

Parks Primary Student Handbook 2019-2020



Let's Make this an Incredible Year!

Table of Contents

District School Calendar	2
Mission/Vision	2
School Instructional Hours	3
Arrival and Departure Policies	3
Car Rider/Parent Pick-up	3
Bus Transportation/Buddy System	6
Request for a Change in Transportation	7
Excessive Absences	8
Policy for School Visitations	9
Change of Address and Phone Numbers	10
School Events	10
Textbooks/Library Books	14
Fee Collections	15
Cafeteria Policies/Home packed lunches	15
Lost and Found	16
Change of Clothes	16
Contagious Diseases	17
Lice Screening	17
Electronic Devices, Toys, or Other Items	18
Dress Code (Condensed Form)	19
Discipline/Positive Behavior Support	20
Homework Policy	20

**St. Martin Parish School Board
School Calendar 2019-2020
Opening Date: August 14, 2019**

Professional Development
August 8, 9, 12, 13, 2019
Parent Teacher Conference
October 18, 2019
March 20, 2020



Student's First Day
August 14, 2019
Record/Report Day
May 26, 2020
Student's Last Day
May 22, 2020
Early Dismissal--Crawfish Festival-2:00
5/1/2020

Nine Week Reporting Period	
August 14, 2019	October 14, 2019
October 15, 2019	December 20, 2019
January 6, 2020	March 11, 2020
March 12, 2020	May 22, 2020

LEAP TESTING

Grades 3-4 – Paper Based Test April 27 – May 1, 2020
 Grades 5-8 Computer Based Test March 30 – May 1, 2020
 Grades 9-12 – EOC – April 20 – May 15, 2020
 ACT – March 17, 2020

HOLIDAYS	
Independence Day	July 4, 2019
Labor Day	September 2, 2019
Thanksgiving	November 25-29, 2019
Christmas	Dec. 23, 2019-Jan. 3, 2020
Martin Luther King	January 20, 2020
Mardi Gras	February 24-26, 2020
Easter	April 10-17, 2020
Memorial Day	May 25, 2020

Graduation Day
May 15, 2020

"Education is the Most Powerful Weapon Which You Can Use To Change The World". Nelson Mandela

Mission Statement: Parks Primary's mission is to enable all learners' access to learning through the provision of:-

- differentiated, in-depth and cohesive learning programs aligned to year level content and achievement standards informed by the Louisiana state standards.
- highly effective teachers, focused on improving student outcomes, through their commitment to ongoing professional development, quality teaching, evidence based practices, coaching and mentoring and collaboration
- a quality inclusive learning environment that is responsive to student need through the use of data driven instruction
- enriching, engaging resources and classroom environments that facilitate student learning
- opportunities for community and parents to participate in learning and decision making partnerships

Vision Statement: Our vision at Primary Primary School is to empower students to acquire, demonstrate, articulate and value knowledge and skills that will support them, as life-long learners and practice the core values of the school: respect, tolerance & inclusion, and excellence.

School Instructional Hours

School instruction begins exactly at 7:40 A.M. and continues until 3:05 P.M. **Any student arriving on campus or at the classroom door after 7:40 is considered tardy and will be marked accordingly.** Therefore, all students should arrive on the campus no later than 7:35 to line up appropriately and avoid being marked tardy.

Arrival and Departure Policies

Arrival on Campus

Supervision is necessary and will be provided beginning at 7:00. Therefore, children who are being dropped off should arrive **NO EARLIER** than 7:00 a.m. No students should enter the campus until the duty teacher arrives at the gate. Students waiting for the shuttle to another school must sit on the benches outside the fenced area until the bus arrives.

Tardies

The transition bell rings at 7:40 a.m. for students to enter the classroom and prepare for instruction. Students are to arrive at school no later than 7:35 to avoid being tardy to class by 7:40. In accordance with state law, excessive tardies must be addressed by the school. The school must send out letters, hold conferences, and/or report excessive tardies to the Supervisor of Child Welfare and Attendance or the District Attorney's Office. Late arrivals interrupt not only your child's learning, but also interrupt the learning of all the students in the class. Please do your best to have your child at school no later than 7:35a.m.

