board for these trips. Your child will be asked to pay a portion of this expense.

There will be NO REFUNDS for any Field trips. Once payment is made for a Field Trip, refunds are unable to be provided or transferred to future events. Field Trip Fees are based on pre-arranged group rates and if we fall below that number, remaining students will have to make up the difference and that is not being fair. Money must be paid according to the trip request and deadline. We will not take any money for a trip after the deadline has passed.

During a school sponsored field trips all school and Iberia Parish policies will prevail on all field trips. All students must ride on the bus to and from the field trip. No student will be allowed to ride with a parent in a car. Those who do not qualify to attend the field trip will be assigned to another teacher's classroom for the day and meaningful assignments will be provided.

Student Birthdays/ Classroom Parties

Parents, we know that a child's birthday is a special day for you and your child. However, we ask that you refrain from sending treats or gifts (including balloons) to school for your child's class. This can become a problem for some of our students with allergies and modified diets. With the interest of our entire student body in mind, we must follow this rule. Classroom parties will be allowed at times designated by the Principal only, which only include the Easter and Christmas holidays.

Child Nutrition: Breakfast and Lunch

Breakfast and lunch are available to ALL students free of charge.

Dress Code Policy

The policy of the Iberia Parish School Board shall be that no mode of attire will be considered proper for school wear that disrupts the classroom and/or the school's positive learning environment. In all questions regarding dress and grooming, the school administration has the prerogative of deciding whether a student's appearance is disruptive to the learning process or offensive, suggestive, as to distract other students. Such appearances shall not be allowed.

The Board desires to teach each student to use good judgment in his/her total appearance so that the attention of others is not distracted from the purpose of the school. Cleanliness and the values of the community shall be a basic consideration.

Dress and Personal Grooming

Student dress and grooming are not to adversely affect the students' participation in classes, school programs, other school related activities, or detract from the learning environment of the school. Extremes in style and fit in student dress and extremes in style of grooming will not be permitted. Administrators are authorized to use their discretion in determining extremes in styles of dress and grooming and what is appropriate and suitable for school wear. No student shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, blade, symbols, sign or other things which are evidence of affiliation with drugs, alcohol, violence or gang related activities or exhibits profane or obscene language/gestures. Beards shall be prohibited. Policies regarding dress and grooming stress the importance of reducing distractions that inhibit learning and are addressed as an attempt to enhance the learning environment.

Uniforms Guidelines

Parents should not rely on stores for information regarding Iberia Parish uniforms. Parents should call their school or the Iberia Parish School System Central Office for information before buying questionable uniforms.

Belts

- Belts must be one solid color (black, brown, navy, khaki, white) and worn with pants that have belt loops.
- Decorative metal studs on belts are not allowed.
- Large oversized belt buckles are not allowed.
- Dimensions of belt buckle must not exceed one and one-half inches (1½") in length and width.

Shoes and Socks

- Shoes must have a complete front and back.
- Athletic/tennis shoes are highly recommended.
- Other examples of acceptable shoes are loafers, Top-Siders, and Mary Jane's with a strap.

- The following shoes are not allowed – flip-flops, thongs, sandals, crocs, boots, ballet shoes, and slippers.
- Shoes with laces or Velcro must be kept tied or fastened.
- Shoes with roller blades, lights, or extraordinary features are not allowed.
- Socks shall be solid in color (white, navy, khaki, brown, or black.)
- Pom-poms or emblems on socks are not allowed.
- Tights that match the uniform may be worn without socks. **Hair**
- Hair should be clean and groomed so that vision is not obstructed.
- Hair rollers, feathers, *unnatural hair colors, letters/designs shaved or woven into the head/eyebrows, or other extremes in hair styles are not allowed. (*Unnatural is defined as not naturally occurring on people.)

Sweatshirts/ Jackets

- Solid navy blue, black, or grey sweatshirts or sweater pullovers (elementary only) may be worn. They must be free of brand names and logos.
- Denim (blue jean) jackets are not allowed.
- School issued items (jackets, sweaters, sweatshirts) may be worn.
- Sweatshirts and jackets must be approved by school administration.
- Non-uniform outerwear garments, if worn to school, shall not be worn inside the building.
- Hoods on outer garments and sweatshirts are allowed only for outdoors.

