

**STUDENT HANDBOOK**

**CATAHOULA  
ELEMENTARY**



**2019 – 2020**

**CATAHOULA ELEMENTARY SCHOOL  
Parent/Student Handbook**

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# Introduction

Welcome to Catahoula Elementary. This handbook is provided to parents as a source of information regarding school, parish, and state policies. The successful operation of a school is a major responsibility for parents, students and school personnel.

Many policies, such as, promotion criteria, attendance and certain discipline guidelines, are not decided at the school level. These and other policies are mandated by the state and are included in the St. Martin Parish Student/Parent Handbook and Discipline Policy Book. All decisions and rules were made with the students' best interest in mind.

We try to assist students with their academic, social and emotional development. Our goal is to provide students with a safe and well-rounded educational environment. Information in this handbook is for your use. Should you have any concerns, please call at school (394-3641) and we will be happy to answer any questions you may have.

## **Mission Statement of Catahoula Elementary School**

The Catahoula Elementary School family fosters a positive learning environment that will promote growth and success; which will allow all students to be confident lifelong learners.

# Leader In Me

## Catahoula Elementary

Each new school year brings opportunities for academic growth and growth in all areas of development. Although children must be knowledgeable when they graduate, they must also be healthy, engaged, responsible, and caring people.

The Leader in Me 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 or 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.

We are often asked how parents can support their school's leadership initiative. Each time we are asked we give the same answer "**Use the 7 Habits language at home.**" As the school year unfolds, the children are learning the language and meaning of the 7 Habits. By hearing the same language at home and at school, you send the children a strong message of what you believe is important and that we are all on the same team—the team that wants to help succeed. When parents and schools support one another, the sky is the limit!

Below is a summary of each of the 7 habits:

**Habit 1: Be Proactive (You're in Charge)**

**Habit 2: Begin With the End in Mind (Have a Plan)**

**Habit 3: Put First Things First (Work First, Then Play)**

**Habit 4: Think Win-Win (Everyone Can Win)**

**Habit 5: Seek First to Understand, Then to Be Understood ( Listen Before You Talk)**

**Habit 6: Synergize (Together Is Better)**

**Habit 7: Sharpen the Saw (Balance Feels Best)**

**Catahoula Elementary**  
**2019 - 2020**  
**Roster of Personnel**

**Principal**

Tiffany Francis

**Master Teacher**

Teisha Boudreaux

**Grade Pre-K**

Lydia Capdepon

Kristyn Theriot

**Grade K**

Rhonda Mosby

**Grade 1**

Donna Miller-Sittig

**Grade 2**

Molly Trahan

**Grade 3**

Brielle Broussard

**Grade 4**

Melanie Dubois

**Grade 5**

Sabrina Belaire

Drew Huval

**Talented Art**

Ashley Berard

**Secretary**

Cheryl Dugas

**Custodians**

Lillian Suire

Callie Blanchard

**Cafeteria Staff**

Melissa Conques - Manager

Demetra Griffin

Stephanie Barras

**Bus Drivers**

Joann Johnson

Louise Prado

Coach Wiltz

**French**

Ramdani Boudia

**Resource/SPED**

Kristyn Champagne- Teacher

Karen Brown- Teacher

Lexi Theriot- LPN/SPED Para

Monica Latiolais-SPED Para

Mattie Vaughn-SPED Para

Shanice Prejean-SPED Para

**Speech Therapist**

Stephanie Landry

**COE/Office**

Misty Boudreaux

**RTI Para**

Alison Barras

Ida Trautman

## Arriving and Leaving School

The teachers and staff of Catahoula Elementary are dedicated to providing the best education for your children. We are also concerned about the safety of the children. In order to ensure the children's safety before school in the morning and after school in the afternoon, we ask that you please follow these procedures:

In the morning walkers enter through the front gate and walk to the gym; walkers should not come to school until 7:15 a.m. (breakfast). All other students should be dropped off at the gym. Car riders should not be **dropped off before 7:10 a.m.** to ensure a teacher is on duty. Car riders should not exit the car/vehicle until the car/vehicle is under the covered area. Car riders/Walkers must arrive by 7:40 a.m. if they want to eat breakfast in the cafeteria.