Early Check Out

Students will only be allowed to check out through the office. A picture ID will be required by all persons checking out the student. **Only the persons listed on the student information sheet will be allowed to check out students, unless other arrangements have been made through the principal.** Upon checkout, the student will report to the office and will be dismissed from the office. **Individuals will not be allowed to retrieve the student from the classroom, hallways, sidewalks, bus loading area, or the playground unless otherwise specified by the principal.**

Please note that any student with tardies and early check outs will not be allowed to participate in perfect attendance activities each nine weeks. We ask that all students attend school on time and stay throughout the day.

Car Rider/Parent Pick-Up

The car rider pickup area is reserved for Parks Primary students only. No students from other schools will be allowed on campus to wait with siblings, relatives, etc. for their ride home. Only children of Parks Primary

school employees will be allowed to access the campus and report to the appropriate area upon entering the campus. **Car rider students will not be released to any individual without a car rider name card. In the event that you have forgotten your card, you will be asked to check the student out through the office despite any inconvenience. Personnel on duty are not always aware of custody battles and cannot be responsible for deciding the correct release of a student; therefore, parents involved with custody issues are asked to check the student out through the office to avoid any confusion with this matter.**

The official drop-off/pick-up area for Parks Primary is on Mouton Street along the side of the school. Parents, who choose to drive their child to school or pick-up their child in the afternoon, must adhere to the following procedures:

- Drive from Main Street or Highway 31 onto Mouton Street near City Hall in order to drop off and pick up your child.
- One or two duty teachers will be available to provide directives for drop off or pick up. In order to unload several cars at one time, it is extremely important that the cars pull up to the designated spot indicated by the person on duty. Several cars will be unloaded at one time unless students are unloading from a bus. At this time, parents must adhere to the teachers' directives for the safety of all students. Please be patient. Remember your child's safety is our primary concern.
- All children must be ready to exit car when your car reaches the unloading zone. If child is not ready to get out, pull over. If parent feels it is necessary to exit car and help child out of seat, pull over and do this is the parking area near the bus gate so as not to inconvenience others are slow the line.
- Children are not to be dropped off at school until 7:00 due to a lack of supervision. The school will assume no responsibility for any student on campus prior to this time.
- At 7:40, the gate will be closed by the duty teacher so she can get to class for instruction. Any child arriving on or after 7:40 is considered tardy and must have a parent/guardian sign them into school through the office. If no teacher is at gate do not drop off children.
- For the safety of all students, no child should be dropped off nor picked up in front of the school, across the street, by the cafeteria, or in the parking lots.
- No child will be released to walk to meet a parent waiting in a parked car, along Mouton Street, along Main Street, etc. for safety and

liability reasons. The parent must meet the child at the car rider gate with the name card and escort the child back to the vehicle.

- In the afternoon, if you pick up a child at the gate, we are asking that you line up at the corner by the crossing guard until the buses leave. If you do not have a sign, you will need to go to the office and get a sign before child will be released to you. Children will be released one at a time. (Please note parents are not allowed to wait in the office unless the child is being picked up prior to the bell). They must present the car rider name card at the gate or they may check out the student in the office prior to the 3:10 bell. Please note that the car rider sign colors change from year to year. For safety reasons, only the current school year color will be accepted.
- Only walkers will be allowed to leave campus after the bell. Walker permission slips must be signed and submitted to the office. All students from other campuses who shuttle to and from Parks Primary must remain outside of the fenced area while waiting for a sibling or for the bus.
- **PM Car Rider order Reminder: Students are not dismissed until 3:10. Parents are getting in line at 2:00. If you wait to get in line at 3:20, there is no line. Cars cannot pull up until buses have left. Car rider ends at 3:30. After 3:30 children will be in the office.**
- **Order in which cars leave:**
 - 1st-Parents in cars along the fence leave first
 - 2nd-Parents in cars in the gravel lot near the public library leave 2nd.
 - 3rd-Parents in cars along the grass by the water plant leave 3rd.People who drive up at the last minute need to respect the order. Safety is our main priority. Road rage is occurring. The police have been notified and will issue citations if needed.
- ALL CAR RIDERS MUST BE PICKED UP NO EARLIER THAN 3:10 AND NO LATER THAN 3:30. Students will be in office after 3:30.

