Lacoste Elementary School 2025-2026 Parent/ Student Handbook

1625 Missouri Street
Chalmette, LA 70043
Phone (504) 304-5747
Fax (504) 302-1223
les.sbpsb.org

Principal:

Heather Morel
hmorel@sbpsb.org

Assistant Principal:

Erin St. Philip
estphilip@sbpsb.org

Secretary:

Cheryl Carlisle
ccarlisle@sbpsb.org

St. Bernard Parish Public Schools
Doris Voitier, Superintendent

WELCOME TO OUR BULLDOG FAMILY! I am excited to welcome you to our 2025-2026 school year! Our school community is crucial to the success of our students. We are more than just a school here at Lacoste, we are a group of administrators, educators, support staff, mothers, fathers, brothers, sisters, and grandparents.

As I reflect on past years, I can't help but continue to be thankful for the wonderful school community that our school has. We will continue to provide a warm, safe environment for our children to learn in. With that being said the district theme for this school year is, **"Strong Roots, Bright Futures".** This year will mark the 20th Anniversary of Hurricane Katrina and the triumphant return of our wonderful school system where our "Strong Roots" were formed again as we began to rebuild. Each school year, is a "chapter" in your child's life, and each chapter is a stepping stone to the "Bright Futures" that each of your children, our Bulldogs, have to look forward to and work toward.

Our goal at Lacoste Elementary is to maintain an open communication between our school and our community. We want everyone who walks through our doors to feel welcome as we are stronger when work together for the benefit of our children. Our commitment will remain the same, which is to provide a structured, positive learning environment for all children, and we ask for your support by following school policies and procedures. We want you to be involved in your child's education. We will continually communicate with you through our monthly calendar, school website, Facebook page, and through teacher/parent communication.

If you have questions or concerns please do not hesitate to contact us. Together we will continue to provide your "precious gifts", our students, the best education.

Educationally yours,
Heather K. Morel
Principal

LACOSTE ELEMENTARY SC

PARENT/ STUDENT HANDBOOK

2025-2026

This handbook contains information regarding policies and procedures at Lacoste Elementary School. Please read it carefully and keep it handy throughout the year to assist you and your child when questions arise concerning school policies. Mark your calendar with the important dates listed on page one.

Topics in this handbook have been arranged alphabetically in the Table of Contents for easy reference. A Pre-K supplement is included at the end of the handbook to provide additional information for parents of students in the four-year old program.

SCHOOL FACTS

- **Grades: Pre-K through 5th**
- **School Colors: Red and White**
- **School Mascot: Bulldog**

LACOSTE ELEMENTARY SCHOOL

VISION

At Lacoste Elementary, we are learning in a unique way,
building our future every day!
Teachers, staff, parents and students will work together to
ensure success for every child.

MISSION SONG

The bulldogs' mission is to strive
for academic excellence in our lives.
Learning will be fun
and safe for everyone.
Respectful citizens we will become!

Table of Contents

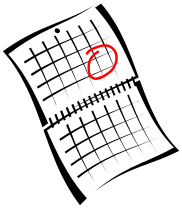
IMPORTANT DATES.....1
Academic Awards 2
Student of the Year (5th grade only).....2

Accelerated Reader Program……..... 3
Arrival 3
Attendance..... 4
Behavior…… 4
Breakfast Program..... 5
Buses 5
Change of Address/Phone..... 6
Check Outs.....6
Child Welfare.....6
Curriculum…….....6-7
Discipline/School Rules.....7-8
Dismissal/ Check-outs.....9
Dress Code.....10-12
Drug Free Schools..... ...12
Educational Links……12
Emergency Closing.....13
Extra-Curricular Activities……...13
Fees and Fines……13
Field Trips.....14
First Aid..... ...14
Food Service Program……..14-15
Fund Raising Policy ……..15
Funds/Returned Checks…… 15
Homework 15
Illnesses/Emergencies 15
Library……...16
Medication 16
Parent and Family Engagement……..……..….. 16-17
Parent -Teacher Club 18
Parent Volunteers.....18
Personal Belongings 19
Policy on Non-Discrimination 19

Progress Reports/Grading Policy 19
Progress Monitoring……20
Promotion Requirements.....20
School Board Meetings 20
School Calendar.....20
School Publicity 21
Student Insurance 21
Title IX: Sexual Harassment Policy 21-22
Supplies.....22
Tardies.....22
Teacher Qualifications 22
Terrific Kids.....22
Test Return Policy 23
Testing 23
Textbooks 23
Transferring to Another School.....23
Visitors.....24
Water Bottles……24

Early Childhood Program Supplement.....25-30

Bulldog Values.....31



2025-2026 IMPORTANT DATES

August 8	**-**	**First Day of School for 1st – 5th Grades**
August 12	**-**	**First Day of School for ALL K students**
August 21	**-**	**First Day of School for ALL of Pre-K Students**
August 29	**-**	**Individual Picures (Yearbook)**
September 1	**-**	**Labor Day Holiday**
September 9	**-**	**Progress Reports Distributed**
October 10	**-**	**End of 1st Nine-Weeks Period**
October 13	**-**	**Fall Break**
October 14	**-**	**Teacher PD Day - Student Holiday**
October 17	**-**	**Class Picture Day**
October 23	**-**	**Report Card Conference Night After School 4:30 – 7:45**
November 12	**-**	**Progress Reports Distributed**
November 20	**-**	**Santa Pictures**
November 24 – 28	**-**	**Thanksgiving Holidays**
Dec. 22 – Jan 2	**-**	**Christmas Holidays**
January 5	**-**	**Teacher PD Day - Student Holiday**
January 6	**-**	**Classes Resume**
January 6	**-**	**End of 2nd Nine – Weeks Period**
January 13	**-**	**Report Cards Distributed**
January 19	**-**	**Martin Luther King Day – Student Holiday**
January 29	**-**	**Picture Retakes and Club Pictures**
February 12	**-**	**Progress Reports Distributed**
February 16-20	**-**	**Mardi Gras Holidays**
March 13	**-**	**Bunny Pictures**
March 17	**-**	**End of 3rd Nine Weeks Period**
March 24	**-**	**Report Cards Distributed**
April 3 and 6	**-**	**Easter Holidays**
April 13	**-**	**Progress Reports Distributed**
April 29th – May 6th	**-**	**3rd- 5th grade Computer Based Testing**
May 21	**-**	**Report Cards Distributed – LAST DAY OF SCHOOL**

ACADEMIC AWARDS

A student who receives all A's and B's, including conduct and satisfactory cultural arts grades will

receive an honor roll certificate. Honor roll certificates are issued at the end of each nine weeks and at the end of the year.

Student of the Year (5th grade ONLY)

5th Grade Student of the Year: Each year one fifth grade student is selected from a group of outstanding nominees to represent Lacoste Elementary as Student of the Year. The nomination process for this honor is based on academic scholarship, including GPA and LEAP performance, as well as citizenship, leadership, and extracurricular involvement. The student selected as Lacoste Elementary Student of the Year advances to the district Student of the Year competition.

