

# **Cecilia Primary Student Handbook 2021-2022**



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## **SCHOOL PHILOSOPHY**

We, the faculty of Cecilia Primary School, feel that one of the essential purposes of education is the formation of character, and the rules of our school are designed for this purpose. With the help of the home, we will work to instill in each child the principles of good citizenship, a feeling of responsibility for the continued success of our democracy, and a belief in him as a worthy individual.

In keeping with our beliefs, we offer the following purposes:

1. To develop basic habits, fundamental skills, and proper attitudes for effective reading.
2. To strive for mastery of the forms of language (oral and written) by the use of language skills and meaningful situations.
3. To improve each child with a working knowledge of the mathematical processes and of logical and quantitative reasoning.
4. To develop an inquiring mind through real experiences in research and problem solving.
5. To enable children to develop an ever-widening understanding of the interdependence of individuals, communities and nations.
6. To provide a variety of planned, purposeful activities, which prepare the student to become a responsible citizen with a sense of good sportsmanship and good moral and ethical values.
7. To provide opportunities for creative expression through art and music.
8. To build self-esteem by providing opportunities to perform.

## **MISSION STATEMENT**

The Cecilia Primary Community ensures that all students will learn by supporting their individual needs.

## COVID-19

Dear Parents:

*Policy mandates regarding COVID-19 may impact school procedures. To ensure the safety of our students and of our faculty, Cecilia Primary will adopt and implement policies recommended or mandated by the Louisiana Department of Education, the Louisiana Department of Health, and the St. Martin Parish School Board. Changes in our procedures as outlined in this handbook will be communicated to parents via JCALL (automatic call from principal) as well as REMIND. Such new procedures will also be added as an addendum to this handbook online. **It is imperative to ensure the contact information for communicating with you is accurate and up-to-date.***

If you have any questions, please feel free to contact the school.

Sincerely,

Tiffany Francis

Principal

Dear Parents,

We will be conducting our tornado, fire, and school safety drills periodically throughout the school year. We have our Crisis Plan in place and need to practice these procedures for the protection and safety of your child and school staff. We will also practice an evacuation drill to our tentative evacuation site, which will be St. Joseph Catholic Church or Cecilia Jr. High. We will let you know in advance when we will have the evacuation drill off campus.

*Please remember to sign the last page of the 2021-2022 Cecilia Primary Student Handbook giving your permission. Thank you for your cooperation in this matter.*

If you have any questions, please feel free to contact the school.

Sincerely,

Tiffany Francis

Principal

Dear Parents,

We will be conducting various activities at Cecilia Jr. High School and on the Cecilia High School and track. The programs your child will be attending include but are not limited to:

- Christmas play practice for all Kindergarteners.
- Christmas program for all Cecilia Primary.
- Safety drills which require crossing the street.
- Awards program at the end of the school year for all of Cecilia Primary.
- Physical Education classes when held on the Cecilia High School track facility.
- Recess and Special Events when held on the Cecilia High School track facility.
- **Please note: If it is a rainy or cold day, students will be brought to the areas by bus. Your signature indicates permission to ride the bus.**

**During COVID, many of our activities will not be able to be conducted or will be altered.**

*Please remember to sign the last page of the 2021-2022 Cecilia Primary Student Handbook giving your permission. Thank you for your cooperation in this matter.*

Tiffany Francis

Cecilia Primary Principal

## ARRIVAL AND DEPARTURE POLICIES-

**Some changes due to Covid-see addendum**

Children who do not ride the bus should arrive at school no earlier than 7:00 A.M. The bell rings at 7:45 A.M. Students are not to be dropped off in the office during this time.

Anytime a student arrives at school at 7:45 A.M. or after, including CAR RIDERS, parents are required to sign the student into the office. The student will be marked TARDY.

Pick-up in the afternoon, in the car rider area begins at 3:00 P.M. Car rider cards must be visible when picking up students. CAR RIDERS should be picked up no later than 3:30 P.M. Students. **Students still at school by 3:45 will be placed in After Care and you will be charged.**

The car rider area is a designated drop-off and pick up area for car riders only. Please do not drop off snacks and/or supplies. These items are to be dropped off in the front office.

*No student should be dropped off nor picked-up in the bus loading area. Children are not to be dropped off in front of school or picked up in the front of school. This procedure is in place for the protection of our children. Any changes in the way your child goes home must be sent in writing to the office prior to 1:00 p.m. Please remember to update phone numbers and persons on your pick up list.*

Once a student reports to the campus in the morning, he/she is not to leave until school is dismissed at the end of the day.

Parents are allowed to pick up a student who has a dental or medical appointment. The student/students must be signed out in the office. Persons signing out a student must be on the check-out list in the office. Once your child is checked out, they are to leave campus immediately. **A pictured ID is required to check out a student. (Parish Policy)**

A student may be allowed to leave the campus if the activity he/she is engaged in is directly related to his/her schoolwork (Example: Gifted, Community Project).

The school campus is off limits except during school hours.

## POLICIES FOR SCHOOL VISITATIONS AND PARENT PICK-UP-

**Some changes during Covid- See Addendum**

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

1. Visitors (including parents) will not be permitted on campus without a Visitor Pass (one with the current date) that must be obtained in the office after signing the Visitor book. **Once students are checked-out they are to leave campus immediately.**
2. **Conferences with teachers should be arranged in advance.** 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.
3. Parent volunteers must report to the office, sign in and receive a volunteer badge before entering the campus. They should not go directly to the classrooms. They should sign out before leaving campus.
4. Children with car-rider name cards that were issued this school year can be picked up in the car rider area. The cards should be displayed in the front window of the passenger side of the car. If you have lost your card, inform the school and a new one will be issued for \$2.00. **You will be sent to the office to sign out your child if you do not have the card with you.** 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.
5. Parents of children who are not regular car riders **must** send in written permission that includes the child's name, the name of the person who will be picking the child up and the parent or guardian's signature in order for them to be picked up in the office. Instruct your child to give his/her teacher the written permission slip and call in to let the office know that your child will be picked up. **If your child will be a frequent car rider, please request a name card through the office.**
6. Teachers will only open the car door if a student is on the passenger side of the vehicle. If a student is on the driver's side, the parent must unload the student.

