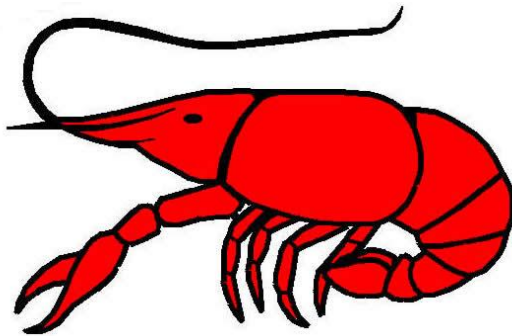


Ray St.Pierre Academy
for Advanced Studies
Parent/Student Handbook
2019-2020



Londa Foster
Principal

2820 Mt. Kennedy Dr.
Marrero, Louisiana 70072
Telephone: (504) 347-4739
Fax: (504) 348-3707

ACKNOWLEDGEMENT

2019 – 2020

The parent(s) of _____ hereby
Student's Name
acknowledge that we have read the **St. Pierre Academy
for Advanced Studies** Parent/Student Handbook and
will adhere to the school's policies and regulations.

We agree that _____
Student's Name
should be held accountable for these rules and
regulations.

Student Signature

Date

Parent/Guardian Signature

Date

NOTE: Student **MUST** return this **signed** form to the
homeroom teacher no later than Monday, August 12
(grades 1 - 5), and/or Monday, August 19 (grades PK – K).

Ray St. Pierre Academy for Advanced Studies

2820 Mt. Kennedy Dr.

Marrero, LA 70072

(504) 347-4739

FAX: (504) 338-3707

Dear Parents and Students,

We have prepared this handbook to answer many questions that parents and students have about the activities, procedures, policies, and rules that make our school a place where students are valued, respected, and given every opportunity to receive a quality education. We trust you will read it thoroughly and make every effort to assist the faculty and staff of St. Pierre Academy in making this school year a successful and productive one.

MISSION STATEMENT

As members of the St. Pierre Academy family, it is our mission to prepare students for college and career readiness by 1).Increasing literacy in reading, writing, language, speaking and listening; and 2).Building fluency and conceptual understanding in mathematics.

HANDBOOK

ACADEMIC STANDARDS/DISMISSAL POLICY

In order to maintain the highest academic standards at the advanced studies academies, and to keep you informed of your child's academic progress, any time a student in grades 1 – 5 receive a "D" or "F" on a report card, a conference with the principal will be necessary. At this time, the academic standards will be reviewed/explained to the parent(s), and suggestions for parent support will be offered. Students will then be monitored for improvement. If the student does not improve, a follow-up conference will be scheduled to support the parent(s)' efforts at home to help their child with studying, completing homework, etc.

Beginning with the 2013-2014 school year, the academic policy at all advanced studies elementary schools reads as follows:

Each advanced studies elementary student's final course averages (grades 2 – 5) will be reviewed at the end of the school year. A student's final/end of course grade for each **qualifying** course attempted in language arts, math, science, and social studies will be averaged using the following un-weighted quality point values: A = 4, B = 3, C = 2, D = 1, and F = 0.

So that all qualifying courses may be averaged, in grade 3, a final letter grade will be calculated for science and social studies and averaged in addition to language arts and math.

If a student earns less than a 2.0 final average (rounding up is not permitted) in all qualifying courses attempted during a school year, he/she will be dismissed from the school for advanced studies and not be allowed to apply for readmission to an advanced studies school in Jefferson Parish for at least one academic year.

In addition to the grade point requirement, a student's performance in all courses attempted during a school year will be reviewed at the conclusion of a school year. If a student earns a final/end of course letter grade average of "F" for any two courses attempted during the course of the school year, the student will be dismissed and not be allowed to apply for readmission to an advanced studies school in Jefferson Parish for at least one academic year.

Parents/legal guardians retain the right to appeal academic dismissal.

