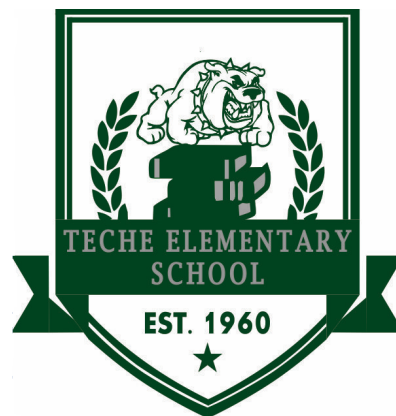


école primaire
TECHE
Elementary School

Ici on parle Français



2023-2024

PARENT-STUDENT Handbook

Shelly Dupre`, Principal
Brandy Jolivette, Assistant Principal



Dear Parents and Guardians,

Welcome to the 2023-2024 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-three years, I have been dedicated to working with the students, teachers, and families of St. Martin Parish. I am excited to partner with you in the education of your children this year at Teche Elementary School. To all of our new parents, "Welcome to Teche Elementary School."

Teche Elementary has a proven success record of developing strong learners, and we will continue to work hard to carry on that legacy. Our school was the first elementary school in the district to administer the LEAP test completely computer based. We taught our students how to integrate technology into every subject. The world we live in is growing by leaps and bounds due to advanced technology. We want our students to have every advantage that comes with using technology early on in their education. 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, I feel confident that our protocols and procedures implemented at Teche will help us to do our best to provide your children with a safe learning environment to come back to 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 or (337)909-2502.

Kind regards,

Shelly Dupre`



SCHOOL INFORMATION

Physical Address

2439 Main Hwy.
Breaux Bridge, LA 70517

Mailing Address

P.O. Box 550
Cecilia, LA 70521-0550

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 - (337)909-2502

Assistant Principal Brandy Jolivet

brandy_jolivet@saintmartinschools.org - (337)909-2507

Academic Coordinator Kristy Faulk

kristy_faulk@saintmartinschools.org - (337)909-2508

Secretary/Bookkeeper Ashley Miller

Ashley_Miller@saintmartinschools.org - (337)909-2503

Secretary Terricia Garrett

Terricia_Garrett@saintmartinschools.org - (337)909-2501

Behavior Interventionist Lacresia Charlot

lacresia_charlot@saintmartinschools.org - (337) 909-2522

VISITORS

- 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!
- 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 and/or the sheriff's department will be contacted to file a complaint and have the visitor removed from campus.

STUDENT CHECK IN/CHECK OUT POLICIES

- All students entering campus after 7:50 a.m. or leaving campus before 3:00 p.m. MUST be properly checked in or checked out with front office staff. Students signed in at or after 7:50 a.m. must be escorted into the office to be signed in by a parent, guardian, or individual on the student demographic form. Students checked out before 3:00 p.m. must be picked up in the office to be signed out by a parent, guardian, or individual on the student demographic form. **Only individuals who are 18 years of age or older can check students in or out. A driver's license or legal form of identification must be presented to check students out.**
- If you wish to have someone check your child out who is not been added to the student demographic, we must receive a request via fax or email from the parent or legal guardian with a copy of the picture ID attached requesting the individual be allowed to check your child out for them to be able to pick up your child and/or be added to the student demographic.

CLASSROOM OBSERVATION VISIT

Parents/Guardians have the option to visit the classroom of their child. If you would like to meet with your child's teacher and/or visit your child's classroom, you will need to schedule an appointment with your child's teacher prior to the meeting or visit. Your child's teacher will notify you of an approved meeting date and time. Your child's teacher will be very detailed in the description of the actions of your child in the classroom. You can also message your child's teacher to schedule a Google Meet.

This also includes bringing treats to classes for birthdays or holidays. All treats will need to be approved by your child's teacher.

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 Academic 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 in-person or on Google Meet as needed.

STUDENT INFORMATION FORMS

During the first week of school your child's teacher will be sending home information for you to fill out including by not limited to Student Demographic forms, health center forms, handbook form, spirit shirt order forms, 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 check them out, and you cannot get excuses called in if your child is absent without visiting a doctor.** The student demographic form will be printed. If there are no changes to be made to the information, please return it with your signature. If there is change to your personal information such as a change of phone number or emergency pickup information, this can be updated on the form. All address changes require proof of residence in the form of a utility bill to be changed. If you cannot provide this, a home visit must be scheduled by the Child Welfare and Attendance Office before changing the address. 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 sick and needs to be picked up. **All students who turn in ALL DOCUMENTATION by Wednesday, August 23, 2023, will receive a \$20.00 BARK Buck and an edible treat on Friday afternoon.** 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 the 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.