In the afternoon:

1. First load bus riders are dismissed at 3:10 p.m. and are picked up by the bus in the back of school.
2. Walkers are dismissed at 3:10 p.m. and leave through the front gate. They cannot leave until the buses have departed.
3. Car riders are dismissed at 3:10 p.m. Students in grades Pre-K through 5<sup>th</sup> are escorted to the gym by their teachers. They are not dismissed until 3:10 p.m. after the buses leave and will not be released until this time. Those picking up the students are asked to drive through the gym parking lot entering through the first gate and exiting through the second gate.
4. Second load bus riders remain in the gym until the bus arrives.

Students are permitted to come to school on bicycles. They must practice safety rules at all times. Bicycles are parked in a designated area near the front entrance of school. At no time are students to ride bicycles on the covered walks around school.

## Change of Transportation

Students must bring a written note from the parent or guardian to the office first thing in the morning if there is to be a change of transportation. If no written notification is received, your child will follow his/her regular method of getting home.

## Bell Schedule

7:15 A.M.	Breakfast Bell
7:50 A.M.	Homeroom Bell
10:45 A.M.	Lunch Begins
11:50-12:10	Recess (K-2)
12:10 P.M. – 12:30 P.M.	Recess (3-5)
3:10 P.M.	Dismissal Bell

## Gum, Candy and Chips

Students are not permitted to chew gum or bring gum to school. Chips and candy are not allowed at school unless treats are given by the teachers or, are being sold at school.

## **Closed Campus**

The St. Martin Parish School Board adopted a resolution in 1970 declaring that all school campuses are to be closed campuses as of January 1971. This simply means that once the students are on campus they are not allowed to leave school campus until the classes are dismissed for that day unless they are checked out in the front office.

## **Attendance**

See the St. Martin Parish Student/Parent Handbook for the complete Attendance Policy.

The policy for recording excused absences in grades PreK-5 shall be as follows: Student should be expected to attend school for the entire day. Exceptions to the policy shall be allowed for the following reasons only:

- (1) Medical appointments that cannot be scheduled outside of school time
- (2) Personal illness during school
- (3) Serious illness or death in family
- (4) Extraordinary circumstances approved by the principal

If a student is absent, the phone system/the school will call the parent. This does not mean the student is excused. The parent still needs to obtain an excuse for the absence(s). Once students reach 5 unexcused absences a referral will be made with the District Attorney's Truancy Division.

## **Perfect Attendance**

If a student is tardy or checks out of school before 3:10 P.M., the student is considered no longer on the perfect attendance list. This is for perfect attendance standing only- not for report card records.

## **Student Dress Code**

See the St. Martin Parish Student/Parent Handbook for the complete Dress Code.

Additions to Dress Code:

1. No stick on or painted tattoos are allowed at school.
2. No make-up allowed for students in grades PreK – 5<sup>th</sup>.
3. No acrylic or press on nails allowed for students in grades Pre-K-5<sup>th</sup>.

**Catahoula Elementary School**  
**Positive Behavior Support Discipline Plan**  
**Grades 1 – 5**

The State of Louisiana guarantees to all of its citizens the right to a free public education. Each student thus entitled has a corresponding responsibility to join with other members of the school community in respecting the rights and responsibilities of others in that community and in helping to establish an effective climate for learning within the school. **Education is a parental responsibility, only part of which is delegated to the school. Students have a responsibility not to interfere with the education of other students.\*\***

When a student's behavior exhibits marked deviation from acceptable norms, it is the responsibility of the teacher, principal, and other personnel to undertake every effort to identify the problem, to secure parental understanding and cooperation, and to help the student in accordance with their best judgment and available resources.\*\*

**In accordance with this policy, we will seek to promote self-discipline and a positive attitude in students. We will not tolerate disrespect, fighting, obscene language, destruction of property, or continual disregard of classroom rules.**

\*\*St. Martin Parish Discipline Policy Handbook  
Louisiana State Law R.S.17:416.18 "The Educator's Right to Teach"

**Positive Behavior Reward**

Classroom teachers will provide daily/weekly rewards for good behavior:

- cookies/ candy
- donuts & treats daily or weekly (behavior & homework)
- stickers
- art time/free art time
- good notes sent home
- shop in classroom store
- treats for quiet table in lunch room
- homework video party at end of each 9 weeks
- solar hot dog day
- holiday Bingo
- perfect attendance incentives for class
- free play on Fridays & PE game choice for good behavior
- team treats given every Friday (team with most points)
- movie reward & bring snacks and drinks to class for good behavior

Teachers will use "Bucks" to reward students who are following Expectations and Rules. Bucks will also be given for grades, perfect attendance and homework. Bucks can be used to purchase a variety of items (Bucks Store, treat coupon, drink coupon, bathroom pass, homework pass, drink pass, jean day, and monthly PBIS incentive).