ACADEMIC STANDARDS/DISMISSAL POLICY LOWER ELEMENTARY GRADES (PK, KINDERGARTEN & GRADE 1)

In order to maintain the highest academic standards at the advanced studies academies, whenever there is evidence of academic deficiencies in a child's performance in the PK – GRADE 1 advanced studies curriculum, as documented on a student's interim report, report card, portfolio of student work, and/or a student's poor performance on district or state tests, parents will be notified and a conference with the principal will be necessary and the student will be monitored for improvement. If the student does not improve, a follow-up conference will be scheduled to support the parent(s)' efforts at home to help their child with studying, completing homework, etc.

INTERIMS/REPORT CARDS

Interim reports will be issued once within each grading period. The purpose of an Interim Report is to inform parents of their child's academic progress. **In the event deficiencies are noted, please schedule a conference with your child's teacher immediately.** This is the most effective way to support your child's academic success. The Interim Report must be signed by the parent or guardian and returned to the student's homeroom teacher on the next school day.

Report cards and/or progress reports are given to students at the end of each marking period, and will generally be sent home on Wednesdays in the (BLUE) Communication Folder. Students will receive letter grades or other indicators that reflect their performance relative to grade level requirements. The only exception to this is pre-kindergarten. Pre-kindergarten students will only receive progress reports at the end of the second and fourth marking periods.

In pre-kindergarten, kindergarten, and first grade, a conference with the principal will be necessary whenever there is evidence of academic deficiency as documented on a student's interim report, report card, progress report, portfolio of student work, and/or a student's poor performance on district or state tests. The purpose of the conference is to support the parent's efforts at home to help their child with studying, completing homework, etc.

In grades 2 – 5, parents of students receiving less than a C in any subject on the report card in any marking period will be required to attend a conference with the principal. The expectation is that the student's grade(s) improves by the next marking period.

REGULATIONS REGARDING DISCIPLINE OF STUDENTS

At St. Pierre Academy, we wish to foster a learning environment that is both safe and conducive to learning. And, because discipline begins with organized, consistent school and classroom management, we have established a school-wide discipline policy that requires all students to treat others with respect, and take responsibility for their actions. These policies and procedures will be explained and discussed with your child(ren).

HOME/SCHOOL COMMUNICATION

Each Wednesday a school-wide Communication (BLUE) Folder will be sent home. **These folders should be returned the following day with your signature(s).** All communication regarding behavior and academics, as well as other pertinent information, will be delivered via the blue folder, including Interim Reports and Report Cards whenever possible. Information on your child's academic progress can also be found online at the ***Student Progress Center***. The Student Progress Center can be accessed via jpschools.org or the JP mobile app. Please ensure your email address is correct and current at all times as pertinent information is generally communicated via email.

SCHOOL HOURS

1. Students may arrive at school beginning at 8:00 a.m. Because duty teachers do not report for duty until 8:00 a.m., no student may arrive on campus before that time. Students are not allowed in classrooms before 8:30 a.m. or after 3:20 p.m., unless the teacher is present. **Please do not ask Childcare personnel or a member of the custodial staff to allow access to classrooms after school hours as they are prohibited from doing so.**
2. The morning bell rings at 8:30 a.m.
3. The carpool gates are locked promptly at 8:30 a.m.
4. Students arriving after 8:30 will be considered tardy and **must be signed in through the office by a parent**
5. Car riders and Childcare students are dismissed when the first bell rings at 3:15 p.m. The second bell rings at 3:20 p.m. At this time, bus riders report to their assigned areas. All students should report to the assigned areas immediately.

**LOUISIANA LAW:
SCHOOL ATTENDANCE, DUTY OF PARENTS, AND EXCESSIVE
ABSENCES**

Every parent/guardian must send his child to a public or private day school **from the time he enters school** until he is eighteen years old. According to the policy of the state of Louisiana, students must attend elementary or middle school for a total of 60,120 minutes to be eligible for promotion. Based on a standard 360 minute instructional day, **a student can miss no more than 10 days of school to be eligible for promotion.**

Excessive absences and tardiness/early check-outs affect attendance, and must therefore be brought to the attention of the Truancy Center (TASC) and the Jefferson Parish Juvenile Court System.