Children with car-rider name cards that were issued this school year can be picked up in the car rider line along Mouton Street. The cards should be displayed in the front window of the driver side of the car. If you have lost your card, inform the school and a new one will be issued. The adult will be sent to the office to sign out any child if he/she does not have the card with them. If you are picking up another child, you must have that child's card or you will be asked to sign him or her out in the office.

No adults may wait in the office to pick up car riders after school. Only early checkouts may be done in office. Unless the child is being checked out before the bell, parents must wait at car rider gate.

ALL children's school bags will be tagged within the first week of school. This tag will tell us whether your child is a car rider, whether the child has a restricted pick-up, etc. This will help us get him/her back safely to you. Therefore, **please do not remove the tag.**

During severe storms, where it is deemed unsafe to be outside, duty teachers will monitor from in the building. Parents may choose to get down and get their child but we will not place children's lives or the lives of our faculty at risk during these times. Students will be kept in building until it is deemed safe to be outside again.

Bus Transportation

Bus stops for children are set up according to State Laws and policies established by the School Board. During inclement weather, bus drivers are allowed to make more frequent stops.

ALL children's school bags will be tagged within the first week of school. This tag will tell us which load your child will ride, whether the child has a restricted pick-up, etc. This will help us get him/her back safely to you. Therefore, **please do not remove the tag.**

The principal and bus drivers are responsible for discipline on the bus at all times. For your child's safety, it is extremely important for your child to sit and behave properly on the bus at all times. Improper behavior on the bus could result in a suspension from the bus and/or school.

Bus safety is extremely important. Should your child encounter any problems while riding the bus, please encourage him/her to tell the bus driver so a proper investigation can be done. If you feel it is necessary, please do not hesitate to contact the school as well. I will certainly do my best to investigate the facts of the incident and to resolve the problem as quickly as possible. If necessary, consequences will be administered in accordance with parish policy.

Parents cannot request a change in transportation so that students can attend sleepovers. Bus space is limited. If your child is going to a sleepover you must bring them to the friend's house. They cannot ride bus. Also parish

policy states: St. Martin Parish School Board directs that students shall not be allowed to ride to and from school on any bus other than the one to which they have been assigned to ride. (full policy is on district site)

Twice during the school year, all bus drivers with the assistance of the principal or other school personnel will conduct bus evacuation drills. Please take the time to discuss these important drills with your child. The students are trained for both front door and rear door evacuations.

Buddy System: All bus drivers are paired with a buddy. If a bus driver cannot drive their normal route due to an absence or bus trouble, the buddy system can be instated. The district always tries to find a substitute or get a spare bus so that normal bus routes are not disturbed. The buddy system is only used as a last resort. When the buddy system is used your child will not be home at their normal time. They may be home later or earlier than usual. In most cases, the buddy driver will pick up extra route as a 3rd load and students would not leave school until 4:30. On these days, if you prefer to pick up your child, please call the office so that they may be put in the appropriate line.

Request for a Change in Transportation

There are times when a student must change the way he/she normally gets home. **Any changes that need to be made to a child's mode of travel must be in writing so the necessary paperwork can be completed.** The note should include the child's name, the name of the bus/person that he/she will be riding or leaving with, the address of where the child is to be dropped (bus change only), and the signature of the parent/guardian of the child. Please instruct your child to give his/her teacher the written note so that the teacher can send the note to the office. The necessary paperwork will be completed and your child will be reminded of the change of travel at 2:30 p.m..

In the event of an emergency, phone calls to the office will be accepted. Please do not contact your child's teacher since messages are usually not checked until after the school day has ended. Again, call the office **before 2:15** to let the office know that your child will be changing the way he/she gets home. Many classes are involved in afternoon outdoor activities after **2:15**, making it very difficult to reach several classes to inform the student of the change of travel. Additionally, due to a large volume of office calls in the afternoon as well as office responsibilities, personnel are not always

readily available to locate students outdoors to relay the messages. For these reasons, **we cannot guarantee the change in travel for calls received after 2:15 p.m.**

The office will issue a car rider pass to those students who will be picked up. Your child will need to give the duty teacher the pass in order to enter the car or will need to be signed out through the office.