**"Golden Bucks"** are given to the class(es) that follow Expectations and Rules.

Other School Rewards:

- cleanest classroom gets treat
- jeans & spirit days
- straight A students in grades 1-5 have lunch with principal and extra recess
- XL card for Straight A & Honor Roll students in grades 4- 5
- BUCKS Bash
- Teacher/Student relay games
- pizza parties for class with highest attendance
- LEAP WEEK fun activities after all test takers
- Testing Assembly before Leap testing – Academic Pep Rally
- Wal-Mart/Books –a-Million cards and shirts at assemblies
- Games

**Major/Severe Infractions**

1. Treats authority with disrespect
2. Instigates or participates in a fight
3. Immoral or vicious practices
4. Willful disobedience
5. Makes an unfounded charge against authority
6. Uses/possesses controlled dangerous substances
7. Vandalism
8. Possesses/uses a weapon
9. Uses profane and/or obscene language
10. Throws missiles liable to injure others
11. Leaves school premises or classroom without permission
12. Stealing
13. Any other serious offense deemed “Severe” as per Parish Discipline Policy Book

--“Major/Severe Infractions” require immediate office referral and will be written on a State Referral Form (consequences will be determined by the principal based upon Parish Policy)

## Minor Infractions

A “Minor Infraction” is a violation of any school expectation(s) or rule(s). (See attached Expectations and Rules)

The policy listed below is for “**Minor Infractions**” only.

<b>Daily Conduct Grade (Grades 1 – 5)</b>	
<u>Conduct Grade</u>	<u>Weekly BUCKS earned</u>
A	20
B	15
C	10
D	5
F	0

The daily conduct grades are averaged to get Weekly Conduct Grades; Weekly conduct grades are averaged to get the final nine week conduct grade.

### Daily Discipline Ladder (Varies by Classroom)

<u>Grade</u>	<u>Consequences</u>
A	PBIS rewards from teacher
B	Student/Teacher Conference
C	Remedial work, missed portion of recess, reteach expectation
D	Additional remedial work, missed recess(es), contact parent
F	Contact parent; minor referral sent home

Note: If student continues to violate expectation/rules after reaching “F” in Conduct, student is referred to principal and may receive a Major Referral.

### Nine Week Discipline Ladder (Major Referrals)

Step 1) State Referral Form; **Noon Detention (1-3 days)**

Step 2) State Referral Form; **Saturday Detention (at St. Martinville Junior High if available)**

Step 3) State Referral Form; **Alternate Site Suspension**

Step 4) State Referral Form; **Out of School Suspension**

Additional Steps: State Referral Form; Consequence to be determined by principal according to district behavior matrix.

\*\*A student will not be allowed to attend or participate in any PBIS incentive during the month a minor or major referral was received. Any student with **3 alternate site or out of school suspensions** or **two nine week periods** with an F in conduct will **not** be allowed to attend any end of the year extracurricular school activities( BUCKS Bash). Students may be issued conduct points by school personnel for any off campus, school sponsored activities. This includes activities that occur during or after school hours.

Note: “Nine Week Discipline Ladder” starts over every 9 weeks. For students who have already served noon detention and/or Saturday detention, the ladder starts at Step 3 instead of Step 1. In the event a student has not received any referral during the previous 9 week grading period, the ladder starts at Step 1.

Students will be warned before conduct points are deducted. Students may receive conduct marks in the classroom for breaking the following rules:

1. Follow directions first time given
2. Be prepared (have needed materials) for class
3. Follow dress code
4. Eating/chewing gum
5. Raise hand/work quietly
6. Keep hands, feet and objects to self
7. Be kind with words and actions
8. MYOB (Mind Your Own Business)

Teachers will use other classroom interventions for the following violations:

1. Stay seated/sit properly in desk (Teacher will redirect if interfering with instruction)
2. Line procedures (Correct, practice procedure with student/class)
3. Head down or sleeping in class (Student is made to stand next to desk)

Students may also have points deducted from their conduct due to behavior in the gym (before and after school) and at recess.

