



Student Handbook 2024-2025

Parent/Student Acknowledgement Sheet

Return This Page to Student's Teacher

I have read the DeQuincy Primary School Student Handbook. I understand the policies and procedures that have been established.

Included in the handbook was a copy of:

- Act 745 which explains school attendance laws
- School Attendance and Tardy Guidelines
- Bus Rules and Regulations
- Cafeteria payment policies
- Positive Behavior and Intervention Support System

Parent/Guardian Signature

Date

DeQuincy Primary School
304 McNeese St.
DeQuincy, LA 70633
Phone (337) 217-4650
Fax (337) 217-4652

Dear Parents and Students,

Welcome to the 2024-2025 school year at DeQuincy Primary School! We are looking forward to an exciting and successful year. The faculty and staff are committed to providing your child with a quality education based on academic excellence while at the same time striving to meet his or her individual needs. Close working relationships among teachers, parents, administration, and children are essential in providing the best possible instructional program. We would like to encourage your continued support and cooperation in helping to make this year a positive learning experience for your child.

We have prepared this handbook so that we may bring about a better understanding between the school and parents/students. It is our belief that parents and students should be knowledgeable of the policies and procedures of DeQuincy Primary. The Calcasieu Parish School Board and the Louisiana Department of Education set forth many of these policies. We ask for your cooperation so that we may provide your child with a rewarding and enriching educational experience. **Please read and discuss the information in this handbook with your child, then sign and return the Parent/Student Acknowledgement Sheet** to your child's teacher. If you have any questions or concerns, please do not hesitate to call me.

By working together, we can ensure that your child has a very successful school year.

Sincerely,

Amanda Guerrero, Principal
and DeQuincy Primary Faculty and Staff

DeQuincy Primary School

Mission Statement

At D.P.S, we will read on grade level and our character will R.O.A.R.

Our Beliefs

1. Every student can learn and succeed when instructed in his/her appropriate learning style.
2. Appropriate opportunities for success include a variety of learning activities to accommodate individual, physical, social, emotional, and intellectual needs.
3. Students are actively involved in solving problems, producing quality work, and applying their learning in meaningful contexts.
4. Higher order thinking skills are developed to promote forward thinkers and problem solvers.
5. We provide a safe and secure learning environment to address each child's needs.
6. Teachers, administrators, parents, and the community share the responsibility of promoting positive relationships between students and staff that will enhance student self-esteem.
7. Technology-embedded instructional lessons in all content areas play a vital role in the education of all students.
8. Students receive a quality education that allows them to function in society and become responsible citizens.
9. Our school is committed to continually improving identified areas of need by analyzing available sources of data to address school improvement thus increasing achievement and our annual School Performance Score.

PLEASE READ THE FOLLOWING VERY CLOSELY

Good Citizenship

Good Manners -- Good Manners are at all times emphasized. The words "please", "thank you", "excuse me", "sorry", "yes ma'am," and "yes sir," make a good impression.

Respect all adults -- Disrespect, either by action or word, is a reflection of your training, which is a responsibility both parents and teachers share. Proper titles for adults including custodians are to be used --- Miss, Mrs., and Mr.

Cooperation -- Students are not allowed in classrooms at any time unless under the supervision of a teacher. You should go home immediately after leaving school whether you walk or ride the bus. "Report in" before going to play. Walk through the halls quietly. Running, sliding, and loud voices are reserved for the playground.

Neatness -- Don't be a litterbug. Work to keep our school looking neat and attractive. Personal belongings should be neatly placed in the spaces provided. If you see a fallen book, jacket, etc. please replace it.

Service -- Giving service to your school and community is a distinguishing mark of a good citizen. Take advantage of opportunities to serve your fellow students. You may render service to your teacher in many ways. Sticking to the job when the going gets rough takes courage and is commendable.

Kindness -- The "Golden Rule" is a safe, considerate and commendable rule to live by.
DO UNTO OTHERS AS YOU WOULD HAVE THEM DO UNTO YOU.

ROAR Student

As a ROAR Student of this school, students are expected to follow the rules that are established for the welfare of the entire student body. Following the rules will help all students to have a successful school year.

R- Responsible **O**- Organized **A** – Attentive **R**- Respectful

CONTACT INFORMATION

Guerrero, Amanda – Principal	ext. 5613	amanda.guerrero@cpsb.org
Dufresne, Ashley – Asst. Principal	ext. 5614	ashley.dufresne@cpsb.org
Koonce, Marcie – Cafeteria Manager	ext. 5618	maureen.koonce@cpsb.org
Langley, Gwen – Head Start Facilitator	ext. 5619	ashley.simmons@cpsb.org
Pousson, Naomi – Financial Sec.	ext. 5615	naomi.pousson@cpsb.org
Puerta, Sarah – Counselor	ext. 5622	sarah.puerta@cpsb.org
Lyons, Gail – Secretary	ext. 5612	gail.lyons@cpsb.org

REGISTRATION INFORMATION

All students must meet the immunization and residency requirements for entering school.