Shirts

- White, navy blue, or hunter green short-sleeved or long-sleeved polo “golf” style shirts.
- The shirt must have only 2 or 3 buttons and a collar.
- School issued polo shirts or t-shirts may be worn on spirit days.
- Shirts must be tucked in at all times, unless otherwise determined by the school administration.
- There can be no brand name emblems on the shirts.
- Undershirts, including turtlenecks, may be worn under all uniform shirts. They must be free of all emblems and writings and be a uniform shirt color, black, or grey.

Pants

- Students will wear khaki or navy blue pants, capris, shorts, skirts or shorts.
- Pants may have pleats or straight fronts.
- Skinny or tight-fitting pants are not allowed.
- Blue or khaki (denim material) jeans are not allowed.
- Pants with rivets, pockets sewn on the outside or on the lower legs, holes, fraying, or exaggerated size (not to exceed twenty-two inches (22") circumference at the bottom with no slits) are not allowed.
- Waistbands on the pants must cover the top of the hipbone. "Sagging" is not allowed.
- Brand name emblems on pants shall not exceed 1" x 2" in size.
- Skirts, walking shorts, shorts, skorts, and capris shall have hemlines that do not exceed five inches (5") from the floor while kneeling.

Discipline Guidelines for Non-compliance with Policy

Students who violate the student dress code policy shall be subject to the following consequences:

First Violation: Warning to the student and the parent shall be contacted by the school administrators or secretary.

Second Violation: Student shall receive a minor referral and a parent contacted by the school administrators to pick up their child and provide uniform clothing.

Third Violation: Student shall receive a probation card and a parent contacted by the school administrators to pick up their child and provide uniform clothing.

Continuous Violation: Continuous violation shall result in the student being referred to the District Attorney's Office.

The restrictiveness of these guidelines intended to establish minimum standards required to comply with the dress code established herein. The principal/administrator has the discretionary power to prohibit certain dress or appearance, even though not specifically enumerated herein, to maintain the school learning environment. Students who violate the student dress code policy shall be disciplined according to the school's PBIS Plan.

Friday Jean Days

Student can pay \$1.00 to wear regular, denim blue jeans with uniform or spirit shirt every Friday.

- Only regular denim blue jeans in color
- NO OTHER COLORED JEANS
- NO holes or tears
- NO SAGGING
- Belt must be worn with school or spirit shirt tucked in

***Failure to follow these guidelines can result in your child losing his/her right to wear jeans for the remainder of the school year.

Dress Down Days

Throughout the school year, students will be allowed to 'Dress Down'. This means student can wear tops and bottoms that are not a part of the regular school uniform. Clothing must be school appropriate. Bottoms cannot be longer the middle thigh area and absent from any tears or holes. Shoes must be closed in; sandals, flip-flops or any type of open toed shoes are never allowed at JES.

***Failure to follow these guidelines can result in your child losing his/her right to 'dress down' for the remainder of the school year.

Fundraising

All fundraising proceeds are used to support school operations and student achievement. Your participation is greatly encouraged and appreciated. Funds raised support the following accounts

- General account
- Student account
- Teacher account

Fundraising activities include coke sales, jean days, dances, raffle sales, daily concessions etc.

Special Education

Students with disabilities can access appropriate services and accommodations through the School Building Level Committee (SBLC). The Iberia Parish School System does not discriminate on the basis of race, color, national origin, gender, religion, age or disability regarding the provision of services.

Teacher Bill of Rights

Respecting the authority of teachers is essential to creating an environment conducive to learning, effective instruction in the classroom, and proper administration of city, parish and other local public schools. To maintain and protect that authority, it is important that teachers, administrators, parents and students are fully informed of the various right conferred upon teachers. Those rights, the Teacher Bill of Rights, are established as follows:

- A teacher has the right to teach free from fear of frivolous lawsuits, including the right to qualified immunity and to a legal defense, and to indemnification by the employing school board, pursuant to R.S. 17:416.1(C), 416.4, 416.5 and 416.11, for actions taken in the performance of duties of the teacher's employment.
- A teacher has the right to appropriately discipline students in accordance with R.S. 17:223 and through 416.6 and any city, parish, or other local public school board regulation.
- A teacher has the right to remove any persistently disruptive student from his classroom when the student's behavior presents the orderly instruction of other students or when the student displays impudent or defiant behavior and to place the student in the custody of the principal or his designee pursuant to R.S. 17:416(A)(1)(c).
- A teacher has the right to have his or her professional judgment and discretion respected by school and district administrators in any disciplinary action taken by the teacher in accordance with school and district policy and with R.S. 17:416(A)(1)(c).
- A teacher has the right to reach in a safe, secure, and orderly environment that is conducive to learning and free from recognized dangers or hazards that are causing or likely to cause serious injury in accordance with R.S. 17:416.9 and 416.6.
- A teacher has the right to be treated with civility and respect as provided in R.S. 17:416.12.
- A teacher has the right to communicate with and to request the participation of parents in appropriate student disciplinary decisions pursuant to R.S. 17:235.1 and 416(A).
- A teacher has the right to be free from excessively burdensome disciplinary paperwork.
- A beginning teacher has the right to receive leadership and support in accordance with R.S. 17:3881, including the assignment of a qualified, experienced mentor who commits to helping him become a competent, confident professional in the classroom and offers support and assistance as needed to meet performance standards and professional expectations.

Safe & Orderly Environment

We strive to operate a safe and orderly environment conducive to learning. When a student chooses to damage the school and/or its property, parents are required to reimburse the school for the cost of repairing the damage. In addition, students will be disciplined as per the PBIS plan. See PBIS section

Bullying, Intimidation, Threatening and etc.

The Iberia Parish School Board is committed to maintaining a safe, orderly, civil and positive learning environment so that no student feels threatened while in school or participating in school related activities. Students and their parents/guardians shall be notified that the school bus, and all other school environments are to be safe and secure for all. Therefore, all statements or actions of bullying, intimidating, threatening, harassing, hazing, terrorizing or any other violent nature made on campus, at school sponsored activities, on school buses, at school bus stops, and en-route from home to the bus stop and from the bus home shall not be tolerated. Even if made in a joking manner, these statements or actions threatening other students, school personnel, or school property shall be unacceptable.

All students, teachers, and other school employees shall take responsible measures within the scope of their individual authority to prevent violation of this policy.

Reporting Procedures:

Any student who believes he/she has been a victim of bullying, intimidation, threatening or violent behavior, harassment, hazing, or terrorizing by a student, teacher, administrator or other school personnel, or by any other person who is participating in, observing or otherwise engaged in activities including sporting events and other extracurricular activities, under the auspices of the school district or a school within the school system, is encouraged to immediately report the alleged acts to any appropriate school district official.

Leader In Me

The Leader in Me process provides our school with the vision and language to lead the school in a way that addresses all areas of development. As each child discovers and develops his/her unique gifts and talents, they are given opportunities to lead. As leaders, they become active, engaged partners in their own education and their self-confidence, responsibility, and initiative grows. The children quickly understand the benefits of different gifts and talents; they learn to listen to new ideas, work together to achieve results, and motivate one another to be the best.

IMAGINE...

- a school that empowers its students to be the best they can be.
- students that take an active, responsible role in their own education.
- faculty and staff that "communicate (students') worth and potential so clearly that they are inspired to see it in themselves."
- parents that see their child transformed into a confident and capable person of strong character.
- a community changed for the better, starting with its youngest citizens.

We are on a mission to become that school and so much more. This school year your children will learn the 7 Habits of Highly Effective People.