If a student gets put out of class and is sent to the behavior room, they also get a minor referral and a call home by the teacher.

Expectations are said during announcements every morning and teachers review the rules for a different Expectation each day. For example:

**B** Expectations on Monday

**U** on Tuesday

**C** on Wednesday

**K** on Thursday

**S** on Friday



**Catahoula Elementary School**  
**Parental and Family Engagement Plan**  
**2019-2020**

**Mission Statement:** We the principal, teachers, parents, and students at Catahoula believe that all students will learn.

**Vision Statement:** Catahoula Elementary will provide a positive school culture and learning environment to ensure that all students experience a high level of learning. Students will be confronted with highly rigorous lessons inspiring maximum levels of student engagement in all areas of the curriculum. Our school will be a diversified learning community that will embrace all students in order for them to become life-long learners.

Catahoula Elementary School is a Title 1 school located in Catahoula, Louisiana, in the St. Martin Parish School District. We recognize that parental involvement is the key to academic achievement. The term parent refers to any caregiver who assumes responsibility for nurturing and caring for children, including parents, grandparents, aunts, uncles, foster parents, stepparents, etc. Studies demonstrate that when parents are involved in their children's education, the attitudes, behaviors, and achievement of students are positively enhanced.

Parents and families provide the primary educational environment for children; consequently, parents are vital and necessary partners, with the educational communities, throughout their children's school career. Although parents come to the schools with diverse cultural backgrounds, primary languages, and needs, universally all parents want what is best for their children. Parental involvement must be a focus in the classroom if schools are to be able to achieve high academic standards and create productive citizens. Schools in collaboration with parents, teachers, students and administrators, must establish and develop efforts that enhance parental involvement and reflect the needs of students, parents, and families in the communities which they serve.

In order to meet these expectations, the Parental and Family Engagement Plan for Catahoula Elementary School will address the following standards from all directions including school to family, family to school, community to school and school to community.

**Standard One: Communication with parents and families:** CES is constantly searching for effective techniques to improve communication between home, school, and community with regularity and in a purposeful manner concerning student expectations, curriculum, instruction, assessment, programs, and individual student progress. To meet this commitment, the following actions will be taken by Catahoula Elementary School:

- Provide student handbooks annually to offer information regarding the St. Martin Parish School Board staff and contact information, CES campus procedures regarding student and parent rights and responsibilities, attendance regulations, work missed procedures, dress codes, discipline guidelines, Positive Behavior Support Expectations, transportation procedures to and from school and rules, safe school expectations including visitors, playground, cafeteria, grading policies and reports, pupil progression, assessments, Title 1, Section 504, and Special Education procedures, medical concerns, parent-teacher conferences, internet user guidelines, and awards opportunities.
- Provide student agendas to provide daily communication between parent and teacher regarding daily assignments, daily comments, expectations and/or progress.
- Updating the CES website continually with relevant and timely information including staff information, email addresses and websites, helpful educational web links, school happenings, contact information, calendars, curriculum, lunch menus, etc.
- Sending monthly calendars home.
- Hosting open-house event, including Meet & Greet
- Facilitating Pre-kindergarten and Kindergarten orientation.
- Encouraging parent-teacher conferences and facilitate these meetings by maintaining an open-door policy through contact with the teacher, or administrator for any concerns regarding your child.
- Maintaining communication regarding student progress through the use of report cards and progress reports, as well as on-going parent-teacher direct, oral and written communication.
- Hosting awards day programs and Academic Pep Rallies
- Continually soliciting parent comments and concerns from parent surveys, Leadership Council meetings, PTO meetings, Open House Events, and student assistance meetings.
- Hosting and producing the annual Grandparent's Day Program
- Continually seeking student comments and concerns from student surveys

**Standard Two: Parenting Skills** : CES is committed to enriching parenting skills, assisting parents in providing homes that support childhood education and development, and furthering the education of our staff in working effectively with the diversity represented by our CES families. To meet this commitment, the following actions will be taken by Catahoula Elementary School:

- Providing Title 1 Orientation meetings annually to explain Title 1 policies, legal requirements, parent rights, services and compacts
- Hosting LEAP information session and Super Saturday
- Sending home standardized test taking tips and strategies
- Informing parents of the Positive Behavior Support procedures to be utilized to reward good character and student behavior
- Sponsoring the annual Meet & Greet Activity
- Providing parent resources in a variety of areas with brochures