The office must complete a bus change slip to inform the bus driver of the new address for the student in the event the child is to be dropped at a different location. The child must give the bus driver the slip upon entering the bus.

Excessive Absences

One way parents and guardians can ensure that their children get the best possible education is to make a commitment to regular attendance. **Parish policy states that "Any elementary student missing more than 14 days excused or unexcused shall be denied credit."** In accordance with state law, the school is required to notify the parents of the excessive absences, as well as to report excessive(after 5 absences or tardies) absences to the Supervisor of Child Welfare and Attendance and/or the District Attorney's Office.

Students shall be considered excused from school for personal illness, serious illness in the family, death in the family (not to exceed one week), or for recognized religious holidays of the student's own faith. **Proper documentation for an excused absence consists of original doctor's excuses, subpoenas, obituaries, and health center excuses.** Parental notes and phone calls are NOT acceptable documentation for an absence to be excused. The health center can assist with providing a doctor's excuse in the event your child is sick and you do not take the child to a doctor. The health center can be contacted at 909-3049. However, the health center must be contacted on the day of the absence in order for an excuse to be written and faxed to the school. Each child may have no more than four excuses per year from the health center. **All original excuses must be submitted within three school days.** It is the responsibility of the parent and child, to provide an excuse to the school within three school days of the absence. Students that turn in proper documentation within this time will be allowed to makeup work for full credit. In accordance with parish policy, **if an excuse is not submitted to the school within three days of the**

absence, the absence shall be considered unexcused. Students with unexcused absences will be allowed to makeup work or tests missed on the day of the absence and earn 80% of the actual score earned. In the case of a suspension, students suspended shall be allowed to makeup work for days suspended only. These students will earn 70% of the actual score earned for makeup work.

Parents are encouraged to request homework in the event of an absence. However, please understand that the teacher will gather the homework at recess or during a short break to avoid interrupting instructional time. Because of this, homework may be picked up through the office after 3:10 p.m. Please do not request homework if you are not going to pick it up.

Policy for School Visitations/Parent and Family Engagement Policy

For the safety of our students, the following security measures will be strictly enforced:

1. Visitors (including parents) will not be permitted on campus during instructional time (7:40 - 3:10) unless approval has been granted by the principal. All visitors must obtain a Visitor's Pass from the office (with the current date) after signing the Visitor book.
2. Conferences with teachers should be arranged in advance. If you would like to speak to a teacher, you may contact the secretary to leave a message or you may leave a message on the teacher's voicemail. She will return your call during her planning period or after school. Visitors will not be permitted to enter classrooms or walk around campus without passes. Visitors will not be given passes to enter classrooms during instructional times. Students will not be allowed to access the telephone during the school day except in an emergency.
3. We invite parent involvement and we appreciate the hard work that is displayed by our many loyal volunteers. However, the security and safety of our students are our main concerns and we know that you share these concerns as well. For this reason, parent volunteers must report to the office to get a Visitor's Pass. Volunteers will not be allowed to go directly into the classrooms during instructional time unless previous arrangements have been made through the principal.

4. Custody Issues: Parks Primary School strives to provide a safe and secure learning environment for all our students. **Transfer of custody is not to be done at school.** Therefore, we ask that all legal documentation be provided to the school in the case of custody issues. **ALL requested restrictions, with respect to who can and cannot pick up the child, must be accompanied by legal documentation before any restrictions can be enforced.** This documentation will be kept on file in the office.

