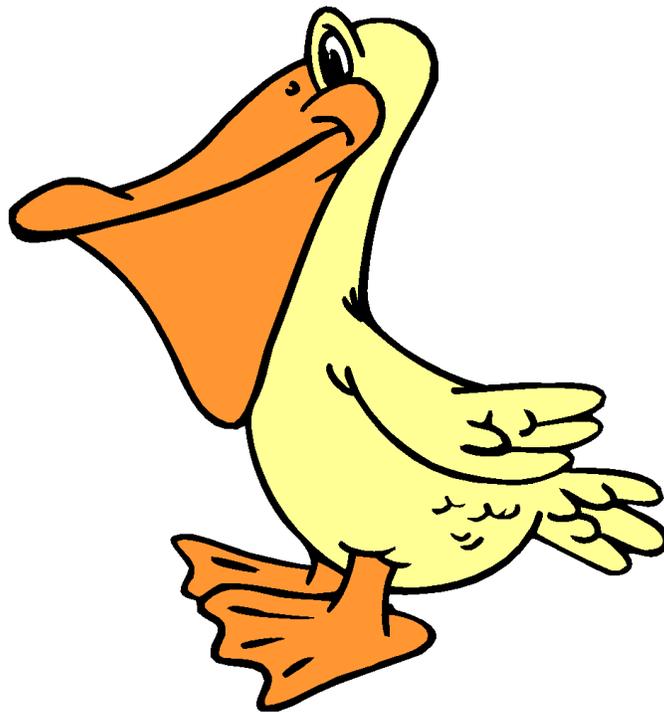


MIMOSA PARK ELEMENTARY

“Where Good...Becomes Great”



STUDENT/PARENT/GUARDIAN

HANDBOOK

2025 - 2026

MIMOSA PARK ELEMENTARY SCHOOL

222 Birch Street,
Luling, LA 70070

Phone: 985-785-8266 Fax: 985-785-1299

Website: www.wearescpps.org/mimosa

Follow us on Twitter @MPE_Pelicans

School Colors: Royal Blue and White

School Mascot: Pelican



Angi Butler- Principal

Aimie Heiden- Assistant Principal
Kandyce Simoneaux- Assistant Principal

Principal's Message:

Welcome Parents/Guardians and Students,

We are so excited to welcome our Pelicans back on campus for the 2025-2026 school year. We are looking forward to another amazing year. We plan to continue to include our families in on-campus events whenever possible and will be very strategic in the planning and implementation of the events to ensure everyone's safety and well-being. The Mimosa community is extremely family oriented and we plan on continuing to provide this tradition at MPE. This handbook has been developed to enhance understanding and communication among students, parents, guardians, teachers, administrators, and the community. It is arranged by titles in alphabetical order. Both parents and students are encouraged to read the handbook together to become familiar with the expectations, procedures, responsibilities, and educational opportunities at Mimosa Park Elementary School. At Mimosa Park Elementary we strive to provide our students with the best educational opportunities possible to prepare them for their future.

In addition to providing our students with strong skills academically, our goal is to encourage students to have strong character traits such as integrity, kindness, perseverance, generosity, sincerity, etc. As a result, Mimosa Park Elementary School choose non-profit organizations to support each year. Please see below for the non-profit organizations as well as our established School Wide Expectations, Vision, Mission, and Values/Beliefs.

<u>School Wide Expectations:</u> <ul style="list-style-type: none">● Be Responsible● Be Respectful● Be Ready to Learn● Be Safe	<u>Non-Profit Organizations:</u> <ul style="list-style-type: none">● Jump Rope for Heart● Teddy Cares● Pink-Links Breast Cancer Awareness
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MISSION

Mimosa Park Elementary is dedicated to delivering high quality instruction in order to develop empowered, empathetic, and responsible life-long learners.

VISION

At Mimosa Park Elementary, we have a shared responsibility to support the social/emotional and academic needs of all students to become productive global citizens. We embrace the diversity of our children by providing a safe, respectful, and nurturing environment.

At Mimosa Park Elementary School, We believe in...

- providing a positive, safe, and nurturing environment.
- analyzing data to meet and support the individual needs of all students.
- growing professionally and implementing research-based practices.
- setting the foundation of literacy for future success.
- building relationships with students in order to foster equitable opportunities.
- maintaining open communication by working collaboratively to improve the school environment for all stakeholders.
- treating every student and stakeholder in a caring and dignified manner.

Working together, we are going to make this an incredible school year!