<p style="text-align: center;">Habit 1: Be Proactive</p> <p>You're in Charge I am a responsible person. I take initiative. I choose my actions, attitudes, and moods. I do not blame others for my wrong actions. I do the right thing without being asked, even when no one is looking.</p>	<p style="text-align: center;">Habit 2: Begin With the End in Mind</p> <p>Have a Plan I plan ahead and set goals. I do things that have meaning and make a difference. I am an important part of my classroom and contribute to my school's mission and vision. I look for ways to be a good citizen.</p>
<p style="text-align: center;">Habit 3: Put First Things First</p> <p>Work First, Then Play I spend my time on things that are most important. This means I say no to things I know I should not do. I set priorities, make a schedule, and follow my plan. I am disciplined and organized.</p>	<p style="text-align: center;">Habit 4: Think Win-Win</p> <p>Everyone Can Win I balance courage for getting what I want with consideration for what others want. I make deposits in others' Emotional Bank Accounts. When conflicts arise, I look for Third Alternatives.</p>
<p style="text-align: center;">Habit 5: Seek First to Understand, Then to be Understood</p> <p>Listen Before You Talk I listen to other people's ideas and feelings. I try to see things from their viewpoints. I listen to others without interrupting. I am confident in voicing my ideas. I look people in the eyes when talking.</p>	<p style="text-align: center;">Habit 6: Synergize</p> <p>Together Is Better I value other people's strengths and learn from them. I get along well with others, even people who are different from me. I work well in groups. I seek out other people's ideas to solve problems because I know that by teaming with others, we can create better solutions than anyone of us can alone. I am humble.</p>
<p style="text-align: center;">Habit 7: Sharpen the Saw</p> <p>Balance Feels Best I take care of my body by eating right, exercising, and getting sleep. I spend time with family and friends. I learn in lots of ways and lots of places, not just at school. I find meaningful ways to help others.</p>	

Positive Behavior Intervention Support

<p style="text-align: center;">Assembly</p> <p>Follow all the directions given by your teacher Sit quietly while the speakers are talking</p> <ul style="list-style-type: none"> <input type="checkbox"/> Keep hands, feet and object to yourself <input type="checkbox"/> Model appropriate behavior (enter and exit quietly in an orderly manner) <input type="checkbox"/> 	<p style="text-align: center;">Before/ After School</p> <p>Move from your classroom to assigned area quietly Become actively engaged in an educational activity</p> <ul style="list-style-type: none"> <input type="checkbox"/> Keep hands, feet and objects to yourself <input type="checkbox"/> Model appropriate behavior (remind peers to take out their educational material) <input type="checkbox"/>
<p style="text-align: center;">Bus Arrival/ Departure</p> <p>Follow arrival and dismissal procedures</p> <ul style="list-style-type: none"> <input type="checkbox"/> Walk quietly in a straight line at all times <input type="checkbox"/> Keep hands, feet and objects to yourself Model appropriate behavior (remain quiet and follow all directions given by duty teachers) <input type="checkbox"/> 	<p style="text-align: center;">Cafeteria</p> <p>Face forward and keep the line moving when entering the Cafeteria</p> <ul style="list-style-type: none"> <input type="checkbox"/> Eat quietly <input type="checkbox"/> Use appropriate table manners by eating with the proper utensils, keep your elbows off the table, and keep hands, feet and food to yourself <input type="checkbox"/> Model appropriate behavior (appropriately demonstrate the rules of the Cafeteria at all times)
<p style="text-align: center;">Hallway</p> <p>Walk three blocks from the wall on the right Face forward and remain quiet unless otherwise directed</p> <ul style="list-style-type: none"> <input type="checkbox"/> Keep hands, feet and objects to yourself Model appropriate behavior (demonstrate and remind peers of school rules and procedures) <input type="checkbox"/> 	<p style="text-align: center;">Library</p> <p>Come into the library and sit quietly</p> <ul style="list-style-type: none"> <input type="checkbox"/> Take care of all books and magazines received from the library <input type="checkbox"/> Keep hands, feet and object to yourself <input type="checkbox"/> Model appropriate behavior (quietly browse the library selections) <input type="checkbox"/>
<p style="text-align: center;">Off- Campus</p> <p>Follow directions given by teacher/chaperone Stay with your assigned group at all times</p> <ul style="list-style-type: none"> <input type="checkbox"/> Keep hands, feet, and objects to yourself Model appropriate behavior (make sure you are following the rules of the off-campus site) <input type="checkbox"/> 	<p style="text-align: center;">Playground</p> <p>Play well with others</p> <ul style="list-style-type: none"> <input type="checkbox"/> Use playground and other equipment appropriately When the duty teacher signals the end of recess, walk quietly to the assigned area and form a single file line <input type="checkbox"/> Model appropriate behavior (demonstrate and remind peers of appropriate actions before, during and after recess)
<p style="text-align: center;">Restroom</p> <p>Use appropriate restroom behaviors at all times (give each other privacy)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Keep the restroom clean and wash your hands after using the restroom <input type="checkbox"/> Keep hands, feet and objects to yourself <input type="checkbox"/> Model appropriate behavior (use the restroom in a timely manner) 	<p style="text-align: center;">Bus</p> <p>Remain Seated at all times</p> <ul style="list-style-type: none"> <input type="checkbox"/> Use appropriate voice volume on the Bus <input type="checkbox"/> Keep hands, feet and object to yourself <input type="checkbox"/> Model appropriate behavior (Keep arms, legs, feet and objects out of the isles at all times and be courteous to all riders) <input type="checkbox"/>
<p style="text-align: center;">Bullying</p> <ul style="list-style-type: none"> <input type="checkbox"/> We will try to help students who are bullied. If we know that somebody is being bullied, we will tell an adult at school and an adult at home. <input type="checkbox"/> We will not bully others. <input type="checkbox"/> We will try to include students who are left out 	