Change of Address and Phone Numbers

For our office to keep current records on your child, it is important that parents contact the office or teachers whenever there is a change of address or telephone number (including cell phones). This may be done by a phone call or note. Remember, **the most current phone numbers are important in case of an emergency. The most current phone number is the one that receives automated call for school closures and other important announcements.**

School Events

Report Cards and Parent Teacher Conferences

Report cards will be sent home every NINE weeks. Parks Primary utilizes the grading scale for grades K-12 set forth by the Louisiana State Department of Education in February 2011. The grading scale follows:

Percentage Range	Letter Grade Assigned
100-93	A
92-85	B
84-75	C
74-67	D
66-0	F

Parent/Teacher Conferences are scheduled twice a year - 1st nine weeks and 3rd nine weeks. On those days, the students remain home and the parents visit the school to discuss the progress of their child. Each year a school calendar is sent to parents and conferences are marked. A parent may request additional conferences at any time during the school year. Please write a note to the teacher to arrange a convenient time. The cooperation of parents and teachers is an excellent incentive for your child to do his best.

Progress Reports

Progress Reports are sent home every 4 $\frac{1}{2}$ weeks during the 9 week period in grades 1 through 4 keeping you abreast of your child's academic progress. Each progress report is usually sent home with test papers on Tuesday. Please know that you can also review your child's grades, absences, discipline record, etc. on a daily basis through the parent command center. The parent command center is located on the parish website at www.saintmartinschools.org.

School to Home Communication

Communication between the home and the school is extremely important. All notes will be sent home in a folder with your child. Please check your child's book bag for any teacher notes that he/she may have received. In addition, your child's weekly test papers are sent home every Tuesday in a blue folder purchased by the school for you to view, sign, and return the next day.

Memos from the office are sent home as the need arises so please check your child's school bag daily. Information in these memos are intended to keep parents informed of important dates, school events, deadlines, safety issues, etc. Please clean out your child's folder daily.

All discipline referrals will be sent home by your child. Classroom intervention forms are sent home with your child on the day of the classroom incident or the day following the classroom incident, depending on the time the incident occurred. Office/State referrals are sent home with your child as well. For office/state referrals, a phone contact is usually made detailing the incident prior to sending the referral home with the child.

Parent Command Center on the parish website is another form of communication. A parent can access at any time to review the following: attendance, grades, and discipline referrals. The site can be accessed at www.saintmartinschools.org.

In addition to the Parent Command Center, an automated phone system is also being used throughout the parish. Parents will receive an automated phone contact each time the following information is ENTERED into the computer system: 1) the child is tardy or absent; 2) the child receives a failing grade on an assignment/test; 3) the child receives a state discipline

referral. Other automated calls may include: school events or district events. The automated phone system calls graded tests "assignments". Homework is not graded. If you get a call that says that your child has an assignment due on.... this means a test is coming up.

Field Trips

Field trips are valuable educational experiences and also serve as reward for following PBIS rules. School uniforms must be worn on field trips. All schools must adhere to the dress code adopted by the St. Martin Parish School Board. Teachers will request for parental assistance for the trip. **Chaperones and/or other adults attending the field trip will not be allowed to bring additional children or siblings on the field trip.** Written permission from the parent or guardian is necessary for the student to be allowed to participate on these trips. If a permission slip with the signature of the parent or guardian is NOT returned to school prior to the planned outing, the student will not be allowed to go with his/her classmates. Additionally, if a student has frequent behavior referrals, a parent may be requested to accompany the student on the field trip. **If a parent wants to check out a student after a field trip, the student must return to school on the bus, and then be checked out from school.** PBIS field trips are held for positive behavior. **Any student who fails to meet behavior requirements will not attend these field trips.**

Fire, AED drill (staff only) Weather/Hazardous Materials, Evacuation, and Lock Down Drills

Fire, weather/hazardous materials, evacuation, and lock down drills are held regularly at unannounced periods throughout the year. These drills are to instruct the students about proper behavior and self control in times of emergency. Parents should stress to their child the importance of cooperating with teachers during these drills.

If it ever becomes necessary to evacuate the school while the students are on campus, parent checkout will take place in the school cafeteria with proper identification and the buses will load in the regular loading area on Mouton Street.

If it ever becomes necessary to evacuate the school and take the students off campus, the off campus evacuation site will be St. Joseph's Church. You will be allowed to checkout your child from the vestibule area of the church

with proper identification. The buses will be parked along the main highway to load the students and bring them home. Please be patient and follow our directives in order to provide for an orderly and safe evacuation for all our students.