1. Pre-K – four years of age on or before September 30 of current school year
2. Kindergarten – five years of age on or before September 30 of current school year.
3. First grade – six years of age on or before September 30 of the current school year.
4. Other grades – based on chronological age and records from transfer school
5. Social Security card, birth certificate, shot record, and proof of residence

PARENT/VISITOR INFORMATION

For the safety of our students and staff, **all visitors to our campus must sign in and receive a VISITOR’S PASS in the school office before visiting any area of the campus. All visitors must sign out upon leaving our campus.** Only school personnel and student body are allowed in the buildings during school hours without a pass. **Classes are not to be interrupted without permission from the office.**

SCHOOL HOURS

Early Morning – Bus/Cafeteria Area for PK, 1 st , and 2 nd	7:10 am – 7:30 am
Head Start Sign In – Classrooms	7:30 am
Grade level hall for K, 1 st , and 2 nd /PK – Classrooms	7:30 am – 7:45 am
Classroom	7:45 am
Instructional time	7:45 am – 2:55 pm
Head Start sign out in Classrooms	2:30 pm
Car Pick up and Bus loads begin	2:55 pm
Walkers	3:02 pm

Tardy Bell – 7:50 am

Parents must sign students in through the office if tardy. Students are required to have an admit from the office to enter class beginning at 7:50 am.

Our instructional day begins at 7:45 am. Learning continues until 2:55 pm. It is essential that students arrive on time and remain the entire day unless there is an extenuating circumstance.

ATTENDANCE

Absences – All students are expected to attend class every day that school is in session. Parents or guardians *must provide a dated and signed note for any absences to the child's teacher*. The note must state the reason for the absences and the date of the absence. Out of town trips must receive the approval of the elementary administrative director. Unexcused absences do not allow an opportunity for students to make up missed assignments. A medical excuse from a physician is considered an excused absence. Upon the fifth absence and every absence afterward, the office of Child Welfare and Attendance generates letters to parents. State law requires all elementary students be in attendance a minimum of 167 days each school year.

MAKE UP WORK

A student who is absent five (5) or more days in any nine-weeks period shall receive an incomplete grade in all subjects involved if the grade is not made up before the end of the grading period. The student can make up the work during the next nine-weeks period. If he/she fails to do so, the incomplete grade automatically becomes a "U". It shall be the responsibility of the teacher to inform the student of the deadline for any makeup work.

WRITTEN EXCUSES

For a student to be eligible to receive credit and make up work following an absence, the student shall be required in each instance to submit parental confirmation of the reasons for the absence. If a student is tardy or absent, the parent or guardian must submit a written excuse, signed and dated, to school authorities upon the student's return to classes, stating the reason for the student's absence from school. All excuses for a student's absence, including medical verification of extended personal illness, must be presented within five (5) school days of the student's return to school, or the student's absence shall be considered unexcused and the student not allowed to make up work missed.

The following procedures shall be followed for excuses:

1. Students who are absent from any class or from school for any cause will need a note from their parents or guardian. This note, dated and signed by a parent or guardian, shall state the cause for absence and the date/s of absence. The student must take the note to the appropriate school office or to a designated representative to secure an admit-to-class slip. Every absence will be recorded as temporarily excused or unexcused, based on the reason for the absence.
2. A forged excuse will be dealt with by the student's principal.
3. If after investigation by the teachers and principal, there is still a question as to the validity of the absence the case shall be reported to the Supervisor of Child Welfare and Attendance.

It is of utmost importance that your child attends school every day.

ARRIVING AT SCHOOL

In the interest of safety, students are not to arrive on the school campus before 7:10 am. Students arriving prior to 7:30 am are to report to the cafeteria. Students arriving after 7:30 am are to go directly to the assigned grade level area (PK – Classrooms/K, 1st, and 2nd – Grade level halls) unless they choose to eat breakfast. Students eating breakfast must be in the cafeteria by 7:40 A.M. Students arriving at school between 7:46 A.M.-7:50 A.M. must be walked in through the office by the parent as the car drop off line closes promptly at 7:45 A.M. Once the tardy bell rings at 7:50 A.M., the parent must sign the child in through the front office.

Head Start students must be signed in by an adult in the classroom beginning at 7:30 am. Head Start classes go to the cafeteria each morning for breakfast. Students arriving at 7:45 am will have to be signed in with the Head Start teacher in the cafeteria.

***If we are in lockdown or have evacuated, please do not leave your child at the front door. You must take them with you. We will notify you when the situation is clear.