Qualifications to be chosen as a 5th Grade Student of the Year Candidate:

1. At a minimum, candidates for Student of the Year must have a cumulative grade point average (GPA) of a 3.5 on a four point scale. The grade point average is calculated on the end of year final averages in the following fashion: Grades 2, 3, 4, and the first quarter of 5th grade.
2. At a minimum, candidates cannot earn more than **one** Basic on both 3rd and 4th grade LEAP testing. This includes all LEAP tests for both years -ELA, Math, Science and Social Studies.
3. Candidates must have no Class II discipline infractions on file throughout their school career in any given academic year.

Student of the Year Candidates Procedures:

1. All student of the year candidates will be required to submit an application portfolio highlighting their years of academic excellence, citizenship, leadership and extracurricular involvement. The requirements of the portfolio will be provided to each candidate.
2. All candidates will be required to submit a short writing composition. The writing topic will be chosen by school administration and all students will have the same topic. Writings will be scored according to clarity and continuity of thought, originality of ideas, interest appeal, use of words, correctness of sentence structure and correctness of capitalization, punctuation, spelling and usage.
3. Each candidate will be interviewed by a panel of community stakeholders. Some factors considered during the interview are: poise/ confidence, ability to relate his/her ideas, fluency in speaking, good voice projection, clear focus on topic, use of facts to support a position, flexibility in response to questions, use of correct grammar, relevance of answers or explanations and appropriate body language and eye contact.
4. All candidates will be evaluated on three components listed above: the application portfolio, the writing sample and the interview.

If any 5th grade parent/ guardian has any questions about the above requirements please contact school administration.

ARP (Accelerated Reader Program)

Children in all grades are encouraged to participate in the Accelerated Reader Program (ARP), which promotes reading for enjoyment. Children read books, then complete a computerized test on each book read. They earn points for reading and receive prizes as the points accumulate.

ARRIVAL

- The school day begins at 8:40 a.m. for students in Pre-K4 through 5th grade.
- Students should arrive at school between 8:15 a.m. and 8:40 a.m. **Students may not arrive on campus before supervision begins at 8:15 a.m.**
- Students arriving after 8:40 a.m. must report to the office **with a parent** to sign in and receive a check-in pass.
- Students riding school buses will be dropped off at the bus loading area at the cafeteria entrance in front of the school on Missouri Street.
- Car riders and/or nursery van riders must be dropped off at the Corinne Drive entrance on the side of the building.
- **Students may not be dropped off in any other areas of the school**. This is a safety issue, and this policy will be strictly enforced.
- All students eating breakfast at school must report directly to the cafeteria upon arrival.
- Any student not eating breakfast at school will report directly to the hallway outside of his/her classroom upon arrival.
- **If your child is a walker or is dropped off by you or a nursery, he/she must arrive by 8:30 a.m. in order to eat breakfast.**
- Parents are not to walk students to class. This interferes with the classroom routine.

Tardiness should be avoided. Repeated tardiness may result in a parent conference and the loss of perfect attendance. Please try to prevent this from occurring. **Excessive tardiness (5 or more per semester) will be reported to the Child Welfare and Attendance Officer.** When a child arrives late, the teacher must stop the lesson, update attendance in the computer, change the lunch count, and get the tardy child settled and caught up before the lesson can continue. Valuable instructional time is wasted for the entire class.

ATTENDANCE

The school year consists of 180 days. Regulations specified by the Board of Elementary and Secondary Education require elementary school students to be in attendance a **minimum** of 166 days to be eligible for promotion. The State allows **no more than 14 absences** per year at the elementary and middle school levels and 7 absences per

semester at the high school level. **The State does not distinguish between excused and unexcused; all are counted as absences.** A doctor's note for an appointment or a one-day illness does not prevent the absence from being counted toward the 14 day limit, and once the maximum number of absences allowed is reached credit will not be granted for the school year. Long-term illnesses will receive special consideration through our Office of Child Welfare and Attendance.

- Parents of absent students will receive a phone call via the Automated Calling System to be sure that you are aware that your child is not in school.
- A doctor's certificate is required when students are returning to school after having a communicable disease. The school district's **Guide to Student Conduct** contains information on communicable diseases.
- Absences are closely monitored. **Excessive absences and tardies (5 per semester) are reported to the Supervisor of Child Welfare and Attendance in accordance with State Law.**
- **All doctor's notes must be submitted within five (5) days of returning to school.**

BEHAVIOR

The faculty and staff of Lacoste Elementary believe that the best way to enforce the St. Bernard School District's behavioral expectations and to ensure a positive learning environment is to recognize and encourage positive behaviors. Positive Behavior Interventions and Support (PBIS) is the basis for our discipline policy. The four major behavioral expectations for students are:

Be Respectful **Be Responsible** **Be Positive** **Be Safe**

These guidelines serve as the basis for more specific rules to be followed in various settings. Students who consistently adhere to these rules are rewarded throughout the school year.

BREAKFAST PROGRAM

- Breakfast is served between 8:15 a.m. and 8:40 a.m. **Walkers and car riders must arrive in the cafeteria by 8:30 if they wish to eat breakfast.** In the event of a late-arriving bus, bus riders will be allowed a reasonable amount of time to eat

breakfast.

"Breakfast has been called the most important meal of the day, and with good reason. While every meal counts toward good nutrition, the facts are on the table: eating in the morning has positive effects on health and on kids' ability to learn."

"Eating a healthy breakfast has been proven to improve concentration, problem solving ability, mental performance, memory, and mood."

BUSES

➢Students must follow all bus rules contained in the St. Bernard Parish **Guide to Student Conduct.**

➢Mutual respect by the student and the bus driver should alleviate almost all problems.

➢Once a student is assigned to a bus, he/she must ride only that bus. Changes in bus assignment can only be made with an official change of home address or permission of the transportation supervisor.

- ➢ Problems concerning bus routes or pick-ups should be directed to the Supervisor of Transportation at 301-3941.
- ➢ Discipline problems should be reported to the assistant principal as soon as possible. Students not observing common courtesies and obeying bus rules will be suspended from the bus. Riding the bus is a privilege.

CHANGE OF ADDRESS / PHONE NUMBER

If your phone number changes, please notify the school immediately. You can either come to school in person and speak to the secretary or write a letter to your child's teacher. Address changes require that you bring the necessary proofs of residence into the office

and complete any required paperwork.

CHECK OUTS

- You must present identification to the office personnel, sign the child out, and state the reason for early checkout. **Habitual check outs will be reported to the Supervisor of Child Welfare and Attendance.** When a child is checked out early, the learning of the entire class is interrupted because the teacher stops instruction to assist the child who is preparing to leave early. In the interest of your child's safety, students are not allowed to be checked out after 3:10 p.m. as this interferes with the preparation for our dismissal procedure.

