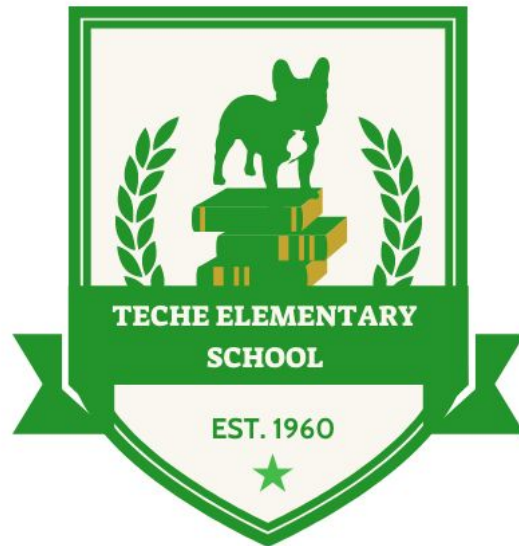


école primaire  
**TECHE**  
Elementary School

*Ici on parle Français*



**2020-2021**  
**PARENT-STUDENT Handbook**

Shelly Dupre`, Principal  
Natalie Foster, Assistant Principal



Dear Parents and Guardians,

It is with great pride and excitement that I welcome you into the 2020-2021 school year. As the Principal of Teche Elementary, I am honored to have the opportunity to serve the community that I started my teaching career in. For twenty-one years, I have been dedicated to working with the students, teachers, and families of St. Martin Parish. My experience ranges from elementary to middle school. I am excited to continue to bring my skills as an educational leader to Teche Elementary and work with you as a partner to ensure the success of your child.

Teche Elementary has a proven success record of developing strong learners. We will continue to work hard to carry on that legacy. Our focus will be on building the whole child from educational standards to character traits. The teachers and staff will use data to track growth in addition to the research based curriculum provided by the Louisiana Department of Education in order to continue increasing student achievement. As we enter this year with a little adversity due to the COVID-19 pandemic, I feel confident that the new protocols and procedures that will be implemented at Teche will help us to do our best to provide your children with a safe environment to come back to this school year. If your children are returning virtually, we have a team of virtual teachers who have been trained to provide your children some of the support they will need to learn in a different way this school year.

We are eager to begin a new school year. Teachers and staff members have been working diligently over the summer to provide academic experiences that are positive, fun, and nurturing. As your Principal, your support and concerns are important to me. Please feel free to contact me at [shelly\\_dupre@saintmartinschools.org](mailto:shelly_dupre@saintmartinschools.org) or (337)909-2502.

Kind regards,

Shelly Dupre`



## **SCHOOL INFORMATION**

### **Address**

2439 Main Hwy.  
Breaux Bridge, LA 70517

### **Telephone Number**

(337)909-2500

### **Fax Number**

(337)667-7428

## **OFFICE INFORMATION**

### **Office Hours**

7:00 a.m. – 4:00 p.m.

### **Student Hours**

7:45 a.m. – 3:05 p.m.

### **Principal** Shelly Dupre

[shelly\\_dupre@saintmartinschools.org](mailto:shelly_dupre@saintmartinschools.org) - (337)909-2502

### **Assistant Principal** Natalie Foster

[natalie\\_foster@saintmartinschools.org](mailto:natalie_foster@saintmartinschools.org) - (337)909-2507

### **Curriculum Coordinator** Rhea Angelle

[rhea\\_angelle@saintmartinschools.org](mailto:rhea_angelle@saintmartinschools.org) - (337)909-2506

### **Secretary/Bookkeeper** Kassy Courville

[Kassy\\_Casey@saintmartinschools.org](mailto:Kassy_Casey@saintmartinschools.org) -(337)909-2501

### **Secretary** Catherine Wesley

[TE\\_coe@saintmartinschools.org](mailto:TE_coe@saintmartinschools.org) - (337)909-2503

### **Behavior Interventionist** Coy Darby

[Coy\\_Darby@saintmartinschools.org](mailto:Coy_Darby@saintmartinschools.org) - (337) 909-2522

## **VISITORS**

1. All parents and visitors are **required** to stop by the office first when visiting the school for any reason. They must receive a visitor's pass to go anywhere else on the campus. This is **MANDATORY!** **Due to COVID-19 safety procedures, we are limited to additional to additional people we can have on campus. There can only be one parent in the office at at time for check out/check in, etc. We cannot allow parents to come in and volunteer with our new safety guidelines. Parents, guardians, or visitors coming on campus must wear a mask to enter campus.**
2. All visitors are bound by the school rules. Failure to follow them will result in immediate removal and depending on actions, the visitor could possibly be banned from campus moving forward.