School Pictures

School pictures are valuable, inexpensive memorable souvenirs. They are provided by a reputable company and are usually taken twice a year. Student ID's are provided at the beginning of the year. Lost or replacement IDs must be purchased by the students for a small fee(\$5). These ID's are used in the library and in the cafeteria. They are also necessary for identification in times of emergency. All funds raised from picture sales are used to purchase instructional supplies for the classroom.

Academic Assemblies

Each nine weeks, students are recognized at school for Principal's List, Honor Roll, Achiever's Award, Perfect Attendance, and an A in conduct. These students receive public recognition, certificates, and pencils for their hard work.

The annual Parks Primary Honors Ceremony in May will recognize students that have earned the following awards:

- **Principal's Award:** As in every academic subject on the report card for the entire year (no B's at all)
- **Honor Roll Award:** As and Bs in every academic subject on the report card for the entire year (no Cs or lower grades at all)
- **Perfect Attendance Award:** No full or half days absent, no tardies or early checkouts for the entire school year,
- **Tiger Paw Award:** As and Bs in conduct for every nine weeks of the school year with no state referrals. Students in Pre-K and K must earn an "S" in conduct for every nine weeks of the school year with no state referrals or bus referrals.
- **Special Recognition:** This award will be given to all students who did not earn Honor Roll and Principal's Award. It just indicates that the child completed the year at school. It does not indicate promotion.

Parties

The following holidays are celebrated with parties: Harvest Fest (Halloween), Christmas, and Easter. Valentine's Day-card exchange only and up to the discretion of the teacher.

***Due to food allergies, students will be asked to bring a picnic snack for class party. No longer will our school do candy exchange.**

Birthday parties occur in grades Pre-K and K only. Siblings in other grade levels are not allowed to attend the birthday parties in Pre-K and K.

Gifts, flowers, and balloon deliveries will not be sent to the classroom due to an interference of instructional time nor will they be allowed on the bus for safety reasons. Therefore, please make necessary arrangements to pick up your child and/or any deliveries.

School and/or Family Activities

Throughout the school year, your child will participate in several school wide events such as Red Ribbon (Drug Free) Week, Attendance Week, 100th Day of School, Book Character Activities, Character Education Activities, etc. These activities expose your child to experiences beyond the textbook in a fun and engaging manner.

In addition, we encourage family activities such as **Science night**, Christmas event, **Spring Book Fair**, Title I and School sponsored Parent Workshops, etc. Please be reminded that these events are designed for specific family members. Due to space and other accommodations for each event, a memo detailing invited guests for each event will be sent home prior to the event. Please adhere to the guidelines for each event.

Textbooks/Library Books

Every student is issued one set of textbooks each school year. Additionally, beginning in grade one, students are allowed to check out library books from the school library on a weekly basis. The student and his/her parents are responsible for these textbooks and library books. If they are damaged or lost, these books must be paid for before any other textbooks and/or

library books can be issued or checked out. The school system needs the cooperation of the parents in teaching students to respect and care for the textbooks or library books issued. Keeping books clean, dry, and free from any markings is essential. Please try to reinforce this with your child. All textbooks are now bar coded, scanned, and tracked through a computerized library system, linking the textbook to your child. As an extra precaution, please make sure that your child's first and last name is in his/her book.

Fee Collection

Throughout the school year, various fees will be collected for fundraising, pictures, supply fees, field trips, etc. In order to ensure that the money sent to school is properly credited for payment, please **place the money in an envelope labeled with your child's name, the name of the homeroom teacher, the amount, and the activity for which the money is designated.** This type of labeling will make sure that the money collected is credited to the proper account.

Cafeteria Policies/Guidelines for lunch brought from home

St. Martin School District and Parks Primary Nutrition Program Guidelines

A school principal may have additional guidelines established for the school which is not outlined below. These school guidelines may encompass areas outside of the dining facilities, sharing of food items, or food brought from home for class activities and school functions.

A school principal has the right to investigate the contents of items brought from home for consumption.