ATTENDANCE

The state of Louisiana defines **excused** absences as "absences of two or fewer consecutive school days incurred due to personal illness or serious illness in the family." **Please remember, even if an absence is excused, it will still appear as an absence on the report card and count against perfect attendance.**

When a student is absent from school, the following things are considered:

If a student is absent **two or fewer consecutive** school days for personal illness or serious illness in the family, the absence may be excused if the **student provides a parent note from home stating the date(s) and the reason(s)** for the absence when returning to school. A physical note or email must be provided to excuse the absence; a phone call, although appreciated, will not suffice. All absentee documentation must be submitted to the school within five days of the absence.

In some instances, **extended** absences, as well as specific circumstances outlined below, may be considered **exempt**.

Absences may be considered "**exempt**" in the following circumstances:

1. ***Extended** personal physical or emotional illness as verified by a physician, nurse practitioner or dentist licensed in the state of Louisiana
2. ***Extended** hospital stay as verified by a physician, nurse practitioner or dentist licensed in the state of Louisiana

3. ***Extended** recuperation from an accident as verified by a physician, nurse practitioner or dentist licensed in Louisiana
4. ***Extended** contagious disease within a family as verified by a physician, nurse practitioner or dentist licensed in Louisiana
- ***Extended** is defined as absences of 3 or more consecutive days. **The physician's verification must be presented to the school within 5 days of the absence.**

Other circumstances include:

5. Observance of special and recognized holidays of the student's own faith
6. Visitation with a parent who is a member of the United States Armed Forces or the National Guard of a state and such parent has been called to duty or is on leave from overseas deployment to a combat zone or combat support posting
Excused/exempted absences in this situation shall not exceed 5 school days per school year.
7. Prior school system approved travel for education
8. Death in the immediate family (not to exceed one week)
9. Natural catastrophe or disaster
10. Students participating in school-approved field trips or other instructional activities that necessitate their being away from school shall be considered present, and therefore marked exempt. **Students must be present before and/or after the event in order to qualify for perfect attendance.**

Exempted absences will not affect perfect attendance.

Make-up work may be requested for excused/exempted absences only. Make-up work must be completed in a number of days equal to the number of days absent. All requests for work must be made immediately upon returning to school, if not before. In cases where the request is made after the teacher's scheduled planning period, the teacher shall have until the next planning period to prepare.

Out of school suspensions are considered **unexcused absences.**

TARDIES AND EARLY CHECK-OUTS

Any student who arrives at school after 8:30 A.M. is tardy. **He/she must be signed in by a parent** and receive a tardy slip before going to class. No child will be admitted to class without a tardy slip. **After the third unexcused tardy**, a parent conference with the principal is necessary and the student will be required to serve an in-school detention during P.E. After the fifth unexcused tardy, the student will be required to serve an after school detention. **The sixth unexcused tardy in the same semester will result in a referral to the social worker.** After that, the family can be referred to the Truancy Assessment and Service Center (TASC), and the student may receive further disciplinary action.

CHECK OUT PROCEDURE

1. If a student must leave during the school day, he/she must be checked out in the office by a parent or guardian listed on the emergency card. Parents must wait in the front office for their child(ren) to be called. Proper identification (photo ID) is required to check a student out of school.
2. **No child will be released to a person not listed on the emergency card.**
3. Plan to pick up your child before 2:50 if you have after school appointments. No check out requests will be honored during the last thirty minutes of the school day. At this time teachers and students are preparing for dismissal and teachers are issuing last minute instructions and homework assignments.
4. **Students may NOT be checked out after field trips or school events unless they are ill.** If a child is ill and must be checked out, they must be signed out by a parent through the office.
5. Unexcused check outs, as well as unexcused tardiness, are absences from school, and as such **will be counted against perfect attendance.**

EMERGENCY CARD INFORMATION

Each student must have a completed emergency card with current information on file at school. **It is the parents' responsibility to notify the school of any changes in address and/or contact information, including home, work, and mobile numbers and email addresses throughout the school year.**

1. At a minimum, please provide **three local working telephone numbers.**
2. Please remember to include the names/numbers of all who are authorized to pick up your child(ren) - **Only those listed on the card will be allowed to sign your child(ren) out of school.**
3. Correct information regarding your physical address must be provided so that mailed school correspondence, including final report cards, is received.
4. If a ***Change of Address*** is necessary, you must provide 2 proofs of the new address.
5. Correct/current email address(es) must be provided so that you are able to receive school-wide email correspondence. Monthly newsletters, weekly school-wide information, and reminders are sent via email.
6. If you change your email address, please email a change request from your new email address. Remember to reference your previous email address and your child's name.