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.

**BUS TRANSPORTATION- Some changes may be necessary during Covid, see addendum**

1. Bus stops for children are set up according to State Laws and policies established by the School Board. During inclement weather, bus drivers are required to make more frequent stops.
2. Pre-K and Kindergarten children will be tagged with a bus number and animal on the first day of school. This tag will tell us which load your child will ride. Please see that the child wears the tag every day. This will help us get him/her on the correct bus and back safely to you.
3. All bus students will ride their assigned bus and the assigned load as designated at the beginning of each school year. Should a parent move into another bus area, proper arrangements will be made for those students at the written request of the parent or guardian.
4. Children who ride the bus on the morning trip are expected to ride the same bus on the afternoon trip. School policy does allow a parent to make proper arrangements for a child to ride one designated bus in the morning and because of extenuating circumstances (example – working parents) **regularly** ride another bus in the afternoon to a day care or sitter's home. Again, we place emphasis that this is done on a regular basis whereby the child does not become confused as to where to go after school each day.

In an emergency, pupils are permitted to ride a different bus with proper documentation. In this event, written contact should be made with the office and the bus driver. **If it becomes necessary for a student to ride another bus, parents must request this in writing stating the bus driver, the load (first or second) and the address where the child should be dropped off. This is School Board Policy.**

5. The principal or designee and bus drivers are responsible for discipline on the bus at all times. Improper behavior on a bus could result in suspension. If your child is hit by another child on the bus, he must notify the bus driver immediately. If there is a fight on the bus, the Parish Bus Conduct Policy will be followed.
6. Periodically during the school term, all bus drivers with the assistance of the principal or other school personnel will conduct bus evacuation drills. Please take time to discuss the importance of these drills with your child. The students are trained for both front door and rear door evacuation, should it become necessary while they are riding the bus.

\*Should you encounter any problems concerning a bus matter, please contact the school. With the help of our Supervisor of Transportation, we certainly will do our utmost to try to resolve any problem that might occur during the school term



## ATTENDANCE

### **Some changes may be necessary during COVID, see addendum**

In order for students to be recognized as having Perfect Attendance, he/she must attend school daily from bell to bell. The following excerpted information is from the St. Martin Parish Student Handbook.

#### **\* ATTENDANCE, ABSENCES, TRUANCY & WITHDRAWAL**

Students shall be expected to attend every student activity day scheduled by the St. Martin Parish School Board. In order to be eligible to receive grades, high school students shall be in attendance **84** days and have no more than **6** excused or unexcused absences for a full credit and no more than **3** excused or unexcused absences for a half credit in a semester; and primary, elementary, and junior high school students shall be in attendance **180** days have no more than **13** excused or unexcused absences in a school year. (*Bulletin 741*)

The standards of attendance apply to tardies. A high school student shall have no more than **6** excused or unexcused tardies in a semester; and primary, elementary and junior high school students shall have no more than **13** excused or unexcused tardies in a school year.

Any student elementary students missing **fourteen (14)** days, excused or unexcused, shall be denied credit. Any high school student missing **seven (7)** excused or unexcused days in a full credit class, will lose credit for that class. Any high school student missing **four (4)** excused or unexcused days in a half credit class will lose credit for that class.

In order to ensure that parents and students are properly notified of a student's attendance problem, the following procedures have been instituted.

#### **A. GRADES PRE-KINDERGARTEN THROUGH GRADE 8 ATTENDANCE**

1. Any student having **three (3)** excused or unexcused absences, tardies, or early checkouts from school:
  - a. A computer generated letter should be sent to the home
  - b. The parent/guardian shall be contacted by a school official to discuss the student's absences. This may be by telephone.
2. Any student having **five (5)** excused or unexcused absences, tardies, or early checkouts from school:
  - a. A computer generated **5-Day Letter** should be sent home.
  - b. An appointment letter with a specific date and time shall be sent to the parents/guardian who, along with the student, shall meet with the principal or designated person to discuss the absences. The parent or the guardian is expected to meet with the school official.
  - c. Contract should be presented to the parent/guardian by a school official and signed by student and parent agreeing that the student will comply with the attendance policies.

- d. If the parent/guardian fails to attend or respond to the appointment letter, an immediate referral should be made to the Child Welfare and Attendance Supervisor or Attendance Coordinator and copies forwarded for referral to FINS.
3. On any student having **ten (10)** excused or unexcused absences, tardies, or early checkouts from school:
  - a. The student and parents will be referred to the District Attorney's Office (**Truancy FINS**)
4. When forwarding information the following student information shall be included: truancy documentation, grades, discipline, and basic family information.
5. Any students missing **fourteen (14)** days, excused or unexcused, shall denied credit and shall be referred to FINS by the school, the Truancy Coordinator or TASC/Early Intervention. (*According to La R.S. 17:221, the only exceptions to the attendance regulation shall be the delineated extenuating circumstances that are verified by the Supervisor of Child Welfare and Attendance.*)

#### **D. TYPES OF ABSENCES**

The days absent for students shall include excused absences, unexcused absences, and suspensions.

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.

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.).

#### **E. EXTENUATING CIRCUMSTANCES:**

Listed below are extenuating circumstances as established by state law and as adopted by the St. Martin Parish School Board.

1. Extended personal 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 approval travel for education.
6. Death in immediate family (**Obituary or written verification must be presented**).
7. Natural catastrophe and/or disaster.
8. Court subpoena (**copy of subpoena must be presented**).
9. Visitation with a parent who is a member of the armed forces/national guard (**not to exceed five school days per school year**).

For any other extenuating circumstances parents must make a formal appeal in accordance with the due process procedure established by the St. Martin Parish School Board.

Parents may appeal the decision by presenting additional information to the Supervisor of Child Welfare and Attendance. Students participating in school-approved activities that necessitate their being away from school shall be considered present and shall be given an opportunity to make up work.