DROPPING STUDENTS OFF AT SCHOOL IN THE MORNING

In the interest of safety for students:

- No student may be dropped off before 7:10 am.
- Directions: Turn left onto Oak St. off of Hwy. 12, turn left on 3rd St., turn right onto McNeese St., and enter the drop off area.
- Car drop off is in the circle drive at the front of the school on McNeese Street.
- Students must exit from the right side of the vehicle.
- Car drop off ends at 7:45am. Any student in the car line or arriving after 7:45 must be walked to the office by a parent.
- Only bus riders enter the school from the north side near the cafeteria.
- Students must be in the classroom ready to begin work when the tardy bell rings. Students arriving late **MUST** be signed in by an adult. Students will be marked tardy. Excessive tardies will result in student consequences as set by CPSB.

LEAVING SCHOOL

Students leaving during the school day must be checked out through the school office. Only persons listed on the yellow emergency card are allowed to check out a student unless the parent has made contact/arrangements with office personnel. Office personnel will call for students being checked out prior to dismissal time. The child will not be called from their class until someone has arrived in the office to sign the child out. Early checkouts are monitored by the office of Child Welfare and Attendance.

If your child becomes sick while at school, you will be notified. Determining the nature of the illness is a judgment call. School personnel will do their best to assess the problem and take the suitable course of action.

Where the legal custody of a student has been judicially assigned to one parent or legal guardian, a certified copy of the judgment should be presented and kept on file in the school office. In the absence of a legal document, the child will be released to either parent. All procedures are for the safety of our students.

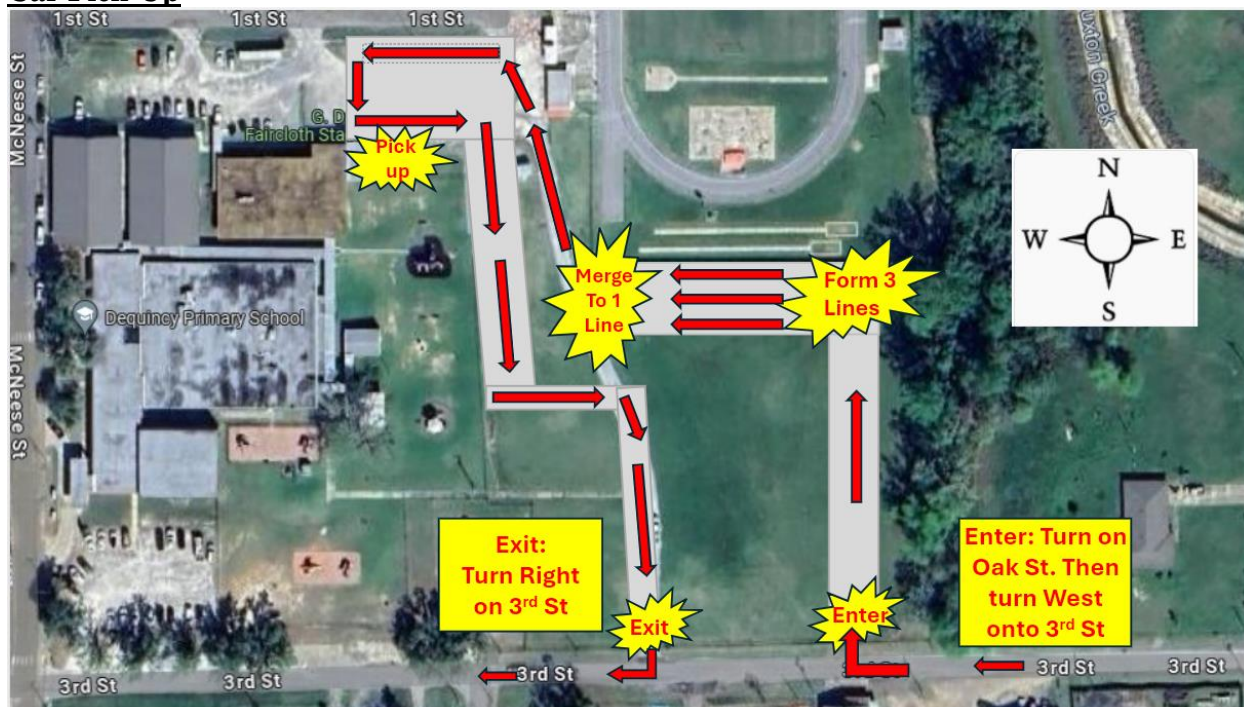
Learning continues until 2:55 pm. It is urgent that students be at school on time and remain the entire day unless there is an extenuating circumstance. Therefore, ***tardies refer to arriving late for school and early check-outs in the afternoon.***

*** No checkouts after 2:30 P.M. unless for a doctor's appointment. A doctor's excuse must be submitted upon return to school.