1. Meals should be nutritious and comparable to the ones served in the facility.
2. No commercial labeling or non compliance food. For example-drinks which are allowable are 100% full strength juice, both plain and flavored milk, and non carbonated water. If drink has commercial labeling it must be put in a thermos or it needs to be wrapped in foil or in a napkin. Chips must be put in storage bag.
3. The school will not heat lunches brought from home.

4. For class parties and class snack items must be store bought and individually wrapped.
5. No food shall be brought in from outside in fast food containers.
6. No food items containing peanuts may be brought to school. The district is a Peanut Free District.

If the lunch the child brings is non compliant with the lunch policy, the child will be required to get a plate. If the lunch contains peanuts, peanut products, or other non-compliant foods they will not be allowed to eat it.

Lost and Found

The school does maintain a Lost and Found; however, **all unclaimed articles are donated to charity at the end of the school year.** Please encourage your child to check with the front office if he/she has an item of clothing that is missing. Articles of clothing left on the school buses are also turned into the front office.

In an attempt to prevent students from losing their coats, caps, sweaters, jackets, etc. we would like to request that parents please take the time to **write the name of the child in his/her clothing and belongings.** We encourage all students to be personally responsible for their possessions; however, students tend to forget their clothing once it is removed. **With proper labeling on clothing and other belongings, the teachers and office personnel can return these items to the students as soon as they are found.**

Change of Clothes

In many cases, it is difficult for parents to be contacted or for working parents to leave work whenever a child is in need of a change of clothes. Therefore, I am asking that you send a change of clothes for your child if he/she is in Pre-K, Kindergarten, or 1st grade. We will do our best to contact the parent. **However, if we are unable to reach someone and a change of clothes is not available, your child will have to remain in his/her wet clothing.**

Although our school does have a few articles of used clothing, sizes vary and the right size may not always be available. The school does not have underclothes. If the child has an accident does not have clothes at school (provided by parent), we only provide pants, shorts and shirt (no undies). If we are able to provide a change of clothes for your child, we ask that the clothing be washed and returned to school the following day. This will allow us to continue to assist our students and parents in need of a change of clothing in the future.

Contagious Diseases

Children with the following contagious diseases should be isolated at home and may return to school as stated by a doctor's excuse.

1. Chickenpox-an interval of at least six days from the earliest evidence of the disease
2. Mumps-from several days after the earliest symptom until swelling has disappeared.
3. Measles-five days after the rash has disappeared.
4. Impetigo (Indian Fire)-while sores remain unhealed or untreated
5. Ringworm-no child should be re-admitted to the classroom unless he has a note from a physician stating he is under care.
6. Pink Eye-should not attend during the acute stage, may attend after signs and symptoms have disappeared.
7. Students should be fever free for 24 hours before returning to school.

Lice Screening-Review and add new guidelines

Employees of Parks Primary do conduct lice screenings. Lice checks are also completed when a parent reports that their child has lice/nits. All students in that child's class are screened. In addition, should a teacher or other school personnel suspect a child of having lice/nits, then that child is screened and if that child is found to have lice/nits, the rest of the class is screened as well.

Below are guidelines from the district

1. GUIDELINES

- When a teacher or other school personnel suspect a child of having head lice/nits, the trained personnel shall check the child upon request. If that child is found to have lice/nits, the rest of the class may be checked.

- The child's parent will be phoned to pick up child if lice are identified and a letter from the principal will be given to the parent/guardian regarding procedure and measures to take.
- A letter with lice information will be available for distribution to other students, who were in close contact with the student having lice.
- Up to three excused absences due to lice.
- Student will be required to have a recheck to return to school. In order to return to school the following are district requirements.

Removal of all nits are required before re-entering school, unless proof of initial treatment and follow-up treatment as recommended by product instructions (empty bottle/box or receipt) shown to trained staff.

Electronic Devices, Toys, or Other Items

Children are not allowed to bring electronic devices, toys (including Fidget Spinners), or other items to school. Many of these items have some value to you or your child. School personnel will not be responsible for these items in the event that they are lost or stolen on the bus or school campus. Should your child have these items in their possession, these items will be confiscated and held in the office. Parents will be contacted to come to school to retrieve the confiscated items from the principal.