## **Classroom Observation Visit**

**Due to COVID-19 safety procedures,** parents are not allowed to visit the classroom of their child. If you would like to meet with your child's teacher, we can schedule a Google meet virtual meeting. Your child's teacher will be very detailed in the description of the actions of your child in the classroom.

**This also includes bringing treats to classes for birthdays. We cannot have outside items brought into classrooms due to COVID-19 Safety Protocols.**

## **Procedure for initiating School Building Level Committee (SBLC) meetings**

1. Parent will contact the teacher for a TEAM (parent, child, teacher) meeting.
2. Parent will contact the Curriculum Coordinator to set up an SBLC (parent, child, teacher, administrator) meeting.
3. Once the meeting is scheduled, it will be conducted on Wednesday afternoons. You will be notified of the date and time. These meetings will be conducted via Google Meet or in-person as needed. In person meetings will require parents or guardians to wear a face mask when entering campus.
- 4.



The Teche Elementary Parent Teacher Organization (PTO) is a volunteer community organization that exists to promote and enhance the educational opportunities for students and to help develop a sense of community. The principal serves as non-voting member. All parents/guardians and teachers are automatically members of the PTO. Meetings are held monthly and all

interested members are encouraged to attend. If you have questions, please feel free to contact Mrs. Foster, any member of administration, or the PTO Executive Board. **Due to COVID-19 safety procedures, PTO meetings will be virtual through Google Meet this year. Voting for new officers will take place during our first scheduled meeting.**

## **STUDENT INFORMATION FORMS**

During the first week of school your child's teacher will be sending home information for you to fill out including but not limited to Student Demographic forms, health center forms, handbook form, and a student information sheet, etc. The health center forms must be filled out and returned or your child cannot visit the health center if they are sick, and you cannot get excuses called in if your child is absent without visiting a doctor. The student demographic form will be printed. It only needs to be returned if there is change to your personal information such as a change of phone number or emergency pickup information. All address changes require proof of residence in the form of a utility bill to be changed. This form also includes your PSN number that can be used to set up your account on the Student Progress Center to check your child's grades and get reminders from school. Returning this information promptly and completely is important. We need accurate information to contact you, especially if your child is running a fever and needs to be picked up. **All students who turn in ALL DOCUMENTATION by Friday of the 1st week of school, will receive a reward.** A record of this information is kept in the school office in case you need to be contacted. Please make sure all telephone numbers and addresses are accurate and clearly written. Remember to put the name and telephone number of two people who can be contacted in case you cannot be reached. Please notify the school if your address or telephone number changes during the year. It is very important that our records are kept up to date. **In the state of an emergency, this is the ONLY way we can contact you.**

No student will be allowed to leave school with any individual other than parent unless they are included on the checkout list provided by the parent. **NO EXCEPTIONS!** Identification must be provided for the safety of our students.

## **CAR RIDERS**

1. Students who ride to school in a car should not arrive on campus until **7:00 AM**. Parents must drop off students at the front gate. All vehicles (other than buses) should stay in the left lane. Students should remain in vehicle until given permission to exit by duty person.

2. All students riding home in a car must be picked up in the designated area. Pick-up begins at 3:15PM. Students will be allowed to enter cars with visible CAR-RIDER tags.
3. Parking in the Car-Rider driveway is prohibited between the hours of 7:00AM. – 8:30AM and 2:30PM – 4:00PM.
4. Students must wear a mask to enter campus.

## **BUS RIDERS**

1. Students will be sent home on their assigned bus unless a parent submits a request in writing to the principal with the following information:
  1. Name of the child
  2. Regular Bus Number
  3. Reason for change
  4. Name, Address, and phone number of the receiving adult
  5. Number of the bus on which your child will ride.
  6. Duration of the arrangement
  7. Parent name, phone number, signature
2. Riding the school bus is a privilege. Improper conduct on the buses may result in that privilege being denied. If a student receives 5 or more bus referrals depending on the severity of the actions of the student, they will be recommended for expulsion from the bus for the remainder of the school year.