AFTERNOON DISMISSAL

No phone messages for students will be accepted after 2:00 pm. With the size of our student body it is difficult to get numerous messages to students near the end of the school day. A log of all messages received from parents for students is kept daily. * **This includes any transportation changes.**

Car Pick-Up



Bus riders will load buses in the circular drive on McNeese Street.

Walkers are dismissed at 3:02pm and will exit through the South glass doors located by the multipurpose room. In order for a student to be a walker, they must live within a 1 mile radius of the school. Proof of residency is required. The student must either be able to walk home or be escorted by a walking parent/guardian. *At no time is anyone allowed to drive to school to pick up a walker. If you need to drive to pick up a student, you must use the car pick-up line.*

Head Start Students will dismiss from the South side exterior doors beginning at 2:30 until 2:40. Parents for Head Start pick up must park in the gravel parking lot.

Students will **NOT** be permitted to leave school early or by a different means than they normally use without personal authorization from a parent or guardian.
All procedures are for the safety of students.

PARKING

Parents may park on the east side (only) of McNeese Street, in the teacher parking lots, designated visitor parking and in front of the football field. For safety reasons, **NO ONE IS ALLOWED TO PARK IN THE BUS AREAS.** *This includes the circle drive.* These entire areas are restricted for bus use during morning and afternoon bus routes and for other deliveries during the day. No parking is allowed in yellow zones or in the areas designated by NO PARKING signs. Please do not park so as to block another vehicle in or block service to the trash dumpsters.

TRANSFERRING TO ANOTHER SCHOOL

The parent/guardian of a student transferring to another school must check the student out through the office. It takes time to complete the paperwork, therefore advance notice is appreciated. All outstanding debts must be paid and books returned prior to students being transferred.

STUDENT ASSIGNMENT TO CLASSROOMS

Class rosters are compiled and assigned to teachers based on academic functioning levels, gender, ethnic background, special education services, retention, discipline, and other factors that may affect the student's performance during the year. Once an assignment is made it cannot be changed unless a new section is formed or a section is closed.

PARENT - TEACHER CONFERENCES

State law now requires students to meet minimum standards before they can be promoted to the next grade. Therefore, it is essential that parents schedule conferences with their child's teacher. Teachers are available for conferences before and after school. Parents may make an appointment for a conference either with the teacher or through the office. Parents are encouraged to e-mail teachers and refer to our school web site (<http://dequincyprimary.cpsb.org>). The use of class time for **unscheduled conferences will not be permitted**.

REPORT CARDS

Students in Kindergarten, will receive a report card at the end of the 2nd, 3rd and 4th nine weeks. Students in First, and Second grades will receive a report card at the end of each nine weeks. Grades will consist of A, B, C, D, and F in the major subject areas, and O (Outstanding), S (Satisfactory), and N (Not Satisfactory) in the areas of Handwriting, P.E., Music, Art, and Conduct.

Parents are encouraged to contact the teacher if a question arises concerning report card information. The report card is a vital tool in assessing and reporting student progress on a regular schedule. If a teacher requests a conference, please honor the request because it will be to your child's benefit. Report cards are issued on the fourth school day after the grading period ends.

PROMOTION POLICY AND TESTING

In order for any student to be considered for promotion, they must be present a minimum of 167 days. Also, course requirements must be met, including passing session grades in Language and Math. For Kindergarten, students are also required to meet the criterion score on the End of Year Assessment.

DISCIPLINE

One of the most important lessons we teach children is discipline. While it does not appear as a subject, it underlies the whole educational structure. It is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people.

When an effective classroom management plan is supported by parents and followed through by an effective administrative plan, and when student expectations are mandated, discipline procedures will run much more smoothly. With an understanding of the purposes of discipline in a school, you may form a correct attitude toward it, and not only do your part in making your school an effective place of learning, but develop the habit of self-restraint which will make you a better person.

DeQuincy Primary has implemented **Positive Behavior and Intervention Support (PBIS)** which is followed by all students and teachers for consistency. Understand that school rules may differ from home rules. Students will be expected to follow school rules while on campus. Folders will be sent home daily and must be signed by the parent/guardian.

We will do our best to be fair with all students and to help train them to accept responsibility for their behavior. School personnel will make every effort to help students correct behavior problems. When these attempts are unsuccessful, parents will be contacted to help us resolve the problem. Calcasieu Parish policy will be followed in handling all disciplinary cases.

Fighting will not be allowed. A student may be suspended for fighting.

Calcasieu Parish School Board recognizes that peer sexual harassment is a form of prohibited behavior. Any sexual harassment on the part of any student will not be tolerated. Students in violation will be subject to disciplinary action.