- **Advance *written*** notice from a parent must be sent if anyone other than a parent will be checking out a child. The parent will be called to verify the check out. The person checking the child out will be required to show proper identification upon arrival to check out the child.

CHILD WELFARE

Educators are required by state law to report any suspected cases of child abuse or neglect to a Child Protection Agency.

CURRICULUM

Students in kindergarten through fourth grades will receive instruction in self-contained classrooms. Some fifth grade classes will be departmentalized. Fifth grade students will have one teacher for ELA and Social Studies and one teacher for Math and Science (departmentalization is subject to change at the discretion of the principal). The curriculum is aligned with Louisiana mandated standards and benchmarks. Physical education, art, and music objectives are taught by teachers specialized in these areas. All students have access to the school library and computer labs.

Students who qualify for Special Education services will be instructed in the classroom setting specified on their Individual Education Plan (I.E.P.). The school counselor and psychologist are also available for students as needed.

Several intervention programs are provided for students who require additional assistance to meet their reading and math goals. A gifted program offers enrichment for students who meet evaluation criteria.

DISCIPLINE

Students are expected to follow all school rules and behave appropriately. The teacher, the principal or the assistant principal will contact a parent when a student consistently breaks the school rules. Refer to the **Guide to Student Conduct** for information

regarding the different classes of behavioral infractions and possible consequences.

When a student is given a before-school or after-school detention as a consequence, the parent will be sent a written notice. The parent is responsible for providing transportation.

When a student is suspended, the parent will be called in for a conference.

Whenever a question arises concerning discipline, please follow the steps listed below.

1. Discuss it with your child,
2. Discuss it with the teacher.
3. If necessary, discuss it with an administrator.

Please help your child develop good behavior habits as well as proper attitudes toward the school. Become familiar with your child's class rules as well as the Guide to Student Conduct. Your child will be held accountable for obeying all class, school and district rules.

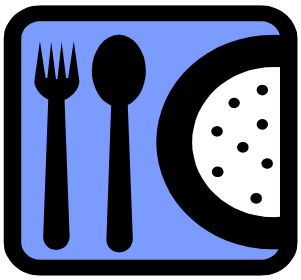
SCHOOL RULES

Students will be expected to:

- ➢ Walk in the halls.
- ➢ Report any problem with another student to the nearest adult (teacher, aide, bus driver, etc).
- ➢ Avoid hitting, kicking, or hurting another student.
- ➢ Avoid throwing objects.
- ➢ Refrain from "calling names" or teasing another student.
- ➢ Respect school property.
- ➢ Use the bathroom facilities properly.
- ➢ Obey all school, classroom, and bus rules.

Students should follow this line-up procedure after recess:
➢**"Freeze"** on the first bell or whistle.
➢Walk quietly to the line when instructed to do so.
➢Quietly move to the classroom or cafeteria.

Students in the cafeteria should:
- ➢ Stay in a straight line.
- ➢ Keep hands and feet to themselves.
- ➢ Eat quietly.
- ➢ Practice good table manners.



- ➢ Listen for instructions to be dismissed.
- ➢ Remain quiet during dismissal from the tables to empty trays.

PLAYGROUND RULES

Students should:

- ➢ Play by cooperating with other students.
- ➢ Avoid rough play.
- ➢ Avoid running on all concrete areas.
- ➢ Follow playground equipment rules established by the P.E. teachers.
- ➢ Obey all safety rules.
- ➢ Stay out of the area immediately surrounding the playground equipment when not using the playground equipment.

BUS/WALKER RULES

Students waiting for the bus should:

- ➢ Stay in line to wait for the bus.
- ➢ Stay out of the street.
- ➢ NEVER walk directly in front of, between, or behind buses.

Students on the bus should:

- ➢ Stay seated in the assigned seat.
- ➢ Speak quietly.
- ➢ Keep hands and other objects inside the bus windows.
- ➢ Report problems to the bus driver before leaving the bus.
- ➢ Keep feet and school bags out of the aisles.
- ➢ Wait until the bus comes to a complete stop before getting out of their seats.
- ➢ Exit the bus single file at the school entrance in the morning and walk to their **assigned areas in the building.**
- ➢ Board the bus single file at the bus loading zone near the cafeteria in the afternoon.
- ➢ Keep the bus clean. (No eating or drinking is allowed on the bus.)

<u>Students who walk to and from school should:</u>

- ➢ Cross the street ONLY at the proper corners.
- ➢ Always allow the traffic guards to assist them.
- ➢ Always use the sidewalk.
- ➢ NEVER PASS THROUGH THE PARKING LOTS.
- ➢ Go straight home and not return to the school grounds after dismissal.

<u>DISMISSAL/CHECK OUTS</u>

Normal dismissal time is 3:40 p.m. for students in PreK-4 through 5th grade.

- ➢ If an adult other than the parent is sent to check out a student, the parent will be called to verify the check out. That person's name must be listed on the Student Emergency Card kept on file in the school office. **Office personnel will check identification, so please inform anyone you have authorized to check out**

your child to bring his/her driver's license into the office.

- ➢ No child may be checked out after 3:15, as this interferes with the safe and orderly dismissal of students.

- ➢ All checkouts must be made from the office. Children will not be released to parents from the bus loading area.

- ➢ Car riders will be dismissed from the gym lobby on the Mumphrey Road side of the building. Parents of car riders will be issued a pass; please write your child's

- ➢ name on the pass and keep the pass on front passenger side of your car windshield for the duty teachers to see as you approach the pick-up area. Your cooperation with this will greatly speed up the dismissal process.

- ➢ Walkers will be dismissed from the front lobby on Missouri Street. Only children who **WALK** completely off campus will be considered **walkers**. Do not park your car on campus and walk to the front door to pick up your child. This creates a dangerous traffic situation. If you drive to school to pick up your child, he/she will be considered a car rider and will be sent to the gym entrance to be dismissed.

- ➢ **Permanent transportation changes cannot be made over the telephone or by notes sent from parents**. These changes must be processed by completing paperwork in the office. Any student riding a bus may only be picked up and dropped off at the address on file with the transportation department. This policy is in place to protect your child. If there is a *specific day* when a bus rider will NOT ride the bus, a signed written note must be sent to the homeroom teacher. Students who are not normally bus riders are not allowed to ride the bus home for any reason unless a permanent transportation change request is completed.

DRESS CODE

In accordance with the St. Bernard Parish Public School District's Guide to Student Conduct, Lacoste Elementary students are expected to follow the dress code guidelines as outlined below:

- **Shirt** - Students must wear white or red collared shirts. School color collared shirts must have been approved by the school and have a school-designated logo. Students may wear official school spirit shirts from the current year or from previous years each FRIDAY with school approved pants/shorts/skirts.
- **Pants/Shorts/Skirts** - Students must wear navy blue or khaki pants or skirts. Elementary students may wear shorts, skorts, and jumpers.