## **ILLNESS OR INJURY**

If your child becomes ill or has an accident at school, we will contact you immediately. If we cannot reach you, we will use the emergency contact information you have provided. Please remember, we cannot keep seriously ill children at school. Temporary care is provided until you arrive.

Please make certain to provide us with the contact number of at least two persons who are local and can arrive at school in a short time to check on, or pick up your child in the event of an accident or illness.

**Due to COVID-19 procedures, students who run a fever of 100.4 or higher, must be picked up in a timely manner by a parent or a person on the emergency contact list.**

## **FIRE/SEVERE WEATHER/LOCKDOWN DRILLS**

Fire/severe weather drills are held periodically to ensure the safety of the students, staff and faculty. Everyone is instructed on proper procedure for reaching a point of safety from whatever area of the school he or she is in. Exit maps are posted in each room. In addition, we will occasionally have a lockdown drill where students are required to “stay put.” Parents visiting during a lockdown will be required to participate in the drill, or, if arrival occurs during drill, stay in their vehicle until the drill is over.

## **EMERGENCY SCHOOL CLOSING**

If at any time it becomes necessary to close school due to inclement weather, or some other serious cause, announcements will be made via local T.V., radio stations, and calls from automated system. **It is important that you provide us accurate contact information, so you are getting all alerts sent out about school.**

## **FIREARMS POLICY**

Any person, whether a student or not, found guilty of carrying a firearm on one's person while on school property or buses shall be imprisoned at hard labor for not more than five years as provided by LA revised statute 14:95:2. If it is a student, they will also be recommended for expulsion.

## **DRUGS, ALCOHOL OR WEAPONS**

Any student, who intentionally sells, gives, possesses, or uses illicit drugs, narcotics, or alcohol and/or a weapon in or on school property including buses, shall be:

1. Recommended for Expulsion
2. A citation will be issued by police.
3. Reported to the appropriate law enforcement agencies for possible legal action.

## **SMOKING**

The use and/or possession of tobacco or tobacco products is prohibited and any student who violates this rule is subject to the provisions of the Student Discipline and Conduct Code. **This also applies to vapes or any parts of a vape.** The rules apply on the way to and from school, during lunch and recess, at school activities and during the school day. In addition, St. Martin Parish School Board has established a policy that prohibits smoking by employees and visitors in schools and administrative buildings and on school buses.

## **STUDENT WATER BOTTLES ON CAMPUS**

Due to COVID-19 safety procedures this year, students cannot utilize water fountains on campus. Because of this, students are allowed to bring 1 **clear, plastic water bottle** to school daily to drink ONLY to be consumed with permission from their teacher during times when they would normally have access to a water fountain during morning and afternoon bathroom times. **NO other drinks during this time are permitted.** Students who bring their lunch are allowed to bring an additional bottle of water or school nutrition program permitted drink (**See District handbook**) to have a drink for their lunch also (Will remain in their lunch bag until lunch time). Students who eat meals from the cafeteria, will still be provided milk, and juices can be purchased as they were last year. As per the superintendent, bottles of water MUST be clear, plastic, disposable bottles. **NO SWELL BOTTLES, NO TINTED COLORED, OR OTHER TYPES OF WATER BOTTLES ARE PERMITTED! ONLY CLEAR IN COLOR ARE ALLOWED!**

- **1st offense:** If a student comes to school with a bottle that is not allowed, it will be taken and held in the office. The student will be given the bottle at the end of the day.
- **2nd offense:** If a student brings a bottle that is not allowed again, it will be taken. A parent will have to come to school to get it.
- **3rd offense:** If the student brings a bottle that is not allowed again, it will be taken. A parent will have to come to school to get it, **and a consequence will be issued by administration.**

## **SNACKS ON CAMPUS**

Students are not permitted to have snacks on campus. If there is a “Picnic on the Green” or any other event where students can bring snacks to school, a paper notice will go home, JCall/JText Message, FaceBook Message, ticket for the event, or a message on the school website will be posted to notify you that your child may bring snacks to school. If items are brought to school, the same consequences listed above for coming to school with a water bottle that is not allowed will be followed.

## **MEDICATION at SCHOOL**

Students are not allowed to have any medication in their possession on the school grounds. This includes “over the counter” medications. The following policy must be adhered to in order to assure school attendance for students who must use medication in the treatment of chronic disabilities or illness. Any student who is required to take medication during the regular school day must comply with the school regulations.