TRANSPORTATION TO AND FROM SCHOOL

- Students must travel their designated mode of transportation (bus or car rider) to enter and leave campus. Students are not allowed to ride a different bus on any given day. If there is a disruption in your schedule where your child needs to get home a different way, they cannot ride another bus, unless there is a bus buddy for the day due to a bus driver being out without a sub. Students must then become a car rider. If we have legal paperwork on file because a student may spend different days with different parents, we must have the addresses documented on the student demographic, and students will only be transported to these specified addresses according to the schedule on the legal documentation. We cannot allow your child to ride a different bus for any other purposes. This is for the safety of our students.
- If your child's mode of transportation will be changing due to changing addresses, please come in with a picture ID to make the necessary changes to the system. If an address needs to be updated, you must produce proper residency documentation (Utility bill, etc.), complete and notarize a residency affidavit if you live with someone else and your name is not on the documentation, or we will have to schedule a home visit with the Child Welfare and Attendance Office to update your address.

CAR RIDERS

- 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 the vehicle until given permission to exit by a duty person.
- All students riding home in a car must be picked up in the designated area. Pick-up begins at 3:05 PM and ends at 3:45 p.m. Students will be allowed to enter cars with visible CAR-RIDER tags. **Students left after 3:30 p.m. will have to attend after-care, and parents will be responsible for that fee for the day. The daily fee for After Care is \$10 per day.**
- Parking in the Car-Rider driveway is prohibited between the hours of 7:00AM. – 8:30AM and 2:30PM – 4:00PM.

BUS RIDERS

- Students will be sent home on their assigned bus daily. If there is a change and your student cannot ride the bus to their address, they must be made a car rider for someone to pick them up from school. Your child CANNOT be assigned to another bus, even with a written note. If there is a change in address or a custody agreement with legal paperwork brought to the office by the parent or guardian, we can update what days they are at what permanent address, and they may ride a different bus to a different address specified by legal paperwork and approved in person with the parent or guardian.
- 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.

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 systems, and the Remind system. **This is another reason 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
- A citation will be issued by police.
- Reported to the appropriate law enforcement agencies for possible legal action.

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:

- Recommended for Expulsion
- A citation will be issued by police.
- 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. Students will be:

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

STUDENT WATER BOTTLES ON CAMPUS

Students can utilize water fountains on campus. Also, students are allowed to bring 1 **transparent disposable or transparent reusable water bottle** to school daily to drink. Water bottles MUST CONTAIN WATER ONLY and can ONLY 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 transparent 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 or transparent. NO SWELL BOTTLES, NO TINTED COLORED, ARE PERMITTED! ONLY CLEAR or TRANSPARENT IN COLOR ARE ALLOWED! Liquid content (water) must be visible in the bottle.

- **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, Remind 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 your child brings their lunch it must be a full meal. They cannot bring snacks as their lunch. The items will be taken, and the student will have to get a school lunch for the day. 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 the 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. If medication is brought to school, the consequence is a major infraction, suspension, and recommendation for expulsion, and a citation may be issued depending on the type of medication that is brought 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.

ARTICLES PROHIBITED at 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. (Students can be recommended for expulsion if safety of students or staff has been jeopardized.)
 - 1st offense--Phone will be confiscated and returned only to the parent or legal guardian.
 - 2nd offense--Phone will be confiscated and returned only to the parent or legal guardian **AND** the student will be issued a Saturday detention.
 - 3rd offense--Phone will be confiscated and returned to the parent or legal guardian, students will be assigned to the Positive Behavior Center (PBC) which is an alternative to suspension.
 - 4th offense--Phone will be confiscated and returned only to the parent or legal guardian, students will be assigned to In-School Suspension (ISS) or Out-of-School (OSS) depending on the extent of the circumstance.
- 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.**
- **Students are not permitted to wear any SMART watches or Bluetooth devices on campus.**

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 and receive a test score of 0 on state assessment.

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 to school in proper uniform (See uniform section) and 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/she should seek advice or help from his/her 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 not be allowed to use the classroom or office phones for any reason. If there is an issue, the classroom teacher will contact the office for the secretary to contact the parent, or if a call must be made quickly, the teacher may contact the parent directly (emergencies only). 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, may be suspended, and restitution must be made. This includes but is not limited to paying for any property damaged.
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 for any reason. If there is a medical incident involving a student, the parent or guardian will be escorted to where their child is located.

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.

STUDENT CHROMEBOOK POLICIES

All students will be issued a chromebook according to district 1:1 technology policy. Each student and parent or guardian are responsible for the care and use of the chromebook that is being issued. There is chromebook insurance that covers up to \$125 of damages for the chromebook that can be purchased for \$30 for one child or \$60 per family of children. If you elect not to purchase this or damages to the chromebook exceed \$125, the parent or guardian will be held accountable for paying for the damages before another chromebook can be issued. Please see the following list of guidelines and policies for chromebooks.