Once a student has been referred to the office for discipline, the parent or guardian will receive either a phone call or a letter informing the parent of the situation. Forms of discipline used by DeQuincy Primary consist of warnings, recess detention, after school detention, written assignments, in school suspension, out of school suspension, monetary compensation, clean up or repair of damages and expulsion.

DeQuincy Primary Behavior Guidelines

Yellow –	Reteach the expected behavior and lose 5 min. of recess	Teacher Intervention
Orange –	Behavior Agreement and lose 10 min. of recess	Teacher Intervention
1 st red –	Lose 10 min. of recess and call home	Teacher Intervention
2 nd red –	Lose 15 min. of recess and call home	Teacher Intervention
3 rd -5 th red-	Office referral	After School Detention
6 th -8 th red-	Office referral	In School Detention
9 th -12 th red-	Office referral	Out of School Suspension

Students start each nine weeks with a blank discipline record.

***Consequences are based upon the infraction and all may not follow the above guidelines.**

IMMUNIZATIONS

Louisiana state law mandates immunizations for students attending school. When registering or entering school for the first time, all children shall present satisfactory evidence of having been immunized against diphtheria, tetanus, whooping cough, poliomyelitis, measles, and other communicable diseases according to a schedule approved by the state division of health, or they shall present evidence of an immunization program in progress.

EMERGENCIES, ILLNESSES, AND MEDICATION

Any student too sick to be in the classroom will be sent home. The parent or guardian will be called to pick up the child. If a child is injured we will notify the parents and render simple first-aid only, if needed. Please notify the school where the parent or a responsible party can be reached at all times by keeping the Emergency Card up to date, in the event the child becomes ill or has an accident at school. Should any contact information change, please notify the school as soon as possible.

School personnel are not allowed to administer ANY medication unless written instructions are given by a doctor. Medication forms are available in the office. Once all the necessary paperwork is complete, only trained, certified staff may administer the medication. Parents are encouraged to make the school aware of their child's medical needs. Inhalers and cough drops are

considered medication. The school must follow proper protocol for all prescribed medications. Over the counter medications cannot be administered at school by staff or students. Parents are allowed to administer medication to their own child at school. Parents are encouraged to administer medication at home whenever possible.

Children with scabies, ringworm and impetigo must be referred to a physician and must obtain a note from the physician indicating the child is released and able to return to school. If head lice are found in the hair, the parent is to be notified and the student should be excluded from his/her class immediately. If eggs (nits) are found in the hair, the student should be excluded from school effective at the end of the school day. The student will not be allowed to return to school until treated with a medication that kills lice and eggs and UNTIL ALL NITS HAVE BEEN REMOVED. The parent must bring the child to the office to be checked before the child will be admitted to class. Before being readmitted to school, verification of treatment and/or a statement from a physician must be presented by the parent, and ALL NITS MUST HAVE BEEN REMOVED FROM THE HAIR.

BUS REGULATIONS

The school buses transport those students who live at least one mile from the school. Bus drivers are not permitted to allow students or adults to ride their buses unless they are regular riders assigned to that bus. Bus transportation is offered as a convenience and each child is expected to cooperate fully with the driver and to obey all safety rules in order to enjoy this convenience.

Each bus student is given a memo to parents outlining bus procedures (rules and discipline). Parent and student are to sign the form and return to the driver. The bus driver will assign seats; students are to sit in assigned seats at all times. Students are to remain seated correctly at all times. Any action that distracts the driver is considered an unsafe act and must be corrected. Examples include, but not limited to, loud noises, standing, hitting, and teasing. Parents are responsible for the cost of repairing damage due to vandalism. If your child chooses to behave in a manner that puts him/her and others in an unsafe condition, the following procedures will be used:

1. First Violation: Driver will contact parents.
2. Second Violation: Student brought to office and placed on probation. Parent will be contacted concerning violation.
3. Third Violation: Student brought to office and placed off bus for 5 school days.
4. Fourth Violation: Student brought to office and placed off bus for 15 school days.
5. Fifth Violation: Student will be denied bus riding privileges for remainder of the school year.

In cases involving vandalism, fighting, or extreme unsafe acts only steps 3, 4, or 5 will be used.

STUDENT INSURANCE

Accident insurance covering students on their way to, while attending and during their return home from school is available to students. Twenty-four hour accident insurance will also be available. Forms will be sent home explaining the program.

LOST AND FOUND

All items should be identified with student's name by permanent marking. Lost and found articles are placed on the Lost and Found clothes racks. Valuables such as wallets, glasses, keys, etc. are taken to the office. At the close of the school year unclaimed items are given to charitable organizations or discarded.