Discipline Plan: Minor Infractions

Minor infractions are defined as not meeting classroom and other school site expectations. These infractions are handled by the adult in charge of the setting in which the behavior/infraction occurs

Minor Behaviors	Definition	Examples
Class Disruptions	Low-intensity, but inappropriate continuous disruption	Blurt-outs, excessive talking, being off-task, unpreparedness, willful disobedience, out of seat
Dress Code Violations	Student wears clothing that does not fit parish guidelines	No belt, inappropriate jacket/shirt/pants; shirt not tucked in
Horseplay, Physical Contact, Minor Aggressive Behavior	Non-serious, but inappropriate physical contact	Hands/feet/objects on others
Non-Compliance, Insubordination	Low-Intensity refusal to follow directions	Not following directions Initial refusal to follow request, though compliant thereafter
Property Misuse/Damage	Low-intensity misuse of property	Writing on desks and/or textbooks. Possession of electronic device
Teasing/Taunting/Harassment	Low-Intensity name calling	Verbal and non-verbal disrespectful messages towards another student
Abusive Inappropriate Language	Verbal messages that include swearing, name calling, or use of words in an inappropriate way	Foul language, not directing it to anyone in particular Cursing

Consequences for Minor Referrals

Step	Minor Referrals No Corporal Punishment	Minor Referrals Corporal Punishment Allowed
1	1 st Offense: After several Warnings and re-direction, re-teach rules, expectations and 7 Habits	1 st Offense: After several Warnings and re-direction, re-teach rules, expectations and 7 Habits
2	2 nd Offense: Re-teach rules, expectations and 7 Habits. Stent complete reflection journal	2 nd Offense: Re-teach rules, expectations and 7 Habits. Stent complete reflection journal
3	1 st Minor Referral: Re-teach rules, expectations, and 7 Habits. Behavior contract completed and parent contacted.	3 rd Offense: Re-teach rules, expectations and 7 Habits. Corporal Punishment (1-3 swats) Parent contacted.
4	2 nd Minor Referral: Re-teach rules, expectations, and 7 Habits. Loss of privileges and Parent-teacher conference held.	1 st Minor Referral: Re-teach rules, expectations and 7 Habits. Behavior contract completed Corporal Punishment (1-3 swats) Parent contacted
5	3 rd Minor Referral: Parent Conference held with teacher and Principal	2 nd Minor Referral: Re-teach rules, expectations and 7 Habits. Loss of privileges and Parent-teacher conference held
6	4 th Minor Referral: Probation Card issued. Parent contacted by the Principal	3 rd Minor Referral: Parent conference held with teacher and Principal
7	5 th Minor Referral: 1 st Major referral issued. Parent contacted by the Principal.	4 th Minor Referral: 1 st Major referral issued. Probation card issued. Parent contacted by the Principal

Discipline Plan: Major Infractions

Major infractions are defined as 3 Minor referral forms or any 1 of the following. These infractions are handled by the Principal or School Designee.