- Students should use the chromebooks “as is” and NOT download any additional applications or extensions, change the screen in any way, remove the Google Account Logo on the screen, remove the case, or change out any of the accessories.
- If chromebooks are brought home, they should always be charged overnight and return to school with the student fully charged for work in the classroom.
- NO food or liquids should be put near the chromebooks.
- Students should NOT swap parts with other students, even if they are siblings. All parts are coded to your student. This includes the charger and case.
- Parents or guardians will provide earbuds or headphones for your students. Teachers do not have these in their classrooms for students.

The following information are guidelines and consequences for misuse of chromebooks or failure to follow the protocols listed above.

- ANY damages to chromebooks, intentional or not, are the responsibility of the parent or guardian. If the parent or guardian does not purchase the chromebook protection plan, they will have to pay the fines for the damages before their child will be issued another chromebook. If they purchase the protection plan, damages will be covered up to \$125.
- If a chromebook is stolen, the parent or guardian must file a police report and provide information of the police report to the school for us to turn in to district personnel.
- If a chromebooks is lost, the parent or guardian is responsible for replacing it.
- If a student owes a fee for chromebook damage, it needs to be paid as soon as possible, so we can issue another chromebook. There will also be incentives for students throughout the school year. If students owe a fine for chromebooks or any other reason, they will not be allowed to participate in certain activities.

The following actions with chromebook misuse and misuse of computer software can result in an infraction (major or minor depending on the severity of the action) and/or a fine for the student. Actions are listed below, but not limited to:

- Intentionally damaging the chromebook hardware by throwing, slamming, stepping on, or banging on the keys of the chromebook.
- Changing the screen or any software on the chromebook.
- Making changes to filters created to prevent visiting inappropriate sites from being accessed on the chromebook.
- Not following the directions of the teacher while using the chromebook and visiting sites that may not be blocked, but should not be accessed during instruction.
- Using another student's username and password is fraud, and it cannot occur. Students should only use their username and password to access the chrome book and any websites on the chromebook, such as iREADY, Prodigy, etc.
- Adding extensions for games or other prohibited applications onto the chromebook.
- Anything else that may damage or compromise the hardware or software of the chromebook in addition to the actions listed above.
- Violating any of the agreements signed by student and parent when the Chromebook was issued.

TECHE Expectations

Be determined

Active learners

Respectful

Kind 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 (See ID policy)
 - 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, backpacks, etc.) **All purses or additional bags brought on campus, with the exception of lunch bags, MUST be clear or mesh just like backpacks.** Each student is responsible for the safekeeping of these items.
 - h. Keep hands and feet and objects to self and off of others
2. Lunchroom Expectations
 - a. Enter the cafeteria through the appropriate door, wash hands, & sit in designated areas.
 - b. Keep the 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. Stand in the designated areas while grabbing and waiting to exit the cafeteria.
 - 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 experiences 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 ID, and a belt must be worn properly. Tights must be solid blue or white. **Knee high socks only with skirts (Solid blue or solid white in color ONLY. Cannot be colorful.** Belts should be a dark, solid color. Students can wear Teche spirit shirts with uniform bottoms on any day of the week. **If your child is new to Teche, order forms for new shirts will go out the 1st day of school.** 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. **If a parent cannot come to school and bring appropriate clothing, we can issue a school uniform from new school donated items, and the child will not be allowed to participate in the next school Free Dress Day.**
2. Students can wear a Teche Spirit Day with Blue Jean Pants on designated District Spirit Days! Students can wear **ONLY** Teche Spirit Shirts or Teche Club Shirts (4-H, DARE, or Student Ambassador shirt). Students cannot wear any other Cecilia Spirit Shirt. Designated District Spirit Days can be found on the 2023-2024 District Calendar posted on the Teche Elementary website and SMPSB website.
3. Students should come to school clean and neatly groomed each day.
4. Only approved outerwear may be worn. Students can wear: Any color sweatshirt and any solid color jacket **with a zipper. Only jackets that zip from neckline to waistline can have a hood.** It may be worn daily as part of the uniform in class. Hoods can only be worn outdoors, weather permitting. **They cannot be worn in the buildings on campus.** New TECHE sweatshirts may be purchased at the beginning of the year. **No hoodies (jackets with hoods and no zipper) will be allowed on campus or allowed to be worn in any capacity--Under a sweatshirt or under a uniform shirt.** If a hoodie is worn to school, your student will be asked to take it off and reminded to bring it home and not to wear it again along with a call or Remind message from your child's teacher. After this warning is given, your child will receive a consequence for wearing the hoodie to school again after being instructed not to do so.

5. Only “closed” shoes may be worn to school. **No sandals, athletic slides, 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 (\$1) 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--Clip (\$1), Pocket (\$1), Picture Card (\$5). **(Please see the specific ID policy below.)**
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. Purses or additional bags must be clear or mesh as well.