PICTURE ID CARDS

As outlined in St. Pierre Academy's **Emergency Management Plan**, all students must wear ID cards while at school or on field trips for the purpose of identification in emergency situations. Any student not wearing an ID will receive a uniform violation.

The use of ID cards results in more efficient meal and library transactions; therefore, students without ID cards will not be allowed to check out library books and may be asked to move to the back of breakfast and/or lunch lines. In addition, **students without ID cards will not be allowed to attend field trips.** No IDs will be issued on the mornings of scheduled field trips. Refunds will not be issued for field trips when a student does not have his/her ID card.

ILLNESS

If a student becomes too ill to remain in class, we will attempt to reach you by phone and recommend that you come to school and pick up your child. This is one reason it is so important we have a current working phone number on your child's emergency card at all times. If your child is ill, please do not send him/her to school. Students **must** be fever free for a period of 24-hours and/or be cleared by a physician before returning to school. A student who contracts a contagious disease or condition will be sent home, and must remain at home until cleared by a physician to return to school. Students with head lice must remain home until there is no evidence of infestation. **No student can return to school without a recheck for infestation.** The parent must return with the child and wait until cleared.

MEDICATION

School employees may not give medicine to any student unless the school has the appropriate forms signed by a physician and the parent. School employees are not allowed to give aspirin or apply ointment for cuts or abrasions. **Students are not allowed to bring any type of medication to school.** All medication must be cleared through the school nurse or medication office. The Westbank office is located in the Jefferson Parish Schools Administration Building at 501 Manhattan Blvd. in Harvey. The Eastbank medication office is located in the Paul Emenes Center on Clearview Parkway.

SOCIAL WORKER SERVICES

At St. Pierre Academy we offer individual and group counseling to students who need help with school adjustment. These services may include providing educational information, personal/social information and services, and referral services. St. Pierre Academy is serviced by an itinerant social worker 2 days per week.

SINGLE POINT OF ENTRY

The school office is the first stop for anyone entering St. Pierre Academy for Advanced Studies including parents, visitors and vendors. After arrival time, ALL access to the school campus is restricted to the main entrance. ALL visitors must enter through the door on the left side of the office **(the side with the ramp)** and present valid picture identification **to move beyond the office area.** At no time will anyone be allowed to remain on the school campus without a valid ID. All visitors will be required to visibly display/wear "Visitor" identification on their person while on campus.

VOLUNTEERS/VISITORS ON CAMPUS

Parent volunteers are always welcome at St. Pierre Academy. Most parent volunteer opportunities are organized by the P.T.O. or Dads' Club, but can also be arranged with your child(ren)'s teacher(s) or through the office. When volunteering or attending scheduled events on campus, please remember that **events scheduled within the school day are student-only events**, which means siblings or other non-students are not invited to attend these events. When attending after-hours events such as family nights or P.T.O. meetings, siblings are welcome, but toddlers must be kept in strollers for safety reasons.

APPOINTMENTS

Parents are encouraged to visit the school and actively participate in the education of their children. They are also strongly encouraged to arrange a conference with their child's teacher whenever a problem arises. **Any parent wishing to conference with a teacher or administrator should make an appointment in advance of the meeting time.** Visits with the principal and/or teacher should never be attempted without first securing an appointment. For the safety of all students, it is required that any person entering the school campus come directly to the office and present valid identification. All visitors will be required to visibly display/wear "Visitor" identification on their person while on campus.