#### **F. MAKEUP WORK**

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 suspensions must be completed within three (3) days of student return.**

#### **G. STUDENT ATTENDANCE ACCOUNTING**

##### **Student Attendance Guidelines for Reporting Purposes**

The following guidelines were developed to address the need for standardization of the definition of attendance and procedures for reporting to the Louisiana Department of Education. All absences whether excused or unexcused shall be counted as an absence for reporting purposes to the State Department.

1. Half-Day Attendance- A student is considered to be in attendance for one-half day when he or she (1) is physically present at a school site or is participating in an authorized school activity and (2) is under the supervision of authorized personnel for more than 25 % but not more than half(26%-50%) of the student's instructional day.

2. Whole-Day Attendance- A student is considered to be in attendance for a whole day when he or she (1)is physically present at a school site or is participating in an authorized school activity and (2) is under the supervision of authorized personnel for more than 50% (51% - 100%) of the student's instructional day.

Note that students who are not physically present or who are participating for less than 25% of the school day shall be deemed absent for attendance reporting purposes.

## **H. COMPULSORY ATTENDANCE AGES**

State law establishes that any child between the ages of seven (7) and eighteen (18) inclusive (i.e., from his/her seventh to his/her eighteenth birthday) shall be required to attend school except as exemptions are provided by statute. (*La. R.S. 17:221 and La. R.S. 17:226*) Any child below the age of seven (7) who legally enrolls in school shall also be subject to the provisions of said statute.

### **LOUISIANA SCHOOL ATTENDANCE LAW**

According to the Louisiana Revised Statute 17:221 (A) (1), a child from his seventh birthday to the eighteenth birthday must attend a public or private day school in regularly assigned classes during the regular school hours or participate in an approved home study program. Any child below the age of seven (7) who is legally enrolled in school is subject to the compulsory school attendance laws.

*Louisiana Revised Statute 17:221 (A) (2)* states whoever violates this (A) (1) shall be FINED not more than \$250.00 or IMPRISONED not more than 30 days or both.

## **I. CHECKOUT PROCEDURES**

Anyone checking out a student must present a picture ID. Students will only be allowed to be checked out with persons listed on the current student information sheet on file at the school.

## **J. TRUANCY**

All instances of possible truancy from school shall be investigated, as required by law, and appropriate measures will be taken by the school administration and/or supervisor of Child Welfare and Attendance.

A student, absent from school without an authorized excuse or leaves school before the end of the day without permission, shall be subject to suspension. (*La. R.S. 17:221, La. R.S. 17:223, La. R.S. 17:228, La. R.S. 17:233*)

## **K. WITHDRAWAL FROM ENROLLMENT**

The parent, tutor, or legal guardian of a child who is under eighteen and who is enrolled in school beyond his sixteenth birthday may request that the student be allowed to attend an alternative education program or a vocational technical education program but will remain under compulsory attendance for fulfilling the attendance requirement for said alternative programs. (*La. R. S. 17:226*). Upon receiving such a request the school system shall be responsible for determining whether the student remains in regular school or attends an alternative education program or vocational education program and for developing and implementing an individualized program for such student effective July 1, 2002 (*La. R.S. 17:221*).

## **LICE SCREENING**

Trained employees of Cecilia Primary do lice screening. When parents report to the school that their child has lice/nits, all students in that child's class are screened. Also, when a teacher or other school personnel suspects a child of having lice/nits, that child is screened and if that child is found to have lice/nits, the rest of the class is screened. If lice are found, the following procedure will be followed:

1. Parents will be contacted to inform them that head lice were found with the procedure to be followed to rid the child of the lice.
2. After the child is treated, the parent **must bring the child to school** to obtain verification that the child has been treated and is free of lice and eggs. **A student should not be put on the bus until they have been cleared by school personnel.** After being re-checked and being found clear, an admit slip will be issued to the child allowing him/her to return to class.

Treatment should be started immediately so that the child may return to school as soon as possible. The above-stated policy was initiated with the hopes of eliminating the lice problem in the school. Students will be excused for no more than **3 days per incident** for having lice.

**Excessive absences due to lice infestation shall be referred to Families In Need of Services (F.I.N.S.).**

# **DISCIPLINE**

## **PHILOSOPHY**

Cecilia Primary faculty realizes that in order for students to grow educationally, socially, and emotionally, appropriate behavior of students is a necessity. A cooperative effort on the part of the school staff, students, and parents must be developed to achieve this.

## **OVERVIEW OF THE DISCIPLINE PLAN**

Cecilia Primary staff will decide specific behaviors required of the students. These will serve as expectations and rules for Cecilia Primary. Teachers will present lessons on appropriate school-wide behaviors that are acceptable at school and at school related activities as noted in the following sections.

### **Positive Behavior Support (PBIS)**

*“The Cecilia Primary Community ensures that all students will learn by supporting their individual needs in a safe and positive environment.”*

## **Cecilia Primary School-Wide Expectations and Rules:**

**\*Second Step Skills should be used in all areas and situations.**

***“Good Bulldogs BARK”***

- 1) **Be Prepared and Ready to Learn**
- 2) **Act Responsibly**
- 3) **Respect All**
- 4) **Keep Safe.**

### **A. Classroom**

1. Respect others
2. Follow directions and procedures
3. Be prepared for class
4. Speak appropriately
5. Keep hands, feet and objects to myself

### **B. Cafeteria**

1. Have lunch and/or money before leaving class.
2. Gather all necessary items before sitting at table and when exiting cafeteria
3. Use appropriate table manners. (Keep all food in plate.)
4. Use whisper voices.
5. Use appropriate hand washing procedure.