****Refusal to follow any part of the uniform policy will result in an infraction (minor or major depending on the situation) being issued to your student for willful disobedience. This will cause them to have to miss PBIS incentives for that month.**

This may be a result but is not limited to the following behaviors:

- **Refusing to tuck in a shirt**
- **Refusing to take off a hood in the building**
- **Refusing to wear the proper uniform parts--shirt, bottoms, jacket, or sweatshirt**
- **Refusing to wear a temporary ID or string when your student comes to school without an ID or a belt**
- **Removing their ID (IDs must be worn at all times.)**
- **Refusing to wear uniform bottoms around the waist**
- **Refusing to remove a jacket or sweatshirt that is not allowed according to school policy.**

SPECIFIC ID and BELT POLICY

- **ID's--**All students must wear an ID on the bus and campus daily from the time they enter campus until the time they leave campus on the bus and arrive home. If a student comes to school without their ID, they **MUST** be issued a temporary ID. If someone brings their ID to school, it must be brought by 8:00 a.m., or they will be responsible for paying for the temporary ID. Temporary IDs will be issued in the morning, and the cost is \$1. If a student doesn't have their ID on the day they need a temporary ID, they can bring the \$1 the next day. If a student doesn't bring their \$1 the next day, they will be assigned to PE/Recess Detention (1st and 2nd offense). This detention serves as payment for their temporary ID.
- If a student doesn't have \$1 for a temporary ID (3rd offense and every offense after), he/she will be assigned to PE/Recess Detention and a minor infraction will be given. After a student receives 3 minors and major infraction will be given.

- This consequence will be issued every time they do not pay for their temporary ID by the next school day. This is a policy put in place to teach our students responsibility and also enforce safety.
- **Belts**--All students must wear a belt on campus daily, if their pants have belt loops, from the time they enter campus until the time they leave campus. If a student comes to school without a belt, he/she will be assigned to PE/Recess Detention (1st and 2nd offense). If a student doesn't have a belt (3rd offense and every offense after), he/she will be assigned to PE/Recess Detention and a minor infraction will be given. After a student receives 3 minors and major infraction will be given.
- Students will have the option to call home for a belt, as needed.

PE/RECESS DETENTION and SATURDAY DETENTION

Students may be assigned to PE/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 different 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.

****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. In PE grades of S, N, or U are given for third graders. Letter grades are given in PE for fourth and fifth graders.

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. 4th and 5th grade students must successfully complete and pass 4 of the 5 major subjects, two of which must be Mathematics and Reading. In 3rd grade, students must pass Reading and Math only.
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.

HOMEWORK

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 and WEEKLY TEST PAPER FOLDERS

- **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.** This is our documentation that you have reviewed and understand what your child's grades are. **Progress reports for virtual learning students will be mailed out according to their averages on Edgenuity.**

- **Weekly Test Paper Folders**--Your students will get a test paper folder sent home weekly on Wednesdays with grades from the previous week. **This must be signed weekly and returned to school by Friday of that same week as an acknowledgement that you are aware of your child's academic progress.** If you have any concerns about your child's grades, this is a time for you to communicate with your child's teacher about it and come up with a plan to provide them more support.

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 amongst teachers, 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 and a contract will be sent out when your child misses 5 days of school. **Students having (7) unexcused absences, excessive tardiness or late to school check-ins, or excessive early checkouts from school will be referred to the District Attorney's Office (truancy FINS).** You will be notified by phone before a referral is processed in an effort to give you an opportunity to fix the situation. If the lack of attendance continues a referral will be processed, and you may have to appear in FINS court with your child as a result.

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 (within 3 days of returning to school) and pass the course. The supervisor of Child Welfare and Attendance may approve or deny extenuating circumstances.

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.

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 about the incident. If they drive off again, their child will not be signed in and they will receive an attendance record of “absent” for that day until they are officially signed into school. If they are not signed in, it will be recorded as an unexcused absence will stand and affect their attendance.**

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 Kristy Faulk, Academic Coordinator at 909-2508 for referral to the appropriate educational program. (Please see homebound policy.

Student-Parent Handbook Acknowledgement

I have digitally accessed the Teche Elementary Student-Parent Handbook. I have read the handbook and understand all the rules and expectations. I agree to be responsible for following all of the rules and expectations of the school and understand the consequences for failing to follow the requirements.

I understand that this handbook may be amended during the year without notice. This handbook in the latest version will be available on the Teche Elementary website (<https://te.saintmartinschools.org/>) and is applicable to all students upon the implementation of any change. The administration will notify all parents and students in writing, where possible, of any changes to the handbook as soon as is practical.

Print Student's Name: _____

Signature of Student

Date

Signature of Parent

Date