These regulations must include the following:

1. Parents must provide the school with written orders from a physician detailing the name of the drug, dosage, and time intervals medication is to be taken.
2. Parents must schedule an appointment with the school nurse to sign permission and/or release form allowing school personnel to comply with the physician’s orders.
3. Medication must be brought to the nurse at school by the parent, in a container appropriately labeled by the pharmacy or physician.
4. All medication must be kept in the office, at school, under lock and key.
5. The principal will designate a person in the school who is trained to administer all medications.
6. Each medication given must be recorded on a medication log which includes date, time, dosage, and signature of person giving medication.
7. It is the responsibility of each student requiring medication to report to the office at the designated time.
8. It is the responsibility of the parent to monitor supply and replace medication as it is consumed.
9. **No students are allowed to bring medication of any kind to school.**



## **FIELD TRIPS**

1. To be allowed to participate in a field trip, students must bring a permission slip signed by the parent(s) at least one day before the field trip. **Students must meet all criteria set forth by teachers for their grade level to attend field trips.**
2. While on the field trips, students are representing their school and their community; therefore, they must adhere to school rules and procedures.
3. If a teacher feels that a student's behavior is inappropriate while on a field trip, that student may be denied the privilege of attending future field trips.
4. While on a field trip, students must respect teachers, bus drivers, and any other adults involved on the trip.
5. **Due to COVID-19 Safety Procedures, field trips will be not be allowed this school year.**

## **ARTICLES PROHIBITED IN SCHOOL**

Students are prohibited from bringing articles to school that are hazardous to the safety of others or interfere in some way with school procedures. Only those items needed for classroom use should be brought to school. Items not needed in class will be confiscated and returned **to the parent only upon request**. The following is a *partial* list of items that students should **not** bring to school/but not limited to:

- ❖ Recording or photographing devices including **cell phones** may violate the privacy of other students
- ❖ Beyblades, slingshots, pea shooters may cause injury or any other object liable to create a projectile. **(Weapons on campus may result in a recommendation for expulsion or issuance of a citation along with responsibility of medical bills if another party is injured.)**
- ❖ Fidget Spinners may detract from learning or increase student-student conflict.
- ❖ Hardballs or bats may cause injury without proper safety gear and one-on-one supervision
- ❖ Any such item that may cause harm to self or others
- ❖ Any other item which can distract or detract from learning, **at the discretion of the principal.**

NOTE: Students who are found to have brought a phone or any such electronic devices on campus during state testing will be **SUSPENDED** on the 1st offense.

## **STUDENT POLICIES**

All parents are expected to stress to the students their responsibility concerning school policies. The principal and teachers have the duty of enforcing these rules. Pupils are expected to exercise due courtesy towards all teachers, school personnel, and fellow students at all times. Impudence, profanity, dishonesty, disorderly conduct, and disregard for authority will not be tolerated.

1. Upon stepping off the bus, students are to report immediately to their assigned area. Students must form the habit of using restrooms before going to the play area and are not permitted to "hang around" in or near the restrooms.
2. Any student known to instigate or participate in fights at school, on the bus, or at the bus stop will be suspended from school. If a student is having difficulty, he should seek advice or help from his teacher, principal, or parent before getting into trouble. Very

often there are incidents that occur before fights that could have prevented the fight that are never reported.

3. Running under the covered walks or on sidewalks is prohibited.
4. Students will be allowed to use the phone only in case of emergency. Prior permission must be obtained from the classroom teacher and approved by the office. All messages will be taken in the office and relayed to the students. This is an effort to cut down on classroom interruptions.
5. Students spend six to seven hours daily at school and should take pride in their school by taking proper care of all equipment, materials and books. Any equipment, books, and/or materials purposely or carelessly damaged will be paid for by the students (or their parents). Any student who damages or defaces school property will be written up on a major infraction and may be suspended and restitution must be made.
6. No student should climb on or over the fence, on or under a building, hang on the covered walk or climb on top of a building.
7. Students are not permitted to leave campus unless they are picked up and signed out by a parent or someone authorized by the parent. Parents must report to the office when picking up a child. Parents are not allowed to go directly to the classroom or playground to get a child unless permission is given by the principal or her designee.