- **Shoes-** Shoes shall be slide-resistant. Closed toed tennis, casual, or dress shoes of any color are considered uniform appropriate.

Good to Go **Not Allowed**

Pants, Skirts (PK-12)

- Shorts, & Skorts (Elementary only) Dress, uniform type, navy or khaki color.
- Must be appropriate size for the student - properly fitting at the waist and neither too tight, too low, nor too baggy
- Pants must be hemmed (shoe-top length) with no split seams or frayed edges
- If pants have belt loops, a belt must be worn
- Skirts and jumpers must touch the knee
- Abayas must be solid in color and must either match the school's official colors or be navy blue No denim
- No bell-bottom, cargo, corduroy, leggings, joggers or jean type pants
- Shirts White collared shirt
- School colored collared shirt with school logo - must have been approved by the school
- Shirts must be tucked in
- Shirt collars must be visible when wearing a sweater or sweatshirt
- Only white or school colored undershirts may be worn beneath uniform shirts Shirts cannot have a hood
- Outerwear School sanctioned uniform sweaters, sweatshirts, and jackets may be worn in school at any time (school color, navy blue or white v-neck, vest, crew or cardigan styles)
- Tights and leggings may be worn under uniform bottoms; they must be of a solid color (white, neutral, navy, black, brown or matching your school's uniform color)
- Jackets must be school colors, white, or navy blue, and authorized by principal/designee No hooded sweatshirts, jackets or shirts to be worn
- Non-uniform jackets are not to be worn in the building

Good to Go **Not Allowed**

- Belts Belts are required for any pants that have belt loops
- Only solid colored belts are acceptable (black, white, navy, khaki, or brown)
- Belt buckles may only be slightly larger than the width of the belt. Metal stud eyelets, etc. and/or designs are not allowed on any belt.
- Oversized or large belt buckles are not allowed.

- Socks Must be worn

Socks, stockings, knee-highs, and tights must be a solid color (white, neutral, black, navy or brown)

- Shoes Closed toed tennis, casual, or dress shoes of any colorSandals, backless or low back shoes, platform shoes, heels, slippers/house shoes, mules, heelys, light up shoes, crocs, uggs, ugg-like, jellies, rubber shoes, foam shoes and boots

- Hair Moderate hair styles
- High school students are permitted to have a mustache and/or beard provided that it is neat, clean, well-groomed, and with no shaved designs No extreme hair styles
- No hair styles that cover one or both eyes

- Accessories Earrings that are moderate in length (studs, small hoops, and short dangling earrings) are permitted—Hats, caps, bandanas, visors, hair curlers, gloves, and sunglasses (unless prescribed by a physician)
- Aside from earrings in the earlobe, body piercings are not allowed.
- Excessively large earrings that may place a student in danger of injury are not allowed (hoops and/or those that hang very long)
- No tattoos

- ***In all circumstances, the principal will make the final decision as to whether a student's dress or appearance is acceptable.***

DRUG FREE SCHOOLS PROGRAM

Lacoste Elementary students participate in state-mandated drug education classes throughout the school year. The classes are taught by the physical education teachers and the guidance counselors. Students are instructed in the dangers of substance abuse at an early age since research shows that more students are influenced by the information when it is introduced early. To act as role models in keeping with the Drug Free Schools Program, employees and parents are not allowed to smoke on the school grounds or on field trips in the presence of students.

Please refer to the Guide to Student Conduct to see the full "Policy for the Use of Locating Drugs in School".

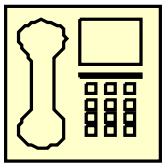
EDUCATIONAL LINKS

CLEVER

Clever is an easy way for children to log in and learn with all of the online programs they use at school. With their own personal portals, students can learn with resources selected by their teacher and district. Lacoste Elementary uses Clever so our students can have all of their digital resources in one place. Clever also eliminates the need to remember multiple usernames and passwords.

The link for our Clever site can be found by visiting the Quick Links on our school website. Your student's username and password can be provided to you by your child's teacher.

EMERGENCY CLOSING OF SCHOOL



In the event that school will be closed, the Superintendent will announce the closure and information will be shared on our school and district websites, social media accounts, and with local news outlets.

If schools are closed during the school day, buses will transport all bus riders to their usual stops. Please make arrangements for someone to be home to meet your child. Students who are normally picked up by parents will not be released until a parent has been contacted and that parent informs the school whether a family member or friend will pick up the child.

In the event of an emergency school closure, parents/guardians will be contacted using our Emergency Call System. In order for families to be contacted, they must have a current and accurate telephone number in our system. **It is critical that parents notify our front office of any changes to phone numbers.**

EXTRACURRICULAR ACTIVITIES

Lacoste Elementary will sponsor a variety of extra-curricular activities, clubs, and events

to enrich the school experience and meet the varied interests and abilities of our students. Each activity will have specific guidelines which will be distributed to students at the appropriate times. Written parent permission will be required for participation in all after-school activities. Parents will be responsible for providing transportation home, as no bus service will be available.

FEES AND FINES

Lacoste Elementary School may impose certain student fees or charges to help offset special costs incurred in the operation of specific classrooms or subjects. Generally, students should not be denied or delayed admission nor denied access to any curricular instructional activity due to failure or inability of their parent or guardian to pay a fee. Report cards and other academic records cannot be withheld for failure to pay a fee pursuant to state law.

A full copy of our Student Fees, Fines and Charges policy can be found on the school and district website by visiting www.sbpsb.org/fees.

A student or his/her parent or legal guardian may request and receive a waiver of payment of a fee due to economic hardship. Completed waivers and the corresponding documentation must be submitted to your student's school principal. For families with students in multiple schools, separate waivers and documentation must be provided at each school. Families with multiple students at the same school can complete one waiver. The form must be completed yearly during enrollment, registration, or orientation.

Please note that the waiver will be applied to fees associated with curricular activities only. Fees associated with extracurricular activities are not covered by the waiver.

FIELD TRIPS

Field trips are an integral part of the instructional program and help bring learning to life for students. Students are encouraged to attend all class-sponsored field trips. School dress code and all school rules are in effect for field trips. For each field trip, please send the money and permission slip in a well-labeled envelope. **Permission slips or money cannot be accepted after the deadline for submission. No permission slips or money will be accepted in the front office.**

IMPORTANT NOTE: No permission slips or money will be accepted from students who owe outstanding school fees (lunch money, instructional fee, damaged or lost Chromebook / hotspot, damaged/lost library or textbook fees, bus damage fees,)

The rules for *incentive field trips* are established by the teacher, and incentive *field trips* may be withheld for disciplinary reasons.