Teachers may schedule appointments before or after school, or during their planning periods to ensure sufficient time for conferencing. Teachers cannot be interrupted during class time to meet with parents. Parents are requested to contact teachers to schedule appointments either by phone or via email (a link to each teacher's email can be found on the school's website):

<http://stpierre.jpschools.org>. Please remember that a teacher has many obligations; therefore, please allow adequate time for a response.

Parent Conference Days are scheduled on the school calendar to afford parents an opportunity to confer with teachers. Please observe these opportunities.

MESSAGES

Only messages of vital importance will be relayed to students during class time. Instructional time cannot be interrupted except in cases of extreme emergency.

HOMEWORK

Our first obligation to students is to teach them the fundamentals of reading, writing, and math, and their applications in all subject areas including science and social studies. These skills must often be reinforced with additional practice or homework. Homework is the extension of class work, and as such relates directly to the mastery of a subject. Homework is an important part of the learning process. It is essential that parents/guardians assist in the homework process. Failure to complete homework may result in non-mastery of skills and lower grades in the course.

TRANSPORTATION REGULATIONS

Any students electing to use bus service as their designated method of transportation must ride their assigned bus **ONLY**. Any exception must be approved in advance of the change, **in writing**, by both the principal and the Director of the Department of Transportation for Jefferson Paris Public Schools.

Students must use the same method of home transportation designated at the time of registration unless other arrangements have been approved in advance. (See *Changes in Transportation*.)

BUS TRANSPORTATION

Transportation to advanced studies schools is based upon designated hubs. These hubs are not traditional neighborhood bus stops and may require parents to pick-up and drop off their child(ren). These bus hubs have been created to maximize the efficiency of the routes, time spent in transit, and the school's starting times since the ASA students' attendance zones are much larger than a traditional school attendance zone.

The buses assigned to the academy schools, and other specialty schools, do not travel up and down neighborhood streets as buses assigned to traditional schools do. In addition, these buses often travel farther than traditional school buses; as a result, students may spend more time on the bus traveling to and from school.

STUDENTS TRANSPORTING LARGE ITEMS ON BUSES

If a student is transporting a band instrument, **project**, or other large item on a bus, the item must rest safely on the student's lap or fit under the student's seat. If the item meets that criteria, the driver is able to transport the student's item. If not, the item will not be allowed on the bus.

More information on safety guidelines for students riding school buses can be found on pages 3-4 of the ***JP Procedures and Policies for Parents and Students*** handbook. Items 10 (band instruments and school bags) and 28 (objects too large to be held) address the policy above.

CAR RIDERS

Traffic for car rider drop-off and pick-up must enter through the last gate on Mt. Matterhorn Dr. Please do not block the gate as bus traffic for loading will enter through the same gate, but will turn left and exit through the first gate. Please remain patient and courteous while waiting in line for your child.

Each family choosing to use carpool dismissal must register and sign a Carpool Dismissal Waiver which gives the administration and staff of St. Pierre Academy permission to release your child(ren) at the end of the day through the carpool line. You must come into the office to sign the waiver.

A number will be assigned to each family using carpool dismissal which should be hung from the rearview mirror of the car during pick-up. This will facilitate a more timely and efficient release of students. **NO STUDENT(S) WILL BE RELEASED WITHOUT THE IDENTIFYING NUMBER TAG ISSUED BY THE SCHOOL.** Release of all students will be recorded daily. Please leave your carpool number displayed from the rearview mirror the entire time you are in the carpool line.

For safety reasons, students WILL NOT BE ALLOWED TO CROSS between cars when exiting the car (in the morning), and **WILL NOT BE CROSSED BY ST. PIERRE ACADEMY STAFF** to enter the passenger door in the afternoon. If you wish to allow your child to cross in-between vehicles, he/she must do so without the assistance of St. Pierre Academy staff AND a **written request** must be submitted to the school office releasing St. Pierre Academy from any responsibility should injury occur. **This practice is strongly discouraged for your child's safety.**

Any family choosing carpool dismissal MUST register each child for after-school Childcare services in the event of an emergency or late pick-up. The registration fee is \$20. All students must be picked up from carpool by 3:50. Students not picked up by this time will be sent to Childcare and applicable fees will apply.