Sincerely,

Angi Butler

**Mimosa Park Elementary School
Calendar Dates for 2025-2026**

August 2025		
1	Teacher's First Day	8:25 AM
6	Kindergarten Orientation	4:00-4:30 PM
	Back to School Bash/Meet and Greet	4:30-5:30 PM
8	First Day for students in grades K-2 last name A-K	
	1 st Quarter Begins	
11	First Day for students in grades K-2 last name L-Z	
15	First Day for Pre-K last name A-K	
18	First Day for Pre-K- last name L-Z	
21	K-2 Reports of Progress Overview	5:30-6:00 PM
	K-2 Open House	6:00-7:00 PM
29	Blooming with Books Dress Down	
September 2025		
1	Labor Day Holiday/No School	
2	Reading Program Starts	
4	Fall Pictures/School uniforms must be worn	
8-12	1 st Quarter Progress Reports sent home this week	
17	No School- Professional Development for Faculty/Staff	
19	Student of the Month CMM (August SOM)	9:00 AM
26	Library Author Visit (Modified Enrichment)	
	Gator Glam Dress Down Day	
29	Fun Run Fundraiser Kick Off	
October 2025		
9	End of Quarter 1	
10	2 nd Quarter Begins	
13-14	Fall Break-No School	
16	Fun Run Fundraiser Event	
17	Student of the Month CMM (September SOM)	9:00 AM
	Quarter 1 Pelican Awards	
21	Fall Picture Retakes	
23-24	Early Dismissal	12:45 PM
	Parent Teacher Conference (Report Cards Sent Home)	
27-31	Red Ribbon Week	
30	2nd Grade Artsperience	10:00 AM
31	Halloween Activities and Dress Down Day	
November 2025		
10-14	2nd Quarter Progress Reports sent home this week	
	Annual Food Drive Week	
12	No School- Professional Development for Faculty/Staff	

19	K-2 Academic Night	5:30-7:00 PM
	Food Drive Winners Dress Down	
21	Student of the Month CMM (October SOM)	9:00 AM
	Thanksgiving Dress Down Day	
24-28	Thanksgiving Holidays	
December 2025		
2	Santa Pictures	
15	Pre-K Christmas Performance	9:30 AM
17	2nd Grade School Level Performance	2:00 PM
18	2 nd Grade Performance- LPAC	6:00 PM
	1st Grade Christmas Parade	
	Pre-K-1 Holiday Parties	
18-19	Pajama Dress Down	
19	Student of the Month CMM (November SOM)	9:00 AM
	2nd Grade Holiday Party	
	Early Dismissal	12:45 PM
	End of 2 nd Quarter	
22- 31	Christmas Break	
January 2026		
1-2	New Year Holidays	
5	Teachers 1 st day back	
6	Classes Resume for students	
	3 rd Quarter Begins	
13	Quarter 2 Report Cards sent home	
16	Student of the Month CMM (December SOM)	9:00 AM
	Quarter 2 Pelican Awards	
19	Martin Luther King Jr. Holiday	
27	100 th Day Kindergarten	
28	101st Day for 1 st Grade	
29	102nd Day of 2 nd Grade	
February 2026 (Black History Month)		
3	K Artsperience	10:00 AM
4	Class Pictures	
5-6	Early Dismissal	12:45 PM
	Parent Teacher Conferences (Send home 3 rd Quarter Progress Reports)	
9	1st Grade Artsperience	10:00
13	Krewe de Pelicans Mardi Gras Parade	9:30-10:00 AM
	Lakewood Mardi Gras Parade	1:30-3:00 PM
	Mardi Gras Dress Down Day	
16-20	Mardi Gras Holidays	
23	Classes Resume	

25	FACT Night	5:30-7:00 PM
26	Student of the Month CMM (January SOM)/ BHM Program	10:00 AM
	Black History Program Dress Down	
March 2026		
9	Pre-K Artsperience	10:00 AM
11	No School- Professional Development for Faculty/Staff	
13	End of 3 rd Quarter	
	Cake Bingo	6:00 -8:00 PM
16	4th Quarter Begins	
17	Picnic with Pelicans and “Wear Your Green” Dress Down	
20	Student of the Month CMM (February SOM)	9:00 AM
	Quarter 3 Pelican Awards	
24	Report Cards Sent Home	