6. Keep food off floor.
7. Sit at table correctly.
8. Walk while in cafeteria.

### **C. Playground**

1. Sit at numbered cone.
2. Walk to designated area when whistle is blown.
3. Line up in special/number order
4. Keep area clean.
5. Respond to adult directions.
6. Shirts tucked in and shoes tied
7. Listen to duty teacher.
8. Take turns with equipment.
9. Respond appropriately.
10. Respect personal space.
11. Use appropriate language.
12. Play nicely.
13. Play on equipment properly.
14. What is on the ground, stays on the ground.
15. Play on designated area/side.

### **D. Restrooms**

1. Line up in special/number order silently.
2. Use, flush, wash, leave.
3. Throw paper in trash can.
4. Report misuse of restroom.
5. Respect privacy.
6. Be silent.
7. Listen to adults.
8. Walk.
9. Keep feet on floor.
10. Use restroom properly.
11. Use correct hand washing procedure.

### **E. Bus/Car Rider Area**

1. Have all materials packed for dismissal.
2. Leave ID tag in classroom.
3. Use restroom prior to dismissal bell.
4. Sit in assigned area.
5. Watch for ride.
6. Pick up belongings.
7. Walk to front when called.
8. Respect personal space and property.
9. Listen to duty teacher.
10. Use words of respect. (yes ma'am, thank-you, please, etc.)
11. Keep hands, feet and belongings to yourself and out of walking area.
12. Remain seated until called.

13. Walk to car/bus.

***F. Hall/Sidewalk***

1. Line up in special/number order silently.
2. Get to assigned area on time.
3. Use words of respect (yes ma'am, thank-you, please, etc.)
4. Walk silently.
5. Listen to adults.
6. Walk on correct colored line.
7. Keep hands, feet and objects to yourself.
8. Keep feet on sidewalk.

***G. Rainy Day***

- 1) Know where assigned area is.
- 2) Walk to front when called.
- 3) Pick up belongings.
- 4) Walk to assigned area.
- 5) Use whisper voices.
- 6) Listen to duty teacher.
- 7) Use words of respect (yes ma'am, thank-you, please, etc.)
- 8) Sit in assigned area.
- 9) Keep hands, feet and belongings to yourself and out of walking area.
- 10) WALK, WALK, WALK!!

***H. Bus***

- 1) Have school bag ready to enter and exit the bus
- 2) Sit in assigned seat as designated by driver/principal
- 3) Use whisper voices.
- 4) Keep all items in school bag.
- 5) Respect personal space and belongings.
- 6) Use appropriate language.
- 7) Use whisper voices.
- 8) Remain seated facing the front.
- 9) Keep hands, feet and objects to yourself.
- 10) Keep booksacks in lap/out of aisle.
- 11) Keep food or drink items in booksack

***I. P.E.***

- 1) Sit in assigned roll call position.
- 2) Remain in designated area.
- 3) Take care of restroom needs before P.E.
- 4) Use P.E. equipment appropriately.
- 5) Shirts tucked, belts and shoes tied.
- 6) Respond to verbal commands & whistle the first time.
- 7) Listen actively with eyes and ears.
- 8) Respect your personal space and fellow classmates' space.
- 9) Use 2<sup>nd</sup> Step skills.



- 10) Treat coaches, fellow students & P.E. equipment with care and pride.
- 11) Use positive words of encouragement & sportsmanship.
- 12) Remain in assigned designated area.
- 13) Keep your hands, feet & objects to yourself.
- 14) Have an adult escort when crossing the street.
- 15) Ask permission for restroom needs- upon returning tell the adult you're back.
- 16) Use P.E. equipment safely.

***J. Library***

- 1) Return library book each week.
- 2) Bring title of AR book if taking AR test in the library.
- 3) Follow directions.
- 4) Follow library procedures
- 5) Treat books with care.
- 6) Carry books properly
- 7) Use whisper voices.
- 8) Use time wisely.
- 9) Keep books in correct order when placing books back on the shelves.
- 10) Use words of respect (please, thank-you, no thank-you, excuse me...).
- 11) Raise your hand and wait to be called on before speaking.
- 12) Leave tables orderly.
- 13) Respect other adults and students who are also using the Library.
- 14) Keep hands, feet and other objects to yourself.
- 15) Walk in the library.
- 16) Sit properly on the carpet and at the tables.

***K. Positive Reinforcement***

- 1) Paw prints
- 2) Verbal praise
- 3) Incentive programs (classroom & school-wide)
- 4) Video viewing
- 5) Classroom privileges.

***L. Consequences for Misconduct***

- 1) Warning.
- 2) Time-out.
- 3) Re-teach expectation(s)
- 4) Think sheet(s).
- 5) Minor Infraction Interventions
- 6) Student conference with school administrator
- 7) Parent contact (home or work)
- 8) Loss of class privileges.
- 9) Loss or recess privileges.
- 10) Recess Detention

**Severe infractions may warrant an immediate:**

Saturday detention, in-school suspension, suspension/expulsion.

*Teachers writing a major referral will contact you about the infraction.*

**IMPORTANT TO REMEMBER**

Behavior in the classroom, behavior outside of the classroom, and on the bus will determine the student's conduct grade! **NO WEAPONS ARE ALLOWED AT SCHOOL – THIS INCLUDES TOY GUNS, KNIVES, WATER GUNS, ETC.**

**IN ADDITION CELL PHONES, HAND SANITIZERS, CHAPSTICK, COUGH DROPS, PRESCRIBED OR OVER THE COUNTER MEDICATION SHOULD NOT BE BROUGHT TO SCHOOL BY THE CHILD.**

**IN-SCHOOL SUSPENSION**

Program Guidelines: Each school shall operate its own In-School Suspension, alone or in conjunction with another school or schools and shall be conducted in a strict and controlled setting. **NO STUDENT WILL BE ACCEPTED INTO IN-SCHOOL SUSPENSION WITHOUT A WRITTEN REFERRAL.**

1. Students guilty of serious infractions of school and classroom rules and/or chronic negative behaviors not corrected through school and class level interventions will attend In-School Suspension for a full day.
2. The school administrator of discipline (principal or assistant) is the only person who can assign a student to In-School.
3. All normal due process rights are accorded the student as with regular out-of-school suspensions.
4. A referral to In-School is for a specified number of days and the parents are notified in writing.
5. Unless otherwise noted, the student uses normal transportation to get to and from In-School.
6. At In-School the student is under the supervision of the In-School Suspension Teacher throughout the day and is denied contact with regular student population.
7. A maximum of number of students, to be determined by the school(s) will be in In-School on any given day.
8. A student does not have the choice to refuse an In-School Suspension and choose some other form of discipline.
9. A student must comply with the behavior standard and complete all required assignments before returning to the regular school setting.
10. Number of times: To be determined by the school administration.
11. All schools, regardless of level, should receive equal access to the In-School program.