**Standard Three: Student Learning and Learning at Home**: CES is compelled to the enhancement of learning opportunities for students both on campus and at home. Learning at home includes family interaction that reinforces school based learning, holds students accountable for their academic performance, and provides support and assistance for students to achieve better education. To meet this commitment, the following actions will be taken by Catahoula Elementary School:

- Regularly utilizing student conduct sheets to keep parents informed and aware of behavioral and expectations with the classroom.
- Utilizing student agendas to keep parents aware of homework and all curricular activities.
- Sponsoring Academic Related Assemblies such as the Ned Show, an annual Science Fair, Social Studies Fair, and Math Fair
- Keeping parents informed about higher standards of learning
- Strongly reinforcing and implementing our Positive Behavior Intervention Program.
- Sponsoring Red Ribbon Week Activities
- Sponsoring Parent Night that provides curriculum information that is vital to student learning.
- Providing parents with Eureka Math information & ELA Guidebooks information
- Parent/Student Super Saturday Expo
- Character Education Week to teach students the importance and benefits of having good character
- Providing information on The Leader in Me habits to use at home

**Standard Four: Volunteering:** CES faculty and staff acknowledge that parents and the community are vested in quality education. Volunteering in support of student learning and progress is available both on-site and off-site in a variety of activities. The establishment of positive and active partnerships with parents and the community creates a cohesive community and school family which we strongly encourage and appreciate. The increased instructional time that is afforded to the teachers, the valued input shared by the volunteers, the ownership experience by the families, the generosity displayed by the students, the unified strength created by the school, families, and community have positive outcomes because the students see and experience strong volunteerism taking place in their learning environment. To meet this commitment, the following actions will be taken by Catahoula Elementary School:

- Enthusiastically seeking talents and interests of parents and community members which may promote positive experiences for CES students
- Encouraging and seeking out opportunities for parents and community to regularly volunteer for the good of the CES students
- Informing parents regularly of opportunities to volunteer at CES such as classroom activities, programs, projects, and field trips
- Maintaining a log of parent and community volunteer activities
- Engaging parents in academically relevant assemblies such as Awards Day every 9 weeks and Parent Night
- Engaging parents and the community in planning, learning, and support activities for CES through the PTO

**Standard Five: Collaborating with the community:** All those interested in or affected by the quality of education produced on the CES campus is included in our definition of “community”. The CES faculty and staff is adamant about the idea that our students’ academic achievement and success is intensely determined by the partnerships created by these stakeholders and the CES family. To meet this commitment, the following actions will be taken by Catahoula Elementary School:

- Continually seeking out Partners in Education
- Actively seeking out and encouraging community members and parents to serve on school based committees
- Hosting Grandparents’ Day Program
- Christmas Play
- Sponsoring Mom’s Breakfast
- Sponsoring Dad’s Breakfast

**Standard Six: School Decision Making and Advocacy:** CES faculty and staff is strongly committed to providing opportunities for shared input resulting in a plan of action based on interrelated goals and objectives which leads to enhanced school improvement and success. This commitment, engages parents and community members in an open-door, open forum policy. To meet this commitment, CES will seek input by the support and active facilitation of the following committees and processes:

- Leadership Council Committee
- Positive Behavior Intervention Support Team
- Parent Teacher Organization
- Crisis Management Team
- School Improvement Team
- School Building Level Committee
- Professional Learning Community

Catahoula Elementary School will implement these activities and incessantly pursue additional opportunities to encourage family, parental, and community engagement in the attainment of student success and achievement contributing to our school's success. All activities will be in compliance with the St. Martin School Board Family Engagement Guidelines, the Louisiana Department of Education, and the Every Student Succeeds Act (ESSA).

## **Textbooks**

State textbooks are issued to students at no charge. These textbooks are expensive and are on loan to students for their use. Textbooks are now bar coded and checked out to the student using his/her ID. The students and their families are responsible for the books and if they are carelessly damaged must be paid for before any new books can be issued to the family the following year. Listed below are some rules for pupils in care of books:

1. See that your name is written in ink on the label on each cover, and that no other marks appear on the pages or the covers of your books.
2. Keep your books in good order at school and at home.
3. Keep the corners and edges of the pages clean and straight.
4. Learn to practice the "good citizenship code".