Chaperones must provide a valid ID when checking in at the office. Parent chaperones must dress appropriately (NO shorts, halter-tops, midriffs, etc.) and must follow chaperone guidelines. We suggest that parents wear a red T-Shirt/School Spirit Shirt for the safety of the group; it is easier for the students and teachers to identify chaperones. No other children are allowed on field trips. Alcoholic beverages and smoking are not allowed on field trips. Parents must follow regular check out procedures after field trips. Parents who are chaperoning must ride the school bus to and from the field trip.

FIRST AID

It is the student's responsibility to report personal illness or injury to a teacher or staff member. If serious injury occurs, first aid is administered and parents/guardians are called immediately. This is another very important reason why the school should have a current home telephone number and at least three reliable emergency contact numbers.

FOOD SERVICE PROGRAM

Our school participates in the Community Eligibility Provision (CEP) program. This program provides one breakfast and one lunch each school day to all students enrolled in the schools listed. Adults and employees will be charged for meals at the rate below. Please note that there is a cost for "extra milk and/or juice" (see prices below). These items CAN NOT be charged to an account.

Adult Visitor Breakfast:	**$2.50**
Adult Visitor Lunch:	**$4.50**
Extra Milk or Juice:	**$0.50**
Entrée':	**$1.00**
Sides:	**$0.50**

IMPORTANT NOTES:

- **Canned and/or bottled beverages are not allowed in the cafeteria.**
- **Commercially prepared food is not allowed (McDonald's, Burger King, etc.).**

FUNDRAISING POLICIES

Fundraisers are PTC sponsored activities and are intended to be family oriented. Sales are encouraged through family members, business contacts, and friends, NOT through door-to-door sales by students. Please do not let your child sell school items for fundraisers unsupervised.

FUNDS/RETURNED CHECKS

Please send all funds to school in an envelope marked with the student's name, homeroom, purpose for the funds and the amount. All checks should be made payable to Lacoste Elementary School. **If an NSF check is received, the policy will revert to "cash only" for the person(s) who sent the check.**

HOMEWORK

Homework is assigned to reinforce, extend, and enrich the skills and concepts that have been introduced by the teacher. Homework provides an opportunity for a student to develop self-responsibility, time management skills, and independent study skills. Homework is expected to be turned in completed each day. Individual class homework policies will be distributed by the teachers. Homework schedules will be sent home weekly. Check with the teacher if you have any questions concerning homework.

ILLNESSES/EMERGENCIES

When a student becomes ill or has a suspected communicable condition, the parent will be required to come to check the student out of school. When a parent consistently fails to make arrangements to check out a child who is sick or has a contagious condition such as head lice, scabies, or any other communicable disease, the Supervisor of Child Welfare and Attendance will be notified.

Three (3) emergency numbers must be on file in the office.

Anyone checking out a child will be

LIBRARY

Each student has a regular library period as part of the curriculum. During this period, the librarian reads to the students, teaches them library skills, and instructs them on how to use a library properly. The students are also allowed to check out books during this time. If students fail to return their book on the due date, they may not check out another book until their overdue book is returned.

Students are responsible for the books they check out. If a book is lost or destroyed, the student will be required to pay for it. If lost books are paid for and the books are found at a later date, the money will be returned to the student.

MEDICATION

Please inform both your child's teacher and the office if your child has any allergies or if he/she is on any type of medication. According to School Board policy, school personnel are not allowed to dispense medication of any kind unless we have the proper authorization from the school nurse. Arrangements for school office personnel to administer medication to a student requiring daily medication over an extended period of time must be made with the Nursing Supervisor at 301-2000. For short term medication requirements, parents are welcome to bring the medicine to the school office at the time it is due. The student will be called to meet the parent in the office to take the medicine.

Students are not allowed to bring medicine of any kind (including cough drops, nasal

inhalants, chap stick, etc.) to school.

YOU'RE IMPORTANT TO US!

Parent And Family Engagement

Lacoste Elementary recognizes that parent and family engagement must be a priority for children to learn and achieve academic success. Parents and families provide the primary educational environment for children; consequently, parents are vital and necessary partners with Lacoste Elementary.

In accordance with the St. Bernard Parish School Board's Parent and Family Engagment Policy,

Lacoste Elementary provides families with various programs and opportunities to enhance the involvement of parents and other caregivers that reflect the needs of our students.

These programs include:

- **Open House/ Supply Night:** Open House/ Supply Night **will take place on Wednesday, August 6th, 2025.** This serves as an annual meeting in which all parents and caregivers are invited to learn more about the educational programs at our school and further opportunities for parent involvement.
- **Report Card Conference Night:** Report Card Conference night at Lacoste Elementary will be **Thursday, October 23rd , 2025 from 4:30-7:45**. At this event, parents and caregivers have the opportunity to meet with their student's teachers to learn more about his/her academic and behavioral progress and goals.
- **PTC Meetings:** A minimum of two PTC meetings will happen throughout the year. This is a time for parents and teacher's to collaborate on school activities. Parents can also sign up for volunterring opportunities through the QR codes that are sent out through the school year.

Parent/ Teacher Conferences

The most effective communication between parents and teachers is the parent-teacher conference. Parents are encouraged to contact the school whenever the need arises. However, since class time belongs to ALL children, parent conferences should never be attempted during actual teaching time. To ensure

sufficient time for your conference, pre-arrange it by calling the school office ahead of time and make an appointment. The conference will be arranged either before or after school hours or during the teacher's planning period that week. Teachers are available for conferences before and after school at the discretion of the teacher. The principal, assistant principal, guidance counselor, or teacher may sometimes request a conference with a parent. Please be sure to attend these meetings.

If at any time there is a problem with a teacher, please call and ask for a conference with that teacher. If dissatisfaction is still felt, ask to talk with the principal or the assistant principal. Many problems can be resolved if communication lines are left open. Incorrect information can often result in frustration. It is our intention to cultivate and support active family involvement through a number of different ways:

Communications:

SchoolStatus: An Easier Way to Connect With Us
We use a platform called SchoolStatus to connect with parents. All teachers, counselors, and administrators throughout our district have been reaching out using this communications tool. This will replace individual teachers' need to create separate RemindApp or ClassDojo accounts. Here are a few answers to some common questions:

- **Do I need to download an app?** No. Calls and texts may come from a number you don't recognize, but that is your direct line to the educator contacting you.
- **If I respond to a text, who gets the message?** The educator who contacted you! You are not responding to an entire group. It's a 1:1 message.
- **If I miss a call, can I call the number back?** Yes! You may leave a message for the educator who called, or text that same number and know you'll reach the educator who called you.
- **How does the system know my phone number or email?** SchoolStatus will utilize the contact information in the school's student system. **It is critical that your phone number and email address are accurate and up-to-date.** Please contact your school secretary if your contact information has changed.
- **When should I expect a school status response?** Teachers are going to be required by Mrs. Morel to set "office hours". Teachers are NOT to school status a parent during their teaching time. Teachers will be permitted to school status before school, their planning period or after school.