We believe that when rules, rewards, and consequences are clearly defined so that opportunities for success are accessible to all, positivity abounds among our students, teachers, and parents.

## **TEGHE Expectations**

**B**e determined

**A**ctive learners

**R**espectful

**K**ind to others

## **STUDENT CONDUCT**

In order to ensure that all the students at Teche enjoy an excellent and safe learning environment, the following discipline plan will be utilized.

1. General School Wide Expectations:
  - a. Respect authority and school property
  - b. Use appropriate language
  - c. Wear appropriate uniform-uniform shirt, pants, shorts, or skirt, belt and ID
  - d. Enter and leave classrooms, auditorium, etc., in an orderly manner
  - e. Upon arrival at school, go directly to the designated area
  - f. Walk to your right at all times
  - g. Keep all personal belongings with you (i.e. purses, books, booksacks, etc.)  
Each student is responsible for the safekeeping of these items.
  - h. Keep hands and feet to self and off of others
  - i. **COVID-19 Safety Procedure Updates: Students MUST wear a mask at all times on campus, in the classrooms and during transitions.**
  - j. **Students MUST socially distance on campus, in the classrooms and during transitions.**
2. Lunchroom Expectations
  - a. Enter cafeteria through appropriate door, wash hands, & sit in designated area.
  - b. Keep table and floor area free of food and paper.
  - c. Keep talking to a minimum.
  - d. Dispose of food and paper in proper containers.
  - e. Practice good table manners.
  - f. No food or paper items (straws, napkins) are to be taken out of the cafeteria.
3. Teacher Classroom Expectations  
Each teacher has a classroom discipline plan. The plan includes rules, consequences for noncompliance, and rewards for good behavior. All class rules have been approved by the administration. Although not listed in this manual, they are to be adhered to, and violators are subject to administrative discipline. **Please see the District Handbook for the District Discipline Policy.**

## **ANTI-BULLYING POLICY**

Teche Elementary believes that all students have a right to a safe and healthy school environment. As such, we have an obligation to promote mutual respect, tolerance, and acceptance among students, staff, and volunteers. Behavior that infringes on the safety of any student will not be tolerated. A student shall not bully or intimidate any student through words or actions. Such behavior includes, but is not limited to direct physical contact, verbal assaults, the use of electronic methods, and social isolation and/or manipulation.

Our **anti-bullying policy** includes but is not limited to the following:

- Any student who engages in bullying will be subject to disciplinary action up to and including expulsion.
- Students are expected to immediately report incidents of bullying to an administrator or teacher.
- School staff and/or administrators will promptly investigate each complaint of bullying in a thorough and confidential manner.
- If the complainant student or parent of the student feels that appropriate resolution of the investigation or complaint has not been reached after consulting the school principal, the student or the parent of the student should contact the local superintendent or his or her designee.
- The school system prohibits retaliatory behavior against any complainant or any participant in the complaint process.

Disciplinary action after the first incident of bullying may include but is not limited to the following:

- Loss of a privilege
- Reassignment of seats in the classroom, cafeteria or school bus
- Reassignment of classes
- Saturday Detention
- Out-of-school suspension
- Expulsion
- Assignment to an alternative school

If necessary, counseling and other interventions may also be provided to address the social-emotional, behavioral, and academic needs of students who are victims of bullying and students who commit an offense of bullying.

Students, parents/guardians and other school personnel may report incidents of bullying to an administrator, teacher, counselor or other staff member orally or in writing by using the appropriate form.

The procedures for intervening in bullying behavior include but are not limited to the following:

- *All staff, students, and their parents will receive a copy of the policy prohibiting bullying at the beginning of the school year as part of the parent and student handbook.*
- *The school will keep a report of bullying and the results of an investigation confidential.*
- *Staff are expected to immediately intervene when they see a bullying incident occur or upon receipt of any report of bullying.*
- *Anyone who witnesses or experience bullying is encouraged to report the incident to a school official.*

**The following actions will be taken when bullying is reported:**

**1. Investigation**

*Upon receipt of any report of bullying (State-issued reporting form may be requested in the office.), schools will direct an immediate investigation of the incident. The investigation will begin no later than the next business day in which the school is in session after the report is received by the school official. The investigation will be completed no later than ten school days after the date the written report of the incident is submitted to the school official. The investigation shall include interviewing the alleged perpetrator and victim, identified witnesses, teacher(s), and staff members separately. Physical evidence of the bullying incident will be reviewed, if available.*