**Center Rules**

Each school shall establish center rules that will govern the operation of the individual in-school suspensions or other behavioral interventions to be used in lieu of out of school suspensions.

1. Students report directly to an assigned area upon arriving to campus.
2. Rules of In-School are explained to students each day.
3. Formal written work assignments (including tests) shall be sent to In-School with the student to be completed by the student on that day. The completed work is returned to the teacher by the in-school suspension teacher. Students receive credit for work successfully completed.
4. The student is marked present while attending In-School.
5. When necessary for the In-school Suspension Teacher to remove a student from In-School for failure to comply with In-School rules, the following procedures are followed:
  - a. Parents are called to pick up the student immediately.
  - b. Student is given either an extra day in In-School, Saturday Detention, or an Out-of School Suspension.
  - c. The student is to successfully complete the original assigned In-School.
  - d. If the behavior of the student is serious enough to be referred by the In-School Suspension Teacher to the school administrator with a state referral form, the St. Martin Parish Discipline Policy should be invoked.

#### When is a student assigned to In-School?

1. When there is a serious violation of school rules that would otherwise require an out-of-school suspension.
2. When chronic violation of minor offenses recurs after normal school and class interventions have failed.
3. For failure to attend Saturday Detention without a valid excuse.
4. Violations serious enough to require a recommended expulsion will not be referred to In-School.

#### How many days can a student be referred to In-School?

1. The principal's judgment and discretion and the circumstances determine the amount of time of a referral.
2. Second & third referrals can and should be more than 1 day.

## STUDENT DRESS & APPEARANCE CODE

The St. Martin Parish School Board has a responsibility to establish a dress and appearance policy that balances the rights of its students for freedom of expression and individuality against its duty and responsibility to maintain a positive learning environment on campus and to foster the values of the communities served by the public schools. Students will wear clothing and optional accessories that do not detract from the learning process. To ensure an atmosphere of order, discipline, and safety, which are prerequisites to providing education, students will be required to follow the guidelines below at school, on a school bus, or at a school sponsored activity or field trip:

1. All students enrolled in St. Martin Parish shall wear school IDs.
2. Hanging or loop earrings are not allowed. **(For safety reasons)**
3. Heavy chains hanging from belt loops or pockets and other type items are prohibited.  
In addition, lanyards, heavy necklaces or chains are not allowed. **(For safety reasons)**
4. Hair curlers and rakes of any kind are prohibited.
5. Sunglasses (unless prescribed by a physician) are prohibited. A principal or designee may request a statement from the physician.
6. Book bags, knapsacks, or other bags used to carry student books and accessories must be mesh or see-through.
7. Gang-related jewelry, insignias, colors, paraphernalia, and materials are prohibited.  
Such may vary school to school and may change year to year.
8. Make-up, hair designs, and unnatural\* hair colors which cause undue attention, distracting from the educational environment as determined by the principal, are not allowed. (\*Unnatural is defined as not naturally occurring on people.)

**CECILIA PRIMARY DOES NOT ALLOW ETCHED DESIGNS, MOHAWKS, BRIGHTLY COLORED CLIP-ONS/EXTENSIONS AND FEATHERS.**

9. Excessive jewelry or clothing that is considered a distraction or a danger by the administrator is prohibited. (ex. Black trench coats, large dangling or hoop earrings, oversized purses etc.). **Only small sized stud earrings are allowed at Cecilia Primary.**
10. Body art/tattoos which cause undue attention, distracting from the educational environment as determined by the principal must be covered.

**\*Individual school administrators have the right to implement a more restrictive student dress and appearance code policy. Any student who violates the Student Dress and Appearance Policy will be subject to the following consequences: (See Discipline Portion of Handbook).**

**Appropriate Parish Approved Uniforms Allowed (Grades Pre-K through 8):**

(The principal has the right to be more stringent with the following policy.)

**Shirt:** Solid color: Red or white Polo (golf) Short or long sleeves Two or three buttons at the top front and collar No emblems, insignias, or monograms Designated school PBIS uniform shirt

**Jumpers:** Allowed grades Pre-K - Grade 6 Uniform Navy Blue Uniform shirts must be worn under jumpers Styles must be cotton twill or cotton blend (no jean material) Set in-side pockets, no patch pockets Hems no more than 2" above knees when student kneeling Navy blue shorts must be worn under jumper

**Skirts:** Solid color: Navy blue Style must be cotton twill or cotton blend (no jean material) Hems no more than 2 inches above the knee when student is kneeling Must be worn at waistline

**Skorts:** Allowed in Grades Pre-K - Grade 6 Solid color: Navy blue Style must be cotton twill or cotton blend (no jean material) Hems no more than 2 inches above the knee when student is kneeling Must be worn at waistline

**Shorts:** Allowed in Grades Pre-K – Grade 6 Solid color: Navy blue Style must be cotton twill or cotton blend (no jean material) Set in-side pockets, no patch pockets Hems no more than 2 inches above the knee when student is kneeling No pockets on pant legs Can be pleated or flat front Must have front waistband and belt loops Elastic allowed on back and sides Must be worn at the waistline (Pre-K & Kindergarten students may wear pull-on shorts)

**Slacks:** Solid color: navy blue. Style must be cotton twill or cotton blend (no jean material) Set in-side pockets, no patch pockets. No elastic or gathered at the ankles. Must be hemmed and length not to exceed top of shoe. No pockets on lower legs Can be pleated or flat front Must have front waistband and belt loops Elastic allowed on back and sides Must be worn at waistline (Pre-K & Kindergarten students may wear pull-on pants) Cropped, stirrup, parachute, wind, stretch/warm-up, and jean-style pants not allowed

**Belts:** Mandatory when wearing slacks, shorts, or skirts (with belt loops) Belt buckles must be plain/large or oversized belt buckles are not allowed Emblems, insignias, or initials prohibited Appropriate length for waist size.