School and District Websites
Our school and district websites provide families the most up-to-date information regarding school operations, school and district policies, upcoming events, and announcements. You can find our school website by visiting www.sbpsb.org/lacoste

Teachers will also be posting important information regarding assignments, tests, class resources, and other helpful reminders and announcements to their Teacher Web Pages. You can find your child's teacher web page by visiting the "Teachers" channel on our school website.

Social Media Accounts
Lacoste Elementary utilizes Facebook to communicate with our families and community. Please be sure to "like" our school and district Facebook page to get the latest

information about what is happening within our schools.

PARENT-TEACHER CLUB (P.T.C.)

All parents are invited to become members of our Parent-Teacher Club. Membership dues are only $5.00 for each family. All scheduled meetings will be listed on the monthly school calendar. The PTC sponsors student-centered activities and fund raisers.

PARENT VOLUNTEERS

Lacoste Elementary welcomes parent volunteers! We appreciate any help you can give us. All parents must check in at the office before going to any classroom or any part of the building and get a badge through our School Gate Guardian program. **Parents are not to accompany students into the building unless office personnel have granted permission**.

PERSONAL BELONGINGS

Mark all articles of clothing and personal items with the student's name. Please be sure to take the time to do this properly. Many items that end up in lost and found could be returned if labeled properly. Lost articles that are not marked and are not claimed in a reasonable time will be donated to a charitable organization. Students should bring only supplies and books necessary for class. Students are NOT allowed to bring cell phones, Apple watches, toys, dolls, stuffed animals, trading cards, radios, cassette/CD players, iPods, balls, electronic games, gum, etc. **The school is not responsible for the loss of or damage to such items.** CAPS WILL NOT BE ALLOWED IN SCHOOL AND/OR ON THE SCHOOL BUS UNLESS DESIGNATED BY TEACHERS FOR SPECIAL OCCASIONS. Any banned articles will be taken away from students. Parents will be required to pick up the articles from an administrator.

POLICY ON NON-DISCRIMINATION

The St. Bernard Parish School Board adheres to the equal opportunity provisions of federal civil rights laws and regulations that are applicable to this agency. Therefore, no one will be discriminated against on the basis of race, color, national origin (Title VI of the Civil Rights Act of 1964); sex (Title IX of the Educational Amendments of 1972); disability (Section 504 of the Rehabilitation Act of 1973); or age (Age Discrimination Act of 1975) in attaining educational goals and objectives and in the administration of personnel policies and procedures. Anyone with questions regarding this policy may contact:

Supervisor of Child Welfare and Attendance
(504) 301-2000
200 East St. Bernard Highway
Chalmette, LA 70043

PROGRESS REPORTS/GRADING POLICY

Progress reports will be distributed in the middle of each grading period. Report cards are issued at the end of each nine week period. The following grading scale is used for reporting purposes:

A = 100 - 90
B = 89-80
C = 79-70
D = 69-60
F = 59-0

PROGRESS MONITORING

Student Progress Center: Quick Access to Student Grades, Attendance and Schedules
Parents may utilize the Student Progress Center by visiting www.sbpsb.org/grades or visiting our school or district websites. The Student Progress Center will give parents access to current information regarding your child's schedule, attendance, class work, interim progress report, report card grades, test scores and registration information.

PROMOTION REQUIREMENTS (Grades K-5)

- A student must achieve the objectives specified in the district and state curriculum.
- Students must be in attendance for at least 166 days (no more than 14 absences) during the school year. **All absences are counted in the 14 day policy.** Doctor's excuses are only acceptable for extenuating circumstances.
- Kindergarten - Promotion is determined after examination of all relevant ELA data and determined by the teacher and school administration.
- Grades 1-5 - Students who fail ELA **and** Math, shall be retained.
- Students in Grades 2-5 who fail ELA **or** Math are eligible to attend the Summer Learning Program to address deficiencies. At the end of the program, placement decisions will be made for the next school year.
  In addition:
- Grade 1 - Students who fail only ELA may also be retained after examination of all relevant ELA data and determined by the teacher and school administration.
- Grade 3 - Retention will be considered for Grade 3 students scoring at the lowest achievement level (WELL BELOW) on the state end-of-year literacy screener or those failing to achieve a BASIC or above on the 3rd Grade Spring LEAP assessment.
- Grades-K-5 – After examination of all available, relevant data by school administration additional support/ intervention may be required before promotion of any student to the next grade level.

- Students will be considered for promotion/retention based on the promotion/ retention policy set forth in the ***PUPIL PROGRESSION PLAN*** adopted annually by the St. Bernard Parish School Board and approved by the Board of Elementary and Secondary Education.

SCHOOL BOARD MEETINGS

Meetings are held on the fourth Tuesday of every month. Attending the meetings is another way of keeping informed about the educational policies concerning the parish and the school. These meetings are held at 6:00 p.m. at the School Board Office, 200 E. St. Bernard Highway.

SCHOOL CALENDAR

A school calendar outlining school activities will be posted on our website and sent home at the beginning of each month. Please keep this calendar in a convenient location.

SCHOOL PUBLICITY

From time to time photographs will be taken of school activities and these pictures will be sent to the local newspaper or featured on our school Facebook page. If you do not wish to have your child's picture appear in the newspaper or on Facebook please sign the "District Media Release" form located in the district Guide to Student Conduct.

STUDENT INSURANCE

Student insurance is offered to children for a nominal fee. It covers a student at school, on the way to and from school, and on school-sponsored activities. Each child will receive a packet of information regarding school insurance at the beginning of the school year. If you do not have adequate insurance coverage for your child, the student insurance is recommended.

Title IX: Sexual Harrasment Policy

The St. Bernard Parish School Board desires to provide a safe school environment that allows all students equal access and opportunities in the School District's academic, extracurricular, and other educational support programs, services, and activities. The School Board does not discriminate on the basis of sex in the education program or activity that it operates. The School Board is required by Title IX of the Education Amendments of 1972 (Title IX) and Part 106 of Title 34 of the United States Code of Federal Regulations not to discriminate on the basis of sex in the education program or activity that it operates, including admission and employment. The School Board recognizes that sexual harassment is a form of discrimination on the basis of sex and the School Board prohibits sexual harassment as defined by Title IX and Part 106 of Title 34 of the United States Code of Federal Regulations.

Any person may report discrimination based on sex, including sexual harassment, in person, by mail, by telephone, or by electronic mail to the School Board's Title IX Coordinator at any time, including during non-business hours.

Title IX Coordinator
St. Bernard Parish Public Schools
504-301-2000 | TitleIX@sbpsb.org
200 East St. Bernard Hwy., Chalmette, LA

Any School Board employee who has actual knowledge of sexual harassment must report the conduct to the Title IX Coordinator.