CHANGES IN TRANSPORTATION

All requests for transportation changes MUST be made by 2:00 P.M. except in extreme emergencies.

Requests for transportation changes in the afternoon, either permanent or temporary (even daily) **MUST be in writing**, thereby giving the school written authority to make the change.

When you know in advance that your child will **NOT** be going home via the usual method of transportation, or staying for Aftercare as usual, it will be necessary to **send a signed, dated correspondence or email to the homeroom teacher the morning of the change.**

In emergency situations, when you do not have advance knowledge of the need for an alternative method of transportation or to request that your child be placed in Aftercare, it will be necessary to first **call the school**, and **then either fax (348-3707) or email your written request** for an alternative method of transportation or to request that your child be placed in Aftercare. Emails should be sent to the homeroom teacher, the school secretary, and the principal. This ensures follow up of your request. There are links to the email addresses of all faculty and staff members on the school website at: <http://st.pierre.jpschools.org>. **Please be aware that emails from some work locations may be filtered/blocked** which is why we ask that you call first.

CAFETERIA

Again, during the 2019-2020 school year, elementary students will be offered well-balanced meals (breakfast and lunch) at no cost. This is only offered to students who eat a full, reimbursable meal. Students whose parents elect to send lunch from home must also send a drink or the student will be charged for milk/juice.

Students are not allowed to bring additional food or drink items into the cafeteria when receiving a school breakfast or lunch.

Students must behave appropriately in the cafeteria. All school rules, as well as proper table manners, must be observed during meal times. Students are to remain in the cafeteria until they are dismissed.

No student **or visitor** should ever enter the school cafeteria with food items displaying fast food labels or logos.

No snacks are to be brought to school without teacher permission.

No Ramen Noodles or sunflower seeds are allowed at any time.

DRESS/CODE UNIFORMS

Students will be expected to wear their school uniforms, be well groomed, and keep themselves neat while at school.

- As outlined in St. Pierre Academy's **Emergency Management Plan**, all students must wear ID cards while at school for identification purposes. Students without identification will be issued uniform violations.
- Kindergarten through fifth grade students must wear belts at all times. Belt buckles are to be no wider than the belt and **may not have initials, words, or embellishments**. Belts must be black, brown or khaki only.
- No oversized pants or cargo pants will be allowed. Pants must be worn at the waist, not the lower hips.
- No skinny style pants may be worn.
- No Capri length pants may be worn.
- Students must wear tennis shoes. Shoes must be properly laced or fastened with Velcro. **NO MARY JANE STYLE OR SLIP-ON SHOES ARE ALLOWED** for safety reasons.
- All hair must be a natural color (red, brown, black, blonde).
- No designs may be cut into the hair.
- Non-traditional hairstyles are not allowed.
- No make-up may be worn.
- No student will be allowed to wear more than one earring in each ear. Earrings are to be no larger than a quarter.
- **PK students may NOT wear hoop or dangling earrings – only small stud earrings may be worn (see PK Handbook)**. All necklaces must be tucked inside of shirts. Any jewelry that is inappropriate, unsafe or a distraction to learning will be removed and held in the office until picked up by a parent/guardian.

The school uniform is as follows:

Pre-K - Kindergarten:

Long or short sleeved **Purple** shirt with Ray St. Pierre Academy logo
- **Shirts should be tucked in.**

Khaki **uniform** pants or shorts (**walking length, no pleats**) only – **no khaki jeans or skinny style pants**

Girls may wear khaki skirts (**no khaki jumpers**)

Navy or khaki shorts should be worn under skirts for P.E.

Girls may wear **white footed** tights (not leggings) in colder weather.

***Black, Brown or Khaki belt**

*PK students must begin wearing belts (**Black, Brown or Khaki**) no later than January.