**2. Notification**

*Parents or legal guardians of the victim and accused student will be notified of the investigative procedure. If the incident involves an injury or similar situation, appropriate medical attention should be provided and the parent/guardian will be notified immediately.*

**3. Discipline**

*Upon confirming that bullying has occurred, the accused student will be charged with bullying and will receive age-appropriate consequences which shall include, at minimum, disciplinary action or counseling.*

**4. Follow Up**

*Complainants will be promptly notified of the findings of the investigation.*

**5. Documentation**

*Written documentation containing the findings of the investigation, including input from the student's parents or legal guardian, and the decision by the school official, will be prepared and placed in the school records of the victim and perpetrator.*

**STUDENT DRESS**

1. Students shall wear the designated school uniform as outlined in the St. Martin Parish Discipline and Policy Manual. Students can wear a red or white uniform shirt with navy blue school uniform shorts, skorts, or pants. Shirts must be tucked in pants and a belt must be worn. Tights must be solid blue or white. **Knee high socks only with skirts (Solid blue or solid white in color ONLY. Cannot be colorful.** Students **MUST** wear a mask at all times. They can be any color or type of mask, as long as the mask doesn't have material inappropriate material on them. Belts should be a dark, solid color. Students can wear spirit shirts with uniform bottoms on Fridays. All other free dress days or pay to dress days will be designated and a ticket or flier with information about your child's participation will be sent home along with what specifically can be worn. Guidelines must be followed, or your child will be asked to call to get appropriate clothes brought to school.

2. **Due to COVID-19 procedure update for this year ONLY, students may wear Teche spirit shirts any day of the week with uniform bottoms. Any other Cecilia spirit shirts (Non-Teche) can ONLY be worn on Fridays.**
3. Students should come to school clean and neatly groomed each day.
4. Only approved outerwear may be worn. Students can wear: Any color sweatshirts--**No Hoods** (Includes dark green “TECHE” sweatshirts and sweatshirts sold last year) and any color jackets **with a zipper. Only jackets that zip from top to bottom can have a hood. Hoods can only be worn outdoors. They cannot be worn in the buildings on campus.** It may be worn daily as part of the uniform in class. New TECHE sweatshirts may be purchased at the beginning of the year. No designs or words, pictures, etc. are allowed on clothing other than the official school sweatshirt.
5. Only “closed” shoes may be worn to school. **No sandals, boots, or backless shoes** are allowed.
6. Students may wear one (1) pair of earrings at a time. Only “post type” earrings are allowed. (No loops or dangles)
7. Students must wear IDs. The cost is included in the activity fee. Temporary IDs (0.50) are valid for only one day. Replacement IDs cost \$7. If a student is only missing a part of their ID, they can be purchased individually--Lanyard (\$1), Pocket (\$1), Picture Card (\$5).
8. Students can only have a clear or mesh backpack (of any color) on campus. We have to be able to see what is in their backpacks at all times.

### **RECESS DETENTION and SATURDAY DETENTION**

Students may be assigned to recess detention or Saturday detention as a consequence for their behavior. This is for those students with undesirable conduct, or other disciplinary problems. A student who fails to report to detention as assigned may be given additional days and/or assigned to the next level of consequence. Further disruptive behavior may call for more severe consequences. Any student who misses Saturday Detention will receive an additional consequence.

## **POSITIVE BEHAVIOR CENTER, SUSPENSIONS, and CITATIONS**

Continuous and willful refusal to comply with the rules and expectations at Teche, insubordination, disorderly, vicious, illegal or immoral conduct, persistent violation of school regulations, defacing of school property, fighting and vandalism are causes for a major consequence. These major consequences include referral to the Positive Behavior Center at Parks Middle School, In-School Suspension, or Out of School Suspension with a Recommendation for Expulsion. In addition, refusal to serve less stringent consequences may also result in a more severe consequence than previously assigned.

According to district policy, any students who bring a vape or any parts of a vape on campus or bring a weapon to school, whether it is used on campus or not, will result in not only an out of school suspension, but a recommendation for expulsion and a citation being issued.