SCHOOL FEES AND SUPPLIES

School fees are due the first day of school and should be paid as soon as possible. **If school fees have not been paid in full, a proportionate amount of school fees must be paid before students are allowed to participate in other school activities requiring money.** Refunds for school fees will be made in proportion to the number of days enrolled. Refunds for school fees will be made only through mid-term. Students are expected to have the necessary school supplies daily. The school does not furnish paper, pencil, and other basic school supplies from the school supply list.

Student Fees

Kindergarten	\$15
First	\$15
Second	\$15

School fees are due the first day of school.

HOMEWORK

In our school, most of the assigned work is performed by the students under the teacher's supervision. The amount of homework that should be assigned depends upon the age and abilities of the student. It is the student's responsibility to inform parents of homework assignments. Parents are not expected to teach or introduce new skills, however, it is the parent's responsibility to see that the student completes his assigned work and returns it to school. Homework will be assigned to reinforce, practice, and apply skills and concepts previously addressed during the instructional day. All assignments will be clearly defined and prompt feedback given. Classroom information, including assignments will be included on the classroom blackboard site.

HOSPITAL/HOMEBOUND

Students who are to be out of school because of illness for a period of two weeks or longer are eligible, with a doctor's statement, for the Hospital/Homebound program. As soon as it is known that a student is going to be out of school for two or more weeks, parents should contact the school counselor to initiate this program.

CALCASIEU PARISH DRESS CODE

Guidelines for acceptable, normal, good grooming should be taught and enforced in the home by the parents as part of their responsibility in training their children for responsible citizenship. All students are expected to be responsible in their dress and grooming by avoiding extremes and by manifesting self-discipline with regards to the dress regulations. Cooperation of parents is expected.

The policy of the Calcasieu Parish School Board requires all elementary school students to wear uniforms. The principal or assistant principal of each school shall make the final decision as to what is considered proper or improper dress. A Review Committee shall be used to determine any exemptions. Exemptions are considered for medical, religious or other justifiable requests. Exemptions must be filed within five days of the start of the school year.

The Board feels it is the responsibility of each student to use good judgment in one's total appearance so that the attention of others is not distracted from the purpose of school. Cleanliness shall be a basic consideration. Earrings (strings or sticks included) on boys will not be allowed. Cleats for both boys and girls are not allowed. Should we announce a "Free Dress Day" all other dress code regulations are still in effect. For example, biking shorts, clothing exposing skin at the waist or other inappropriate areas, and loose fitting or oversized tank tops (with nothing under them) are not allowed at DeQuincy Primary.

*shorts, jumpers, dresses, skorts and skirts are to be no more than 3 inches above the knee.

For complete **Calcasieu Parish School Board Elementary School Uniform Requirements** see File JCDB at the back of Student Handbook.

In addition to the CPSB Code of Conduct, DeQuincy Primary has the following supplemental dress code:

- ◆ An approved DeQuincy Primary T-shirt will be allowed with all other areas of uniform dress required. The approved T-shirts will be sold during the fall semester of school. **Only approved DPS Spirit Shirts are allowed.** Current DPS t-shirts and sweatshirts are allowed any day of the week. Previous years' t-shirts and sweatshirts are allowed on ***Fridays only***.
- ◆ DeQuincy Primary Honor Roll/Banner Roll T-shirts (previous and current) that have been earned by the student are allowed on Fridays, also. Honor Roll/Banner Roll shirts worn by a student not earning them is a violation of dress code.
- ◆ Uniforms will be required on Group Picture Day. Students will be allowed free dress on Fall Portrait Day and Spring Portrait Day.
- ◆ Red and light gray shirts, socks, and belts are also approved for DeQuincy Primary.
- ◆ Shirts must be long enough to tuck in uniform bottoms.
- ◆ Socks are required and must be visible. Shoes must be properly laced and tied.
- ◆ Shoes without a back or with only a strap on the back are not allowed.

Dress Code Violation Policy:

The dress code as established by the CPSB will be followed at DeQuincy Primary. Violators will be noted and parents called to bring appropriate clothing. Continued violation of the dress code will result in consequences including but not limited to, recess or after-school detention.

PRE KINDERGARTEN PROGRAM

Pre Kindergarten programs provide experiences for three and four year olds in school readiness activities through home, school, and environmental excursions. The program emphasizes a curriculum that embraces developmentally appropriate practices that have proven to be effective in early childhood education as outlined by the National Association for the Education of Young Children. Inherent in this program is the provision of a child-centered program directed toward the development of cognitive, social, emotional, communication and motor skills in a manner and at a pace consistent with the needs and capabilities of the individual child. In order for a child to receive the maximum benefit from the program, regular attendance is essential. Parents are encouraged to assist us in establishing a pattern of good attendance that will be followed through school. Once enrolled, students are expected to follow attendance regulations. Head Start, Title 1, and LA 4 funding provides for this program at our school. Pre Kindergarten programs have been recognized for their exemplary status on a statewide basis. Contact the Head Start Facilitator for specific guidelines.