## **Workbooks and/or Student Materials**

At the end of each school year a supply list is sent home for materials and money that will be needed in August. Students are asked to pay for supplementary supplies and materials such as planners, notebooks, paper, Kleenex, crayon, etc.

## **Marked Clothing**

All removable clothing should be clearly marked with the child's full name. It is especially important for PreK and Kindergarten children. Articles that are found are sent to the office and it would be helpful if they were marked. These articles that are not claimed are kept for one year and then disposed of.

## **Visitors/School Pass**

All parents are welcome to visit school. At **ALL** times, when you visit school, you must check in at the front office and obtain a visitor's pass. This is a parish policy and a school rule. Parents are needed on a daily basis and we encourage your participation. However, no one is allowed in the classroom to observe a teacher or a student, unless authorized by the school board or by the principal.

This policy is to ensure your child's safety and must be followed by everyone. Please do not go directly to your child's classroom.

## **Change of Address or Phone Number**

For up to date record keeping of each child in the school, it is important that parents contact the office or teachers whenever there is a change of address or telephone number. This may be done by a phone call or note.

## **Communicable Disease**

Children with the following communicable diseases should be isolated at home and may return to school when:

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 all swelling has disappeared.
3. Measles - five days after the rash has disappeared
4. Impetigo (Indian Fire) – when sores are healed and dried
5. Ringworm – no child should be readmitted to the classroom unless he has a note from a physician stating he is under care.
6. Pink Eye is redness around the eyes and eyes are watery, bloodshot, and crusty. Return when redness is gone.
7. Lice - Scalp will probably itch. Small white nits may appear in hair. Hair must be treated and all nits removed before returning to school.

## **School Telephone**

Telephones in the school office may be used by students only for emergencies. Permission must be obtained from the principal, secretary or a teacher before using the telephone. Students will not be allowed to use the phone to call for homework, books, etc. Students must accept responsibility and will suffer the consequences when things are forgotten. Parents are asked to call students only in case of emergency during school hours.

## **Fire, Tornado, and Emergency Drills**

Fire, tornado and emergency drills are held regularly at unannounced periods throughout the year. These drills are to instruct children in proper behavior and self-control in times of emergency. Parents should impress upon their children the importance of cooperating in these drills.

## **Home Bound Instruction**

A child who cannot attend school due to being bedridden or for other health reasons may receive instructions at home if he/she will be out of school for several weeks or longer. The principal must be contacted for information regarding this matter.

## **Parent and Teacher Conferences**

There are two scheduled parent/teacher conferences within the school year (October 17 and 18, 2019 and March 19 and 20, 2020). Please make plans to meet with the teachers to discuss your child's progress. In addition to these conferences parents are welcome to come to talk to teachers. Teachers are available for conferences, however, please call and set up an appointment. Parental concerns can also be addressed by writing a letter to the teacher or contacting the teacher by phone or e-mail.

## **Progress Reports**

Progress reports are sent home at the middle of each nine week period. These must be signed and returned to school. Teachers keep all these signed papers until the end of the school year.

## **Report Cards**

Report cards for all grades are sent home every nine weeks. Parents should sign the report card envelope and if possible, return the envelope the following day.

## **Bucks Booster Club (Catahoula PTO)**

The Bucks Booster Club holds monthly meetings. The meetings are on the school calendar and/or notices are sent home. All parents/guardians are welcome to participate.

## **Student Progress Center**

The Student Progress Center is available on the Internet via the school district web site: [www.saintmartinschools.org](http://www.saintmartinschools.org). Parents can check students' grades, attendance and discipline on line. In addition there is a telephone calling system that notifies parents when certain events occur at school that affects their children. The computer system will make automatic telephone calls and send emails to parents to notify you when any of the following events occur:

- Your child is absent and/or tardy
- Your child receives a discipline referral
- Your child scores a poor grade on a test or assignment
- The school principal records an upcoming event message

CATAHOULA ELEMENTARY

Dear Parent:

Please remove this page and return it to your child's school so that we may have a record that you and your child received, read, discussed and understand this Student Handbook.

This is to certify that my child and I have received, read, discussed and understand this copy of the Catahoula Elementary Student Handbook.

NAME OF STUDENT

---

GRADE

---

---

Student's Signature

---

Parent/Guardian's Signature

---

Date