**We believe that when procedures, policies, and rewards are clearly defined so that opportunities for success are accessible to all, high academic achievement results.**

## **GRADING PROCEDURES**

### **A. Students working in a textbook below minimum grade level will receive “S” or “N” markings.**

1. In the event a student progresses to grade level during the year, grades will be given for those reporting periods during which he/she is at grade level. Final grades will be determined by averaging the letter grades only.
2. Should the student fall below grade level at some point during the year, letter grades will be discontinued and “S” or “N” markings will be given. Final grades will be “S” or “N.”

### **B. Letter grades of A, B, C, D, or F will be awarded according to the following standards:**

A – 93 – 100%	4 pts.	Excellent
B – 85 – 92%	3 pts.	Above Average
C – 75 – 84%	2 pts.	Average
D – 67 – 74%	1 pt.	Below Average
F – 0 – 66%	0 pts.	Failure

In grades 1-8, the basis for averaging marks shall be as follows:

A = 4.0 – 3.5
B = 3.4 – 2.5
C = 2.4 – 1.5
D = 1.4 – 1.0
F = Below 1.0

In grades 3-5 students receive letter grades in all disciplines. At least 1.0 (D) is required to pass a subject per 9 weeks for a total of at least 4 quality points per year to pass. Final grades are determined by averaging grades for the 4 nine week periods. However, an “F” earned in the final nine week period constitutes an automatic failing mark in that subject regardless of other grades earned.

In grades 3-5, letter grades are not given in the areas of art, music and handwriting. Marks of “S” (Satisfactory), or “N” (Needs Improvement), will be given instead.

### **C. Students participating in Virtual Learning:**

Virtual learning students will follow the same grading policy as students attending school on campus. Students performance and progress will be monitored by their assigned virtual learning teacher. As students complete assignments, they will be assigned a grade on Edgenuity that is visible to the student and their parents. Students’ grades **WILL NOT** be added to the JCAMPUS system weekly like students who are attending physically reporting to school. Their grades will be recorded, and their averages will be on Edgenuity. At the end of each 9 week period, their grades will be put in JCAMPUS for report card reporting. If you want to know your child’s grade during the 9 weeks, refer to their grade and progress on their Edgenuity account. The virtual learning teacher assigned will also be communicating with you about your child’s progress.

## **PROMOTION REQUIREMENTS**

1. Students must successfully complete and pass 4 of the 5 major subjects, two of which must be Mathematics and Reading.
2. A Pupil Progression Plan shall require proficiency on certain state tests as determined by The Board of Elementary and Secondary Education before a student may be recommended for promotion.

## **PUPIL PROGRESSION**

Louisiana requires that each school district adopt a program for pupil progression based upon how well the students master minimum performance standards. The St. Martin Parish School Board has adopted a Pupil Progression Plan prescribing such standards for students for promotion in all grades.

The St. Martin Parish Pupil Progression Plan was developed by a committee of teachers, parents, administrators and school board members and reflects careful consideration of the needs and interest of all students in the school system. A copy of this plan is available in the principal’s office.

**Pupil Progression Requirements are the same for virtual learning students.**



## **HOMWORK**

Homework is assigned daily in both reading and math. All students are expected to read for 20 minutes daily and practice computation skills daily. Parents are encouraged to listen to their child read and check computation for accuracy. Parents can help their children by arranging a quiet, comfortable place for the student to work and by seeing that assignments are completed. Failure to do homework will affect the child's progress and grade.

**Virtual Learning Students will not have traditional homework assignments, but they may need to work additional time on certain subjects to ensure they are on schedule to complete assignments by the due dates set by Edgenuity for completing each lesson.**

## **PROGRESS REPORTS**

Student progress reports will be sent to the parents four weeks following the start of each grading period. However, progress reports may be sent any time deemed necessary by the teacher. Parents are requested to read and sign each progress report and have the student return it to their homeroom teacher. **Progress reports for virtual learning students will be mailed out according to their averages on Edgenuity.**

## **REPORT CARDS**

Report cards will be issued following completion of each nine weeks grading period. They include academic and conduct grades, as well as attendance. Report cards will be computer generated. Report card folders must be signed by a parent and returned to the homeroom teacher.