FIELD TRIPS

Field trips are arranged to provide students with a learning experience that is an extension of the classroom and would otherwise be impossible. All students going on the school field trip are required to ride on school transportation. The teacher is responsible for all students traveling on school transportation the duration of the field trip. Students are to follow the schedule and the itinerary the teacher has planned for the day. Students must stay with their class on the field trip. All school rules apply on the field trip.

Our school policy for students going on trips is: Students are to ride to and from the planned destination on school provided transportation. The teacher will coordinate trip accommodations (activities, money, etc.) only for students included in the field trip. If a student goes with a parent (or in private transportation) they are marked absent and must also ride home with the parent. Once the field trip has begun, students may be “signed out” only by their parent/guardian. However, this will count as an unexcused absence. The safety of your child while on this trip is of major importance to us at DeQuincy Primary.

Buses are asked to stay together while traveling. We ask that parents traveling with the field trip go ahead of all buses or travel behind the last bus.

The cost of the trip, including admission (if applicable), bus charges (driver and gas) and any necessary fees is calculated and divided by the number of students going on the trip. Parent/guardian must sign a permission slip for their child.

School aged students other than those authorized for the field trip, such as siblings, friends, etc. are not allowed to attend the field trip. Parent attendance is conducive to venue availability. Only students of classes/organizations participating in a school approved field trip are allowed to ride the bus.

Regular and special education students are included in grade level field trips.

*Once a field trip is paid for, NO refund can be issued.

ANIMALS AT SCHOOL

The Calcasieu Parish School Board prohibits all live animals in the school unless they are in cages and are brought to school for specific purposes relating to academics. Students are not allowed to touch these animals. Prior approval must be received from school administrators. Stray animals or pets brought by children to school are prohibited. Pets are not allowed in the student pick-up areas.

SNACK FOODS

Wednesdays are designated Tiger Alley days at which time students may purchase snacks after lunch. PK and Kindergarten classes have designated snack times in their schedules daily. These are the only times snack foods are allowed unless there is an approved class party or school sponsored activity.

SCHOOL PARTIES

Class parties are allowed **twice** a year – Easter and Christmas – for **ALL grade levels**. Treats are allowed at Halloween and Valentines Day. Parties and treats are at the end of the school day. We encourage parents to assist teachers with holiday parties

PUBLIC NOTICE

In accordance with EPA and DEQ regulations, all schools have been inspected for Asbestos Containing Building Materials and for the Levels of Lead contained in water. The regulations also require that the results of such inspections and tests be made available to the public, employees, parents and any other interested group. As a result of these regulations, the school's "Asbestos Management Plan" and "Lead in Water" test results are on file in the principal's office and available upon request.

GIFTED PROGRAM

SPARK (Seeking Purposeful Analytical Realistic Knowledge) is the local name for the program for academically gifted students in Calcasieu Parish. The identification of gifted students begins with a referral by a teacher, friend, or parent of the student with approval of the local school committee (SBLC). A screening test is given and if a student scores high enough on this or on ITBS scores, then a full evaluation is given by a Pupil Appraisal team. Once a student is classified as academically gifted, an Individual Education Program (IEP) conference is held and the student is placed in the program. Evaluations by a local psychologist are accepted for review by Pupil Appraisal.

AWARDS

Awards may be given to students periodically and/or at the end of the year by the classroom teacher, other school staff, Partners in Ed., community clubs, or by the school. Some of our awards include: ROAR Reps, PBIS, and Tiger Bucks. Awards may vary from classroom to classroom. Awards will be presented to students making Banner Roll or Honor Roll each nine weeks in every subject for the year. Another special award is "Perfect Attendance". This award will be presented at the end of the year to any student with perfect attendance including **no tardies (morning or afternoon)**. Tardies do include **both** arriving late to school and early check outs. Perfect means perfect. PreK will hold an end of the year celebration.

PARENT VOLUNTEERS

Parents are invited to volunteer at DPS. If you are interested in becoming a parent volunteer, please sign up at the Parent Volunteer Table at Meet the Teacher Night. We encourage our parents to be a part of our school.

CALENDARS

We will send monthly calendars home which will include school-wide events and the main lunch entree for each day. (Lunch menus are subject to change which is beyond our control.) You will also receive parent bulletins as the need arises. These bulletins will be timely reminders of deadlines, early school dismissal, student/classroom activities, etc. It is the goal of the staff at DeQuincy Primary to keep you informed of our school activities.

STUDENT DELIVERIES

Parents delivering items of need to students must bring those items to the school office, not to the classroom. The office will get the item to the student. Outside deliveries for students will not be accepted at school. Gifts, flowers, etc. should be sent to the home. The school will accept no flowers, gifts, etc. for students. We sincerely appreciate your cooperation with student deliveries.