**Socks/Tights:** Socks must be visible and extend above the shoes. Socks and tights must be a solid color (white, blue, black, red). Leggings are not allowed.

**Shoes:** No sandals, boots, moccasins, clogs, slippers, or heels above one inch Close toe and close heel shoes If tie shoes, shoes should be properly tied No roller blade, lighted or any extraordinary features. **K-2<sup>nd</sup> grade students are advised to wear shoes that are appropriate for P.E.**

**Sweatshirts/Sweaters:** Solid Color: navy, white, red, gray, green(Cecilia), maroon(Breaux Bridge), purple(St. Martinville) Pullover, no hood (v-neck, crew, no hood) may be worn over polo shirts. No pictures or writing on clothing. School spirit sweatshirts may be worn.

**T-Shirts/Undershirts, Turtlenecks/Mock Turtlenecks:** Solid color: navy, red, or white. No designs, emblems, insignias, or monograms Can only be worn under polo shirt.

**Hats/Caps:** No caps, “do rags”, sweatbands, sportbands, bandanas, hairnets, wrap caps, or scarfs are allowed on buses, playgrounds, or inside buildings. Winter knit pullover hats shall be allowed on buses and outdoors during cold weather.

**Spirit Shirts:** A school approved spirit shirt may be worn on the pre-designated days, not to exceed one day a week. No jeans allowed.

**Coats & Jackets:** PRE-K - 6 Coats and jackets of any color (zip or pull-over) are acceptable. Hoods may not be worn in the building. No long, below the knee dusters or trench coats allowed.

**General Information:** The uniforms will be classic-traditional style. No baggy or oversized clothes will be allowed. All clothing worn must be appropriate size, not oversized or too tight. Shorts and slacks must fit at the waist and the crotch (within one size of student’s actual waist and in-seam measurement). All clothing must be hemmed (not frayed or slit at the seams or stapled or taped at the hem) and may not have any holes or tears. Pants or skirts which are too tight, revealing, or which allow underclothing to show are not allowed. Shirts must be worn tucked into slacks, shorts or skirts so that the waist is visible. Sweaters, sweatshirts, or jackets worn in cold weather do not have to be tucked in. Belts must be kept in the belt loops. Girls may wear shorts under their skirts or jumpers as long as the shorts are not visible. Socks or tights must be worn. **Students in violation of dress code policy will be removed from the classroom until appropriately dressed.**

## **BREAKFAST/LUNCH MONEY**

**Some changes may be necessary during COVID, see addendum**

- 1) All students at Cecilia Primary eat for free for breakfast and lunch through the CEP (Community Eligibility Program).
- 2) Breakfast is served from 7:10-7:50 each morning. When student arrives at school, if student eats breakfast they must go immediately.
- 3) It is permissible for your child to bring his/her lunch to school. Milk may be purchased by the student, however, if you prefer to send fruit juice, this is permitted in the lunchroom. No types of canned or bottled drinks are allowed.
- 4) Students will be responsible for their own lunchboxes. Students will be required to eat their lunch in the cafeteria along with their regular class during their assigned lunch period.
- 5) As educators we would like to put emphasis on the fact that good eating habits should begin at home. Please try to encourage your child to at least taste all that is served in the cafeteria.

## **TEXTBOOKS**

Every student is issued one (1) set of textbooks each school year. The student and his/her parents are responsible for these textbooks. **If they are damaged or lost, these books must be paid for before any other textbooks can be issued.**

The school system needs the cooperation of the parents in teaching the students to respect and care for the textbooks issued to him/her. Keeping books clean, dry and free from any markings is essential. Please try to reinforce this with your child.

Make sure that your child's first and last name is in his book.

## LOST AND FOUND

### MARKED CLOTHING/LOST AND FOUND

To help with students' lost coats, caps, sweaters, jackets, book sacks etc., parents should mark the name of their child in his/her wearing apparel, particularly those that might be taken off during the school day. Students tend to forget their clothes once they are removed and with proper labeling, office personnel can return these items to the students. The school does maintain a LOST AND FOUND; however, all unclaimed items are disposed of at the end of the school year. Encourage your child to check the Lost and Found area if he/she has an item of clothing that is missing. A child may claim lost articles at any free time with a staff member. All articles of clothing left on school buses are turned in to the Lost and Found area.

## SCHOOL ACTIVITIES

**Some changes may be necessary during COVID, see addendum**

### PARENT/TEACHER CONFERENCES

Parent/Teacher Conferences are scheduled twice a year. On those days the children remain at home and the parents come 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.

### CLASSROOM/SCHOOL PAPERS SENT HOME

Test papers and notes concerning school activities are sent home every Tuesday. Occasionally notes are sent home as the need arises, so please check your child's folder daily.

### FIELD TRIPS

Field trips are valuable educational experiences. Classes are allowed to go on these trips when supervised by their classroom teacher. Written permission from the parent or guardian is necessary for the student to be allowed to participate on these trips. If no permission slip with the signature of the parent or guardian is 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. **Students attending a school activity by bus must return to school by bus. If a parent wants to check out a student after a field trip, the student must return to school on the bus, then he/she may be checked out from school.**

### FIELD DAY

Cecilia Primary holds a Field Day competition each school year. Athletic competition for the students takes place for all grade levels—pre-kindergarten through second.



Community and parental support are a vital link if the Field Day is to be a success. Without this support, it is likely there would be no Field Day. All students participate in Field Day Activities unless Principal or Assistant Principal issue a consequence that prevents participation.