**We believe that when students attend school regularly, high academic achievement and positivity in attitude abounds among teacher, students, and parents.**

## **MINIMUM ATTENDANCE REQUIREMENTS**

Attendance is mandatory through a child's seventeenth birthday. Any elementary student missing fourteen (14) days unexcused shall be denied credit. You will be notified via JCall or Text Message when your child misses 3 days of school. A letter will be sent out when your child misses 5 days of school. **Students having ten (8) unexcused absences, tardiness, or early checkouts from school will be referred to the District Attorney's Office (truancy FINS).**

Students who are verified as meeting extenuating circumstances and are eligible to receive grades will do so only if they are able to complete make-up work and pass the course. The supervisor of Child Welfare and Attendance may approve or deny extenuating circumstance.

Medical excuses require a physician's signature. The Cecilia School Based Health Center may excuse up to two days of a child's absence based on illness as verified by the parent. Upon request, the principal may excuse visibly ill children who check out. **Parent notes alone are not sufficient for the school to excuse an absence.**

**Extenuating Circumstances:**

1. Extended personal, physical or emotional illness as verified by a physician.
2. Extended hospital stay as verified by a physician.
3. Extended recuperation from an accident as verified by a physician.
4. Extended contagious disease within a family as verified by a physician.
5. Prior school system approved travel for education.
6. Death in the family.
7. Natural catastrophe or disaster.

**COVID-19 Safety Procedures Attendance Update:** Students who have been exposed to or test positive for COVID-19, must present documentation from a doctor of a positive COVID-19 test to be excused for these days. If the student was exposed to someone who tested positive, they must get a test done and show documentation of the exposed person's positive test to be excused for these days and follow the protocols listed below:

**If a student has a temperature 100.4 or higher, they must be picked up immediately. A COVID test must be taken.**

- **If positive test, students cannot return to school for 10 days (from first day of symptoms) WITH 24 hours of fever free without use of fever-reducing medication and improvement of COVID related symptoms.**
- **If negative test, students cannot return until they are at least 24 hours fever free without the use of fever-reducing medication.**

**\*\*Documentation of the above tests must be provided upon return to \*\*  
school for excuses to be processed.**

**TARDINESS**

Prompt arrival at school and class is expected of all students. If you are late for school, report to the office for an admit pass. **Students who arrive after 7:45 a.m. are considered tardy. Unless tardy is due to a late bus, an adult (parent) must sign the student in, in the front office. If a parent chooses to drive off, and not sign in, their child will still be marked tardy, and they will be contacted. If they drive off again, their child will be issued a consequence.**

## **ABSENCES**

1. Excused Absences: *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. All original excuses must be submitted within three (3) school days, if not, absences shall be considered unexcused. Proper documentation includes original doctor excuses, subpoenas, obituaries, and health center excuses. Parental notes and phone calls are not acceptable documentation for absences. Students who turn in proper documentation within the allotted time will be allowed to make-up work for full credit.*

2. Unexcused absences: *Students shall not be excused for any absences other than those listed above. Students shall not be excused from school to work on any job including babysitting, agriculture, and domestic service, even in their own homes. Students will be allowed to make-up work and earn eighty percent (80%) of the actual score earned. The absence(s) will still be considered unexcused.*

3. Suspensions: *Student absences as a result of any out of school suspension shall be counted as unexcused and shall be given failing grades for those days suspended. Upon students return to school, students suspended shall be allowed to make-up work for days suspended only. Students will earn seventy percent (70%) of the actual score earned for all makeup work. Any absences shall be considered unexcused until the proper documentation is presented to school officials. All original excuses must be presented within three (3) days of return to school. School-Based Health Centers can provide medical excuses for students who have been seen at one of the health centers and the student is sent home due to illness or injury. (refer to "Excuse Policy) Students who are absent due to lice will be allowed three (3) excused absences due to lice. Excessive absences due to lice infestation shall be referred to Families In Need of Services (F.I.N.S.).*

## **MAKE-UP WORK**

In case of an extended illness of three days or more, assignments may be requested through the office. Please allow one full day for this material to be collected. When homework is requested, assignments are due at the specified time. All makeup work for excused absences must be completed within five (5) school days upon receipt of verification of excused absence(s). Make-up work for unexcused absences must be completed within five (5) days of return to school. Make-up work for out of school suspensions must be completed within three (3) days of the student's return, and the highest score the students can receive is a 70% on each graded assignment .

## **PROLONGED ILLNESSES**

As soon as there is reason to believe that absence from school will be prolonged due to illness or surgery, the parents should contact Rhea Angelle, Curriculum Coordinator at 909-2500 for referral to the appropriate educational program. (Please see homebound policy.