Dress Code

All schools must adhere to the dress code adopted by the St. Martin Parish School Board. **See full dress code policy in Parish handbook.** Below is a brief reminder of the basic dress code.

Book bags/ back packs: Must be mesh or see-through (as per parish policy).

Hair: Must be of appropriate length for school. Style or color should not cause distractions in learning. Therefore, unnatural hair colorings (pink, blue, purple, orange, etc.) are not allowed. Mohawks are also not allowed nor any designs shaved into the hair.

Accessories: No accessories such as necklaces, bracelets or neckties are necessary in a school setting. Boys are not allowed to wear earrings and girls are not allowed to wear dangling or chandelier earrings due to safety issues.

Shirt: Solid color: red or white (polo); short or long sleeves; two or three buttons at the top front and collar. No emblems or insignias or monograms.

Jumpers: Uniform Navy Blue; Uniform shirts must be worn under jumpers; Navy blue shorts worn under jumper.

Skirts, skorts, shorts, slacks: Solid color: Navy blue; worn at waistline; no patch pockets; must have front waistband and belt loops; Pre-K and Kindergarten students may wear pull on shorts and slacks.

Cropped, stirrup, parachute, wind, stretch/warm-up, and jean style pants are not allowed. Capri pants are not allowed

Belt: Mandatory when wearing slacks, shorts, or skirts with belt loops. Belt buckles must be plain.

Socks: Must be worn even with "boat" shoes or slip ons.

Shoes: Closed toe and closed heel shoes; no sandals, boots, moccasins, crocs, slippers or heels above one inch. No roller blade, lighted or any extraordinary features. Shoes with laces should be tied at all times.

Sweaters/Sweatshirts: Solid navy, white, or red or school spirit sweatshirt. No hoodies are allowed.

T-shirts/undershirts, turtlenecks/mock turtlenecks: solid color: navy, red or white. Can only be worn under polo shirt.

Hats/Caps: Winter knit pullover hats shall be allowed on buses and outdoors during cold weather.

Spirit shirts: A school approved PBIS spirit shirt may be worn to school in place of the polo shirt. The "A" Team shirt and 4H shirts are not approved spirit shirts and cannot be worn to school.

Coats and Jackets: Coats and jackets of any color (zip or pull-over) are acceptable. No long, below the knee dusters or trench coats allowed. Coats, jackets, and hoods are not to be worn in the building. No hoodies are allowed. If a coat has a hood the child will hang it up when entering the building.

Discipline/Positive Behavior Support

Philosophy

Parks Primary faculty realizes that appropriate behavior is crucial for each student's social, emotional, and cognitive growth. A cooperative relationship between the school staff, students, and parents is essential for this growth to occur.

With this in mind, Parks Primary has adopted the following Positive Behavior Support Plan.

Overview of Positive Behavior Support

Parks Primary faculty and staff decided specific behaviors that are required of all of the students. These serve as school-wide rules that are enforced

by every adult on campus. Teachers will positively reinforce appropriate behavior while imposing consequences on inappropriate behavior. Listed below are the school wide rules, consequences, and rewards.

Positive Behavior Support Rules

We expect all students to Promote Respect, Practice Responsibility, and Stay Safe.

For severe behavioral issues, the behavioral intervention report will be sent home by the teacher to request parental support in correcting the undesired behavior. The behavior will be described on the intervention report. If necessary, the teacher will send home two behavioral intervention reports before further action. **Upon the third event, the teacher will write a state referral form. The state referral form will be addressed by the Assistant Principal and/or the Principal.** Consequences will be implemented in accordance with parish policy.

Homework Policy

Homework is an important reinforcement of classroom lessons. It also provides each student with the opportunity to practice being a responsible student. Therefore, it is imperative that all students complete their daily assignments. Students who do not complete homework assignments will be sent home with an Incomplete Homework Notification form for the homework assignments missed on that day. **A maximum of 4 Incomplete Homework Notification forms will be sent home in a nine weeks period before principal assistance will be requested by the teacher.** Once an office referral has been made, the administrator will take the necessary action to address the issue and a parent contact will be made.