### **CRISIS DRILLS**

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

### **SCHOOL PICTURES**

School pictures are valuable, but inexpensive memorable souvenirs. They are made by a reputable company and are usually taken twice a year. The school usually has a first sale of individual pictures at the beginning of the year and a second sale of spring pictures at the end of the year. Class pictures will replace a school Yearbook. These class pictures will be available at the end of the school year. Picture taking is voluntary during the spring. The school receives some profit from picture taking and this money is used to buy supplementary aids and materials.

### **STUDENT IDS**

This year, student IDS will be taken by the school during the Meet & Greet activity. Students should come to school on the scheduled Meet & Greet Day dressed in their school uniform. Replacement IDs will cost \$5.00. Replacement clips will cost \$ .50.

## **SPECIAL PROGRAMS**

**Some changes may be necessary during COVID, see addendum**

### **LIBRARY**

Every homeroom class is assigned a weekly library period. During library periods all students are exposed to a variety of activities. They are given the opportunity to view films and other various audio-visual materials. Library books are checked out and returned. It is imperative that a child return books weekly because failure to do so results in the child not being permitted to choose another book until the book checked out is returned to the library.

**A child must pay for a lost or damaged book. Again, failure to do so results in the child not being allowed to choose another book until restitution is made.**

## **ACCELERATED READING PROGRAM**

The Accelerated Reading program is a reading management software program that supports individualized reading practice. The program allows first and second grade students to independently choose material to read at their own pace. Students take a quiz and are provided with immediate results, as well as visual indicators of progress toward semester goals. The quizzes measure how much students read, how well they read and at what level of difficulty they are reading. AR reports are generated for students, teachers, parents, and school administrators. There are incentives for each nine week period to encourage students to reach their AR goal. Awards will only be given for student's reaching their goals for each 9 weeks.

## **ASSESSMENTS (Tests)**

### **Kindergarten**

All students entering kindergarten will be administered tests as directed by School Board policy. The results of these shall be used for planning instructional programs to meet identified needs. The results of the screening shall not be used to exclude any child who meets the age requirements from entering kindergarten. Students are given i-Ready assessments (an online instruction and diagnostic program) throughout the school year.

### **Grade 1 & 2**

Standardized tests and/or benchmark assessments may be given as directed by School Board policy. Students are given i-Ready assessments (an online instruction and diagnostic program) throughout the school year.

## **FRENCH IMMERSION PROGRAM**

Cecilia Primary has an immersion program in French at the kindergarten, first, and second grade levels. The program offers instruction in math, science, social studies, art/music, and French entirely using the French language. Initially the students are selected at kindergarten level and proceed at each grade level thereafter. Criteria for selection include siblings in the program, French spoken in the home and parent commitment to the program. For further information please contact the school for the French Immersion Handbook.

## **CHILD CARE PROGRAM**

The Child Care Program is provided for the working parents of our students. The program is offered before and after school and participation in this program is voluntary. The goal of the Child Care Program is to provide a healthy and secure environment for children before and after school. The program provides a structured atmosphere that affords each child an opportunity to enhance his/her intellectual, personal, social, and physical development. For further information of fees and regulations, please request a Child Care Parent Handbook from the office or your child's teacher.

### **PRINCIPAL'S AWARD PROGRAM**

Special awards are given to students who have received A's and S's throughout the year in **all** academic areas **and** in conduct.

### **HONORS PROGRAM**

Students who have all A's as final grades (average) in all academic subjects are recognized for Parish A-Team at a special assembly at Cecilia Primary for the first and second semesters.

Honor Roll is defined as having **A's and B's** in **all** academic subjects.

Students are given opportunities to participate in writing and math competitions at the school and district level. Many students can receive honors in this area.

### **PERFECT ATTENDANCE**

Students earn Perfect Attendance awards for not missing any days of the school year. Attendance is taken from bell to bell, no check outs and/or no tardies. For additional information, refer to attendance policies section in this handbook

### **PRESIDENTIAL PHYSICAL FITNESS AWARD**

The children must pass a battery of physical fitness tests that includes: sit-ups, one-mile run, shuttle run, sit and reach and pull-ups. The test is nationally normed. Students can qualify for this award and receive a certificate for the National Physical Fitness Award

### **STUDENT ILLNESS OR INJURY**

The St. Martin Parish School Board policies request that a First-Aid/School Based Health Center form be completed for each child. This form must be signed and returned to school where it is kept on file in the office. This form must be returned before first aid can be administered.

If a child becomes ill or is seriously hurt at school, an attempt is made to contact the parent at home or at work. If we are unable to reach you, then we call the emergency phone numbers listed on the information sheet for that child. **IT IS MOST IMPORTANT that parents provide the school with additional phone numbers where someone can be reached in case of an emergency.**

### **SCHOOL/CLASSROOM VISITORS**

**No classroom visitations are allowed during COVID**

**Should it be necessary for you to visit your child's classroom or schedule a conference with your child's teacher, please make the necessary arrangements/appointment with your child's teacher ahead of time. This will minimize interruptions during your child's instructional time. Also, if homework needs to be picked up for a child who is out of school, please call the office in advance to have it ready – at least by 10:00AM. The homework may be picked up after 1:00 PM. Before going to the classroom, it is necessary that you pick up a**

**“Visitors Pass” from the office. Children not attending Cecilia Primary are never permitted to visit any classroom without permission from the office.**

### **TELEPHONE CALLS**

**If you would like to talk to a teacher, you may leave word with the secretary or leave a message on the teacher’s voice mail and the teacher will return your call during her planning/conference period.**

**Pupils should not be called to the telephone during the school day except in an emergency.**

**Pupils are not allowed to use the telephone without getting permission from office personnel.**



Cecilia Primary  
P. O. Box 97  
Cecilia, LA 70521  
Phone 337-667-6700 Fax 337-667-7756  
Tiffany Francis, Principal  
Chennevial Washington, Assistant Principal

Dear Parents:

Please sign and return this page to your child's school so that we may have record that you and your child received, read, discussed and understand the contents of the **Cecilia Primary Student Handbook**. You and your child agree to fully and faithfully comply with the rules and regulations contained in the handbook.