Grade 1:

Long or short sleeved **Light Blue dri-fit** or **Yellow pique** Polo style shirt with Ray St. Pierre Academy logo (**worn w/ khaki bottoms ONLY**) – **Shirts MUST be tucked in.**

Khaki **uniform** pants or shorts (**walking length, no pleats**) only – **no skinny style khaki pants or khaki jeans may be worn.**

Yellow Peter Pan Collared Shirt with Ray St. Pierre Academy logo (**worn w/ plaid skirt/jumper**)

Plaid Skirt or Plaid Jumper (girls)

Navy shorts should be worn under skirts for P.E.

Navy footed tights may be worn in colder weather. (NO leggings)

Navy sweater vest with Ray St. Pierre Academy logo (optional)

Grades 2 - 4:

Same as above with the exception of the plaid jumper. **Jumpers may only be worn in grade 1.**

Grades 5:

Same as above with the additional option of a long or short sleeved **White Oxford Button-down Shirt** with **Fifth Grade Class logo.**

All Students/All Grades:

White socks – no colored trim or logos

ONLY White t-shirts/undershirts may be worn under uniform shirts

Only short sleeved t-shirts may be worn under short sleeved Polo or Peter Pan shirts. Long sleeved Polo shirts for colder weather are available from the uniform shops.

Solid **Black**, solid **White**, or **Black and White** Tennis Shoes – **MUST be lace-up or Velcro fastened (Velcro is preferred for PK).**

Outerwear:

All outerwear (sweaters, windbreakers, sweatshirts, etc.) MUST be navy in color and must bear the Ray St. Pierre Academy school logo. **No pullover hoodies are allowed.**

DRESS-DOWN DAYS/PICTURE DAYS

Students MUST wear tennis shoes on all dress-down days and picture days. Students purchasing pictures may bring shoes to wear for pictures, but must come to school wearing tennis shoes.

Students in PK and kindergarten MUST wear purple shirts OVER dress-down clothing if riding a bus to or from school.

BOOKBAGS

Any style backpack is acceptable, but **NO rolling backpacks will be allowed** unless required for medical reasons as verified by a physician licensed in the state of Louisiana. Physician's documentation must include a diagnosis and a beginning and ending date.

SCHOOL SUPPLIES

A supply list for each grade level is available on the school's website. A copy of the supply list is also available in the school office upon request.

Each student should come to school daily with the necessary school supplies. All students are asked to pay a \$25.00 fee for supplemental classroom materials and technology.

EXTRA-CURRICULAR ACTIVITIES

Any student participating in an extra-curricular activity which requires after school meetings or practices will be required to register for Childcare services.

BIRTHDAYS

Classroom birthday celebrations are not allowed. Parents may not bring cakes, cupcakes, balloons, etc. for students' birthdays or other celebrations. St. Pierre Academy will celebrate birthdays each month with a monthly birthday luncheon. Each student celebrating a birthday will receive a birthday cupcake.

TEXTBOOKS/LIBRARY BOOKS/CLASS LIBRARIES

All textbooks, library books and other classroom books are on loan to students, and as such it is the students' responsibility to return them to us in the same condition as when they were received. We encourage students to cover all textbooks. All books on loan to students should be kept clean and handled carefully. If textbooks, library books or other classroom books are lost or damaged, parents/guardians will be charged a replacement fee. **Students who are indebted to St. Pierre Academy will not be allowed to participate in field trips until all debts are paid.**

FIELD TRIPS

Field trips are scheduled throughout the school year. It is a privilege for students to attend field trips. Parents will receive notices of field trips well in advance of the scheduled trip date. The notification will include the date of the trip, the name and location of the place, the time, the cost, and the deadline for returning the permission slip and fee. If the field trip permission slip is not signed and/or payment is not returned by the deadline, the student will not be allowed to go on the field trip. **All students participating in the field trip must ride the bus to and from the destination.** Students may not be checked out after field trips unless they are ill.

Students MUST wear uniform shirts or Spirit shirts on all field trips with the exception of the fifth grade BizTown field trip.

Students may NOT bring electronic devices, including mobile phones and tablets, on field trips.

Students MUST wear uniform shirts or Spirit shirts on all field trips with the exception of the fifth grade BizTown field trip.

School rules will be enforced during field trips. If, while on a field trip, a student displays inappropriate behavior, he/she will be disciplined according to school policy and may not be allowed to attend future field trips.