Major Behaviors	Definition	Examples
Abusive/Inappropriate Language	Verbal messages that include swearing, name calling or use of words in an inappropriate way	Profanity DIRECTED toward another person or teacher
Bus Suspension	Student refuses to follow reasonable requests by the bus driver. Commits unsafe acts that could be injurious to others	Refusing to follow requests, talking back, damaging property
Lying/Cheating	Student delivers messages that is untrue and/or Deliberately violates rules	Stealing a test, passing answers around in the classroom or school, or lying
Forgery/Theft	Students is in possession of, having passed on or being responsible for removing someone else's property or has signed that person's name without permission.	Signing another person's name on signed papers Stealing from student or teacher
Harassment/Bullying	Students delivers disrespectful messages (Verbal or gestural)	Threats or intimidation; intentional putdowns; obscene gestures, pictures, or written notes; negative comments based on race, religion, gender, or age
Non-Compliance/Disrespect	Refusal to follow reasonable request, defiance	Blatant refusal to follow request or directive
Physical Aggression/Fighting	Actions involving SERIOUS physical contact where injury may occur Repeated blows exchanged by both participants. Third parties that instigate and/or involve themselves in an established fight	Hitting, punching, hitting with an object, kicking, pulling hair, scratching, etc..
Property Vandalism/Misuse of Electronic Property	Student deliberately impairs the usefulness of property Unauthorized use of electronic device	Writing on walls, painting on school, destroying another student's property Intentional misuse and/or destruction of Chromebook Talking on cell phone, recording on electronic device, or playing electronic games
Use/Possession of alcohol, tobacco, weapons or drugs	Use or possession of any illegal substance or item that is not allowed on school grounds	Drugs, narcotics, controlled substances, weapons, firearms, knives, lighters, tobacco alcohol or other contraband

Consequences for Major Referrals

Step	Minor Referrals No Corporal Punishment	Minor Referrals Corporal Punishment Allowed
1	1st Major Referral: Probation Card Principal will contact the Parent	1st Major Referral: Probation Card Principal will contact the Parent
2	2nd Major Referral: Saturday Detention Principal will contact the Parent	2nd Major Referral: Saturday Detention Principal will contact the Parent
3	3rd Major Referral: ISSP (In-school suspension program at Alternative Center) Principal will hold a conference with the Parent	3rd Major Referral: Corporal Punishment (1-3 swats) Principal will document and contact the Parent
4	4th Major Referral: ISSP (In-school suspension program at Alternative Center) Principal will hold a conference with the Parent	4th Major Referral: Corporal Punishment (1-3 swats) Principal will document and contact the Parent
5	5th Major Referral: One Day Suspension Principal will contact the Parent School Building Level Committee meeting held to develop Behavior Plan	5th Major Referral: ISSP (In-school suspension program at Alternative Center) Principal will hold a conference with the Parent School Building Level Committee meeting held to develop Behavior Plan
6	6th Major Referral: Two Day Suspension Principal will contact the Parent	6th Major Referral: ISSP (In-school suspension program at Alternative Center) Principal will hold a conference with the Parent
7	7th Major Referral: Three Day Suspension Principal will contact the Parent. Parent conference with DA Representative	7th Major Referral: Three Day Suspension Principal will contact the Parent. Parent conference with DA Representative
8	8th Major Referral: Four Day Suspension Principal will contact the Parent	8th Major Referral: Four Day Suspension Principal will contact the Parent
9	9th Major Referral: Five Day Suspension School Board official will contact the Parent Pending a Hearing.	9th Major Referral: Five Day Suspension School Board official will contact the Parent Pending a Hearing.

For serious offenses (fighting, possession of alcohol, tobacco, drugs or weapons) consequences will begin on step six with a suspension of 1-3 days.

St. Charles Street Elementary Facebook Page Policy

In an effort to foster a two way communication with parents and the community Jeanerette Elementary School has developed a Facebook page. By having a Facebook page, the school is feeding school information, news and notices directly into the personal news feeds of parents and the wider school community.

Many of the pictures put on our Facebook page will be of group activities, such as class pictures, classroom group work, recess activities, and other events where groups of children are having fun. We would like to use our students in these pictures, but if you do not want your child's face on our Facebook page you must submit a letter to the principal indicating the request only a yearly basis.