UNWRITTEN REGULATIONS

Many times there are conditions that evolve that are not covered by written policies. We are not making a regulation to cover any and all problems that may arise. We do, however, adhere to this policy: **ANYTHING THAT DETRACTS FROM THE SPIRIT OR DIGNITY OF DEQUINCY PRIMARY SCHOOL WILL BE CONTROLLED.**

CAFETERIA

Our cafeteria staff consists of highly trained personnel who provide well-balanced breakfasts and lunches. We are extremely proud of our cafeteria and staff. We expect the cooperation of all students in maintaining a clean, quiet and enjoyable atmosphere during cafeteria hours. If students elect to bring their lunches from home, they are required to eat them in the cafeteria with students eating cafeteria meals. No advertising labels are allowed in the cafeteria. Lunches may not be brought in to students from local eating establishments.

*** For the 2024-2025 school year, DeQuincy Primary will be a CEP school; therefore, all students receive a free lunch and breakfast.**

*If a student chooses to bring a lunch from home, they must have it with them when they arrive at school. Classes will NOT be interrupted to call a student down to pick up their lunch. Teachers are not responsible for checking with the office about a student's lunch.

DEQUINCY PRIMARY LEARNING EXPECTATIONS

STAFF EXPECTATIONS:

I understand my responsibility to provide quality instruction and an effective learning environment for your child. Therefore, I agree to carry out the following responsibilities to promote your child's learning:

- Follow the Common Core State Standards
- Have high expectations for myself and students
- Communicate and work with families to support student's learning
- Provide a safe environment for learning
- Take into consideration individual strengths and differences of students

PARENT / GUARDIAN EXPECTATIONS:

I want my child to achieve. Therefore, I agree to carry out the following responsibilities to assist and promote my child's learning:

- See that my child is punctual and attends school regularly
- Support the school in efforts to maintain proper discipline
- Establish a time for homework and review school assignments
- Communicate and work with school staff to support and challenge my child
- Have high expectations for my child as an individual

STUDENT EXPECTATIONS: (These may vary by student/class)

It is important that I work to the best of my ability. Therefore, I agree to do the following:

- Attend school regularly
- Come to school with necessary tools for learning
- Complete and return homework assignments
- Follow school and classroom expectations

DEQUINCY PRIMARY is committed to a policy of providing every student with an equal opportunity to obtain the best education possible. To properly carry out our commitment to education we must provide an environment at school that is most conducive for teaching and learning. Our school must provide security, orderly conduct, discipline and respect for and among students and teachers.

SCHOOL EXPECTATIONS

- I WILL OBEY ALL SCHOOL PERSONNEL.
- I WILL RESPECT THE PROPERTY OF OTHERS AND THE SCHOOL'S.
- I WILL FOLLOW ALL SAFETY RULES.
- I WILL BE CONSIDERATE OF OTHERS.

CLASSROOM EXPECTATIONS

- Follow Directions Quickly.
- Raise Your Hand for Permission to Speak.
- Raise Your Hand for Permission for Leave Your Seat.
- Make Smart Choices.
- Keep Your Dear Teacher Happy.

Handbook Copy - Do Not Remove



DeQuincy Primary School Title I Parent Involvement Policy

DeQuincy Primary School believes that parental involvement is a vital step in reaching the instructional goals for our students. The home/school cooperative system will help each child reach his/her academic potential as well as develop student responsibility and self discipline. This combined effort of home and school assists the student in extending learning beyond the classroom and in improving classroom achievement.

DeQuincy Primary School has established such programs as the following to encourage strong parental involvement:

- DPS Learning Expectations signed by student, parent, and teacher
- Student Handbook
- Meet the Teacher Night
- Grade Level Parent Meetings
- Report Card Pickup and Student Led Conference Days
- Field Days
- Parent Volunteer Program
- Grandparent's Day
- Parent Conferences
- Monthly calendars and newsletters
- Special Programs presented school-wide, individual groups, and classes

All activities will be in compliance with the Calcasieu Parish School Parent Involvement component and the Louisiana Department of Education.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;

- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the Federal Relay Service.

Or you may contact us at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520

DIRECTORY INFORMATION

Information classified as directory information may be disclosed from a student's record without the written consent of the parent or eligible student. *Directory information* has been designated by the School Board to include the student's name, address, telephone number, date and place of birth, grade level, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, most recent previous school attended and photograph or video. A parent or eligible student may refuse to allow the Board to designate any or all of the types of information about the student as directory information thus prohibiting its release to the public. After proper notice, a parent or eligible student shall have thirty (30) days in which to notify the School Board as to which types of information about the student shall not be designated as directory information.