Reports of and inquiries regarding unlawful sex discrimination may also be made to the Assistant Secretary for Civil Rights of the U.S. Department of Education, 400 Maryland Ave., SW, Washington, DC 20202-1100, Email: ocr@ed.gov, 1-800-421-3481. The School Board's Title IX Coordinator shall be authorized to coordinate the School Board's Title IX obligations.

Further information regarding the definition of sexual harrassment and all processes and procedures can be found in the district's Student and Family Handbook/Guide to Student Conduct which is available on our website.

See the Guide to Student Conduct for additional information and procedures.

SUPPLIES

Students should have the following each day:

- ✓ three (3) sharpened pencils
- ✓ school bag or backpack
- ✓ assigned books for class
- ✓ school homework folder

All students received a supply list at the end of the school year or with the registration packet. All supplies should be sent to school at the beginning of the school year.

NOTE: Rolling school bags are not allowed in grades K-2 and are strongly discouraged in grades 3-5.

TARDIES

School begins at 8:40 a.m. Please see that your child arrives **on time** for school each day. Once a child receives **three** tardies, parents will be sent a letter explaining the seriousness of the situation. **Five tardies in a school semester will result in a referral to the Office of Child Welfare and Attendance.** Please note

that tardiness affects perfect attendance and promotion.

TEACHER QUALIFICATIONS

As a parent of a public school student, you have the right to know the qualifications of your child's teacher. To obtain this information please contact the principal.

TERRIFIC KIDS

The "Terrific Kid" program is sponsored by the St. Bernard Kiwanis Club and Chalmette Refining. Terrific Kids are selected by teachers to be recognized at monthly Terrific Kid ceremonies based on their positive attitude and other attributes. Honored students receive a certificate and Terrific Kid T-shirt. Parents of Terrific Kids receive a lawn sign.

TEST RETURN POLICY

Test packets will be sent home on Wednesdays. It is important that you review the tests with your child. Signed tests must be returned to their teacher in a timely manner. Please read the teacher's class procedures when they are sent home in August.

TESTING

Third, fourth, and fifth grade students will take state mandated assessments in English/Language Arts, Math, Science, and Social Studies. Testing dates are set by the state Board of Elementary and Secondary Education.

TEXTBOOKS

Students will be assigned the following parish-adopted textbooks:

Reading/LA.....Core Knowledge Language Arts, Engage New York Language, and Novels
Math.....iReady Math
Social Studies..... CKLA (K-2)
District Curriculum (3)
Social Studies Weekly (4 and 5)
Science.....Amplify Science and Science Weekly (K-5)

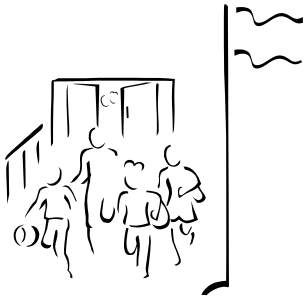
CHILDREN ARE RESPONSIBLE FOR THE PROPER CARE OF STATE OWNED TEXTBOOKS AND LIBRARY BOOKS. PAYMENT WILL BE REQUIRED FOR ALL **LOST** AND/OR **DAMAGED** BOOKS. BOOK PRICES RANGE FROM $5.25-$63.97. PLEASE HELP YOUR CHILD CARE FOR BOOKS PROPERLY.

TRANSFERRING TO ANOTHER SCHOOL

To withdraw your child from our school, come to the office at least one day ahead of time to make an official request for withdrawal. This gives us time to collect all of the necessary information for you. Remember that teachers cannot be disturbed during class time to complete withdrawal forms.

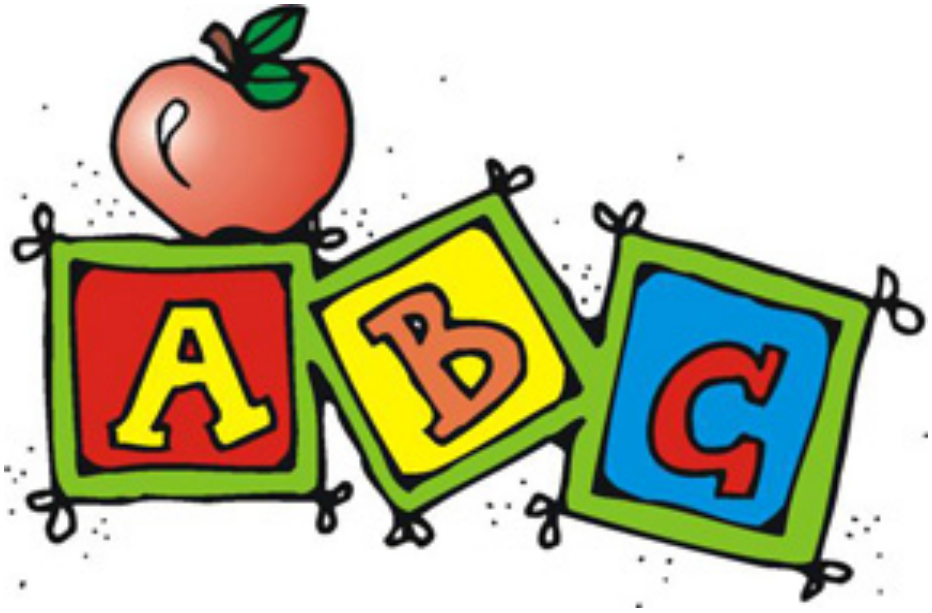
VISITORS

All visitors must report to the office, sign in, and be issued a pass before visiting anywhere in the school building. To protect the confidentiality and privacy of all our students, classroom **observations and visits are not allowed** as an added precaution to ensure safety of our students, during fieldtrips and other events all visitors will be required to present a valid driver's license for a simple background screening before entering the student areas of the building. Please be sure to bring your driver's license with you when making a school visit. We appreciate your cooperation.



WATER BOTTLES

CLEAR refillable plastic bottles containing water are allowed on campus (glass bottles, cups, or closed opaque containers such as Stanley, Yeti, Hydro jug, etc.. are not allowed)



EARLY CHILDHOOD PROGRAM

St. Bernard Parish Public Schools
Early Childhood Program

General Operating Information

The purpose of the St. Bernard Parish Public School Early Childhood Program is to provide universal pre-kindergarten classes to four-year-old children who are eligible to enter public school kindergarten the following year, including those students with disabilities, which reside in St. Bernard Parish. Students must turn four prior to September 30th, of the current school operating year.

The Early Childhood Program is funded through federal, state, and local monies from the following sources: Head Start, 8(g), LA 4, Educational Excellence Funds, Title I, Early Intervention and the St. Bernard Parish School System. The Early Childhood Program strives to offer the same high quality developmentally appropriate program to all participants regardless of the funding sources.

Instructional Program / Curriculum

The Louisiana Early Learning and Development Standards is the framework for building a quality, developmentally appropriate pre-kindergarten program and supports the Louisiana Readiness Definition. These standards serve as a guide to be used by St. Bernard Parish School System's administrators, policy makers, directors, curriculum developers, teachers and parents.