The purpose of having a school Facebook page is:

- To continue to advance our school information system with information shared via Facebook, along with the existing methods of paper notes, email and the school website.
- To publicize school events and increase awareness about school fundraising.
- To announce any updated information that appears on our district/school website via Facebook.
- To highlight positive school achievements in a forum where they can be shared by the school community.
- To make school announcements.
- To engage the Jeanerette community

Terms of use of Jeanerette Elementary Facebook page:

- Users should not share anything that may compromise the safety of any member of the school community-never transmit any personal information of pupils, parents or staff (including student names).
- Users should not post anything on the page that could be deemed offensive- inappropriate or harmful comments/content will be removed immediately without notice
- Users should not share any information that is confidential- if it seems confidential, it probably is. Online “conversations” are never private.
- Users cannot tag photographs of children on the page.
- Users should not engage in giving negative feedback on Facebook, it is more appropriate to deal with the school directly on such matters.
- Users will not mention individual staff members in a negative light on the school Facebook page. The tone of any discussions should be positive and respectful.
- Users should not ask to be “friends” with staff as failure to respond may cause offence. Users cannot advertise products and services on our school Facebook page.

The consequence for breaking any of the terms of use is an automatic ban without notice.

Points to note- Facebook lists a minimum age requirement of 13, and all parents are reminded that children under the age of 13 should not be on Facebook.

FAMILY EDUCATIONAL RIGHTS PRIVACY ACT

In accordance with the Family Educational Rights Privacy Act (FERPA) Iberia Parish School Board and any of its schools will not disclose personally identifiable information within education records to third parties, without prior written consent of the parent or eligible student. The parent and/or eligible student may request the corrections of education records, which they believe to be inaccurate or misleading. Education records include, but are not limited to, the following: Final course grades, Student grade point average/transcripts, Standardized test scores, Attendance records, Academic counseling records, and Assessments required by No Child Left Behind Act.

It shall be the policy of Iberia Parish School Board and any of its schools that directory information may be disclosed without consent of parent or eligible student. Directory information is information contained in a student's education records that would not generally be considered harmful or an invasion of privacy if disclosed.

Such information may include: Name/ mailing address, telephone listing, e-mail addresses, photograph, dates of attendance, participation in officially recognizing student's activities or sports team, grade level/enrollment status, student athlete's weight and height, diploma, honors, awards received, and most recent prior school attendance. If the parent or student does not want this information disclosed then they shall notify the school and/or school board in writing.

IBERIA PARISH SCHOOL BOARD COMPLAINT/GRIEVANCE PROCEDURE

Procedure for students and parents are as follows:

1. A student or parent must file his initial complaint with the teacher.
2. If the complaint cannot be resolved with a parent/teacher conference, the individual must file his complaint with the principal of the school.
3. If the complaint cannot be resolved with the principal/parent conference, the individual must file a written complaint to the Superintendent of Schools of Iberia Parish*.
4. If the complaint cannot be resolved with the Superintendent/parent conference, the individual must then request a due process hearing (at no cost) **. The superintendent will advise the President of the School Board of the complaint for the purpose of requesting a hearing before the designated committee from the Board.
5. If the individual is not pleased with the decision of the committee, he must request further action before the entire Iberia Parish School Board.
6. If the decision reached by the entire Board is not considered satisfactory by the person(s) filing the grievance, further action may be pursued through the judicial system.

NOTE: The individual may chose to terminate his complaint at any stage of the procedure.

STUDENT DUE PROCESS

Due process involving student suspension or expulsion shall include:

1. Written notice to parents within a reasonable time prior to a hearing. Notice is to include a specific statement of the charges that, if proved, would justify the punishment sought.
2. A full hearing after adequate notice.
3. The right to have present at the hearing the student's parent(s) or guardian(s) (or their designee) and to be represented by lay or legal counsel of the student's choice. Private attorney fees are to be borne by the student.
4. The right to produce and have produced witnesses on the student's behalf and to confront and examine witnesses.
5. The right of the student to produce evidence on his behalf.
6. Access by all parties to a record of the proceedings.
7. The right to administrative review and appeal.
8. The right to have allegations of misconduct and information pertaining thereto removed from the student's school record in the event the student is found not guilty of the charges.

Due process procedures for handicapped/exceptional students are recognized as those found in P.L. 94- 142 and Act 754 of the Louisiana Legislature. These procedures can be found in the local application for P.L. 94-142 Part B funds