Siblings/relatives/friends may not attend field trips.

Students who are indebted to St. Pierre Academy will not be allowed to participate in field trips until all debts are paid.

Students without proper identification (school ID) will not be allowed to attend field trips. IDs may not be purchased on the morning of a field trip.

Refunds will not be issued for students or chaperones due to absence, including suspension, on the day of the field trip as payment must be made in advance. In addition, **money will not be refunded to students without ID on the day of the field trip.**

PARTY INVITATIONS

Students are not allowed to distribute individual party invitations at school. When planning parties which will include ALL of a student's classmates, a parent may send a number of unaddressed invitations equal to the number of students in the class. The teacher will distribute the invitations.

ELECTRONIC DEVICES

Ray St. Pierre Academy STRONGLY discourages parents from allowing students to bring electronic devices to school, specifically mobile phones, tablets, Smart watches or any other device capable of receiving cellular and/or wifi service.

The approved Jefferson Parish Public School Board policy regarding student possessions of electronic devices on school campuses is as follows:

All electronic devices must be turned completely off and must not be visible or audible while students are on school grounds, on the school bus, or on field trips except when used as part of the instructional process (This can only occur with prior permission of the principal or principal's designee.) or in the event of an emergency. An "emergency" is defined as an actual or imminent threat to public health or safety, which may result in loss of life, injury, or property damage.

- Students shall be personally and solely responsible for the security of their telecommunication devices. Neither the JPPSS, nor St. Pierre Academy, shall assume any responsibility for theft, loss, nor damage of an electronic device or unauthorized call or text made on an electronic device.
- **Phone communication during the instructional day MUST occur on school telephones ONLY** with permission from appropriate school personnel with the exception of emergencies as deemed by the principal or principal's designee. **Parents should continue to call the school for any emergencies.**
- The possession of electronic devices is strictly prohibited during testing situations or other forms of student assessment. School personnel may collect such devices before students are administered an assessment (and return them after the assessment has concluded). **If a student is found in possession of an electronic device during an assessment, the assessment will cease, the device will be confiscated, and the student's assessment will be invalidated.** Additional disciplinary action may be taken by the school administration.
- If a student's possession or use of an electronic device is in violation of the approved policy, the device will be confiscated and the student will be subject to disciplinary action. The device may only be returned to a parent upon request.

- Failure to give the device to a school system employee when requested will add to the severity of the consequence.
- Possession of a cell phone by a student is a privilege and may be forfeited by any student not abiding by the terms of this policy.

EMERGENCY DRILLS

The safety of our students is of great importance to us. JP schools hold regular drills to teach students how to remain calm in the event of an emergency. As part of Str. Pierre Academy's Emergency Management Plan, fire drills, tornado drills and other emergency drills are held on a regular basis. Detailed exit plans are posted inside each classroom and other areas throughout the campus illustrating the exit routes to outside areas a safe distance from the school building.

METAL DETECTOR CHECKS

As per the Jefferson Parish Public School System's Safety Management Plan, elementary schools are required to complete periodic, random metal detector searches a minimum of once per month. This procedure will be explained to the students before the metal detector is used.

EMERGENCY SCHOOL CLOSING

In the event of an emergency closing of school or early dismissal of students, announcements will be made over the news media. Channel 4 (channel 3 on Cox Cable) and the A.M. radio station WWL-87 are the official stations to broadcast announcements from the Superintendent about school closings. **Please also visit the JP mobile app for the latest information available.**

PARENT/TEACHER ORGANIZATIONS

St. Pierre Academy encourages and welcomes parent participation. There are two established parent volunteer organizations at St. Pierre Academy, the Parent/Teacher Organization (P.T.O.) and the CrawDads' Club. These organizations plan and coordinate fund-raising activities for our school, as well as organize and coordinate volunteer efforts. The P.T.O. has traditionally hosted its meetings every other month beginning in September. The meetings are generally held on Wednesday evenings. The Dad's Club meets monthly, generally on Saturday mornings. Please consider becoming an active member of one or both of these parent organizations.