\*\*\*\*\*

This is to certify that my child and I have received, read, discussed, and understand this copy of the ***Cecilia Primary Student Handbook 2021-2022***. Please note, if it is a rainy or cold day, students will be brought to the areas by bus. Your signature also indicates permission to ride the bus.

NAME OF STUDENT \_\_\_\_\_

GRADE \_\_\_\_\_ HOMEROOM TEACHER \_\_\_\_\_

\_\_\_\_\_  
(STUDENT'S SIGNATURE)

\_\_\_\_\_  
(PARENT/GUARDIAN'S SIGNATURE)

\_\_\_\_\_  
DATE



## ADDENDUM TO STUDENT HANDBOOK

### Parent Guidelines for School Re-opening

The first day of classes for 1<sup>st</sup> and 2<sup>nd</sup> grade students will be August 16th.

All 1<sup>st</sup> and 2<sup>nd</sup> grade students (except virtual) will attend school beginning on September 8<sup>th</sup>. There is no staggered time for 1<sup>st</sup> and 2<sup>nd</sup> grade.

### PreK/Kindergarten Schedule for 2021-2022

**August 16th-18th-** Pre k Parent Orientation (Virtual or Face to Face)

**August 16th-19th-- K Student Screening by Appointment-Your child's teacher will contact you.**

**August 19th-24th-- 25% of each Pre k class attends each day. Your child's teacher will let you know which day your child will attend. 3**

**August 20th and 23rd-- 50% of Kindergarten Students attend each day. Your child's teacher will let you know which day your child will attend.**

**August 24<sup>th</sup>- All Kindergarten Students attend school**

**August 25th-26th-- 50% of Pre-K Students attend each day. Your child's teacher will let you know which day your child will attend.**

**August 27<sup>th</sup>- All Pre-K kids will be on campus**

#### School Supplies:

Please label all supplies with your child's name

Pre-K and Kindergarten--Please bring supplies when you come in for Orientation or Testing the week of August 16th.

1st-2nd-Please bring school supplies on the day you come to school the week of August 16th.

## **School Uniforms/Changes:**

- Regular school uniforms must be worn
- No pants with elastic around the ankles/joggers
- No hoods on sweatshirts but they are allowed on coats and jackets
- Tights worn under skirts or shorts can only be navy or white
- Knee high socks can only be navy or white
- Students may wear school spirit shirt every day with uniform bottoms

## **Water Bottles**

State and District Guidelines require that school water fountains be turned off. Students will be allowed to bring their own water bottles. These can be actual bottles of water or clear plastic containers which contain only water. No flavored drinks are allowed.

### **● FACE COVERINGS**

Pre-K-2<sup>nd</sup> graders are not required to wear masks but may do so. Adults will wear face coverings, as able, to the maximum extent possible. Face coverings by adults are to be worn in all areas of the school. Teachers will wear face masks while teaching and while working with students. If parents choose to have Pre-K-2<sup>nd</sup> graders wear face masks, they should be worn during arrival, dismissal, and any other transition. Face coverings are a part of the school uniform and must be of a solid color or may contain the following print: paisley, bandanas, camouflage, plaid, school spirit colors, emblems, and or words, and cartoon characters. However, face coverings must not include pictures, printed words, political messages, religious messages, or symbols of any type.

### **● MORNING PROCEDURES**

Car riders will be dropped off in the car rider area. No students can be dropped off in the office. All students will be given hand sanitizer and breakfast as they exit their bus or vehicle and report directly to their classroom. They will eat breakfast in the classroom with the teacher.



- **STATIC GROUPS**

We will keep each Pre-K-2<sup>nd</sup> grade class as a static group with as little contact with others outside that group as possible. The group will do everything together, not mixing with other groups. When students are playing outside, they will play with their group only. Each class will be separated by distance.

Students will get PE once or twice a week. Classes will remain with their static group with our PE coach. The gym will be sanitized between classes.

- **VISITORS**

Visitors will not be allowed to visit campus during this time. Birthday party visitations and lunch with kids will not take place while we are under current restrictions. Parents need to make an appointment and then call the front office when they arrive so that they can be admitted. Face masks are required upon entering the building and we encourage you to practice social distancing when possible. We ask that you please stand at one of the floor markings while waiting to provide adequate space for social distancing.

- **LUNCH**

Lunches will be loaded onto several carts and brought to each grade level building area where they will be distributed to students by teachers. Students will eat lunch in the classroom. Students will have a schedule to follow for washing hands in the restroom prior to receiving their lunch. Alternatively, students may use hand sanitizer before eating. After eating lunch, students will be given hand sanitizer.

- **RESTROOM AND WASHING HANDS**

Each class will have assigned restroom breaks throughout the day and will wash hands with soap and water after going to restroom. Before receiving lunch and after eating lunch, students will either wash hands in restroom or utilize hand sanitizer. Periodically, throughout the day, students will receive hand sanitizer.

- **EXTRA SANITIZATION AND PRECAUTIONS**

**Schedule for cleaning restrooms-**Schedules for bathroom cleanings will be given to custodians and restrooms will be sanitized using appropriate disinfectant provided by the district to clean high touch areas-light switches, toilets, stall door handles, faucets, sinks, etc. At the end of the day, restrooms and hallways would be sanitized using a fogger with disinfectant.

**Sanitizing rooms daily**-Teachers would be responsible for sanitizing high touch surfaces before leaving for the day. These include: light switches, door handles, table tops, desk tops, any materials that multiple students utilize. Classrooms will be sanitized with a disinfectant fogger weekly.

**Cleaning and sanitizing public spaces** - Public spaces will be sanitized using appropriate disinfectant provided by the district to clean high touch areas.

**BEFORE AND AFTER CARE**

There will be no Before Care services provided for the time being. After Care services will be provided in the K building. Previous sanitization guidelines will be followed. Masks must be worn for aftercare student pick-up.