The St. Bernard Parish Early Childhood Program provides a complete educational program directed toward the development of cognitive, social, emotional, physical, and communication skills in a manner and at a pace consistent with the needs and capabilities of the individual child.

The St. Bernard Parish Early Childhood Program has adopted the Creative Curriculum. It is a research based curriculum which supports interrelated development in the following domains:

Social Emotional	Creative Expression (Art, Music, Drama)
Language and Literacy	Physical Science
Mathematics	Cognitive Development

The Early Childhood Program provides developmentally appropriate integrated learning experiences. Integrated learning takes place when adults plan learning center activities and appropriately facilitate child experiences in the learning centers. These experiences support interrelated development of problem solving, critical thinking, communication, and social skills within a meaningful context for the child. The pre-kindergarten environment promotes meaningful engagement for learning through:

a) Social interactions that promote cooperation, conflict resolution, and

empathy for others.

b) Play experiences to foster development and organization of world knowledge.

c) Language and Literacy experiences to foster development of skills such as retelling stories; book/print concepts; developmental writing; phoneme discrimination, and sound manipulation.

d) Mathematical experiences to foster development of concepts such as one-to-one correspondence, recognizing patterns, counting, comparing and positioning, and experiencing adults using numerals to record information that is meaningful to young children.

e) Scientific experiences to foster development of concepts such as cause and effect, classification, and life cycles.

f) Music and Creative Art experiences.

g) Physical movement experiences in the indoor and outdoor environments to develop fine motor and gross motor skills.

Instructional Program Assessment and Reporting Practices

The Early Childhood Program utilizes a variety of assessment and reporting tools to record student growth, provide individualized instruction and to share information with parents.

a) Portfolio assessment is a collection of work samples taken over time to demonstrate student growth by identifying the changes in performance.

b) Benchmark assessments measure mastery of the Early Learning and Development Standards and are conducted at defined intervals throughout the school year.

c) Formative assessments are standardized teacher administered assessments that occur at three defined intervals throughout the school year.

d) An Individual Pupil Plan (IPP) is developed for each student and is reviewed with parents throughout the year. The IPP addresses individual student's areas of strengths and weaknesses. Parents are expected to assume an active role in development of their child's IPP.

Resource Coordination for Support Services

The St. Bernard Parish School System coordinates the provision of support services for all enrolled pre-kindergarten children. These services are intended to support maximum early education and care benefits to children so that they are well prepared for formal schooling, and therefore, more likely to experience later academic success.

1. *Child Health and Mental Health Services*
   The school nurse works with the health department and other health professionals to conduct hearing and vision screenings and cursory dental checks during the school year and monitors the health and wellbeing of all children in the program. Any child with an identified physical or mental developmental health need is referred to the proper agency. Families are also provided information that will increase their knowledge of community resources such as TANF (Temporary Assistance to Needy Families), Medicare, and LA CHIP (Louisiana Children's Health Insurance Program).

2. *Parenting Skills and Child Development Knowledge*
   Knowledge of child development and involvement with their child's educational experience is enhanced through a variety of informational parenting seminars, volunteer opportunities at the school, special activities/functions, and parent /teacher conferences. All students are administered a developmental screening instrument. The results of the screening is discussed with parents and parents are provided with activities designed to help their child address skill areas.

3. *Parent/Teacher Conferences*
   Preschool teachers conduct one-on-one parent/teacher conferences prior to the start of school. Preschool teachers and assistants are available for regularly scheduled conference days as well as parent-initiated conferences.

4. *Adult Literacy*
   The school system works in coordination with public service providers to promote adult literacy. Parents/guardians are informed of all locally available adult education opportunities such as the GED program to increase literacy levels.

Classroom Management Plan

A classroom management plan is in place in all pre-kindergarten classrooms and is discussed with parents during orientation.

No form of demeaning language or corporal punishment (which includes but is not limited to paddling, striking, or hitting) is used with any child enrolled in pre-kindergarten.

Materials, Supplies, and Equipment

The St. Bernard Parish Early Childhood Program provides funding for all classroom furniture/equipment, materials, and supplies for all classes. Technology related equipment such as audio cassettes, and Chromebooks are also supplied.

All consumable materials are provided and replenished throughout the course of the year.

Parents/guardians/and caretakers are not required to pay for any materials and supplies for classroom usage (e.g., paper towels, napkins, toilet paper, and photographic film). Personal items (school bag, rest mat, blanket, extra clothes, etc.) must be provided by the parents and adhere to program guidelines.

NOTE: Parents/guardians/and caretakers may be required to pay for the replacement of materials/property that their child destroys.

Food Services

Breakfast and lunch are part of the Early Childhood Program and all pre-kindergarten students are brought to the cafeteria for meals. If your child has special dietary concerns, please discuss them with the preschool staff. Head Start Program guidelines require that all students in Head Start designated classes eat food provided by the school cafeteria staff. Therefore, there is no need to bring food from home. Other funded four-year-old classes are allowed to bring an appropriate breakfast/lunch from home. If students choose to eat lunch in the school cafeteria, breakfast and lunch is free of charge due to the Community Eligibility Provision (CEP). This allows each student one breakfast and one lunch per day.

NOTE: It is absolutely essential that you make the staff aware of any allergies

your child might have.

Attendance

Consistent daily attendance is a critical component of the preschool program and is closely monitored by the teachers. According to state law "any child below the age of seven who legally enrolls in school shall also be subject to the provisions of the attendance statures". In order for students to receive credit they cannot miss more than **14 days per school year.** Please call the school when your child is absent and state the reason for the absence. A note from the parent is **required** to document each absence, and is required within **3 days** upon returning to school. Preschool staff is required to contact the parent/guardian within one hour after the start of the school day to check on an absent child.

Excessive absences are reported to the Supervisor of Child Welfare and Attendance. Any student absent prior to a scheduled extra-curricular activity **will not** be allowed to participate in the activity.

Check-In/Check-Out

Parents must report to the **office** for check-in and check-out. Only adults whose names have been authorized in writing on the school emergency cards will be allowed to check out pre-kindergarteners. Please follow all check out guidelines at your specific school site.

Uniforms

All pre-kindergarteners follow the St. Bernard School Board Uniform Dress Code requirements. Please refer to the school site uniform requirements for specific color options.

Transportation

Transportation services are made available to all pre-kindergarten students to ensure that each child is present for the educational/instructional portion of the day. **Bus changes cannot be made over the phone.** All requests for transportation changes must be made in writing and all forms completed BEFORE a change is authorized. Refer to the Preschool Transportation Policy for specific guidelines regarding arrival, dismissal, and bus transportation requirements.

BULLDOG VALUES

BULLDOGS ARE:

Bright

Understanding

Learners

Loyal

Dedicated

Outstanding

Good **M**annered

Students

NOTES…