April 2026		
1	Spring Pictures	
2	Kindergarten Easter Parade and Dress Down	2:30 PM
	Easter Parties	TBD
3-8	Easter Break	
9	Classes Resume	
20-24	4 th Quarter Progress Reports sent home	
24	Student of the Month CMM (March SOM)	9:00 AM
May 2026		
1	Volunteer Brunch	10-11 AM
4-8	Teacher Appreciation Week	
6	Kindergarten Orientation and Signing Night	5:30-6:30 PM
15	Student of the Month CMM (April SOM)	9:00 AM
	Quarter 4 Pelican Awards	
11-15	Student Appreciation Week (subject to change)	
18	Pre-K Performance	9:30 AM
	Last day for Pre-K Students	
19	2 nd Grade Awards	9:15 AM
	1st Grade Performance-LPAC	6:00- 7:00 PM
21	Early Dismissal/Last Day for Students	12:45 PM
	End of 4 th Quarter	
	Faculty Pictures	
22	Last Day for Teachers	
26	Reports of Progress will be mailed home	

Arrival

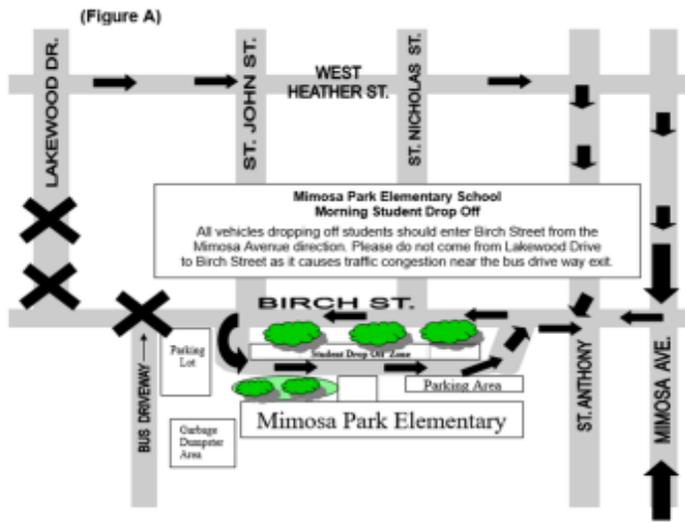
Mimosa Park Elementary's school day is from **8:40 AM- 3:40 PM**. On **Early Dismissal Days**, we will dismiss at **12:45 PM**. All students are expected to attend school regularly.

Students will not be allowed in the building before or after school without permission from administration. Any student remaining in the building for any purpose must be under the supervision of a faculty member. **Walkers and Car riders are not to report to school before 8:30 AM**. Students will have "Breakfast on the Go". They will pick up their breakfast from a designated area each morning before reporting to class. Students will enter and exit the building in a quiet and orderly manner.

Car Riders (Arrival)

Please observe the following rules when dropping students off in the morning: The following arrival procedures are designed to facilitate the safe and efficient drop-off of our students to the school campus.

- Beginning at **8:30 am**, students may be dropped off only in the circle drive in front of the school when a staff member is on duty to receive students.
- All students should be seated on the passenger side of the vehicle to expedite the process and to keep students safe from traffic.
- **Do not pass other vehicles in the carpool line. Please be patient. Passing vehicles in the zone is a major safety hazard.**
- Duty teachers will open the door, greet students and direct him or her to the breezeway. Students are not to exit the vehicle until the duty teacher/staff opens the passenger door.
- When dropping your child off in the morning, the vehicle must be moving in the **direction from Mimosa Avenue toward the school**. Vehicles will form a line, turning left into the drop-off circle, and then pull all the way up to the **end of the fire lane. To avoid blocking buses from exiting** the bus circle, please **avoid lining up on Birch Street in the direction of Lakewood Drive**. Following the designated drop off procedures will allow all cars to **safely** enter the car drop-off circle from the Mimosa Avenue direction and buses to safely **exit the bus circle turning onto Birch Street**. This drop-off procedure does not allow students to be dropped off onto Birch Street. **Cars must turn into the drop-off circle and stay to the right. (See Figure A)**
- If you are dropping your child off at Before and After School Care, you **MUST** pull into the parking lot and park in one of the designated **Drop Off Spots** and walk your child into the building. **Do not park at any time in the student drop off zone (Figure A) or near the garbage dumpster area.**
- Between the hours of 8:30 a.m. – 8:40 a.m., **students may not be dropped off on Birch Street** (only through the drop off circle). Do not park on Birch Street and walk your child in as this impedes the movement of cars through the drop off circle.
- **At no time will cars be allowed to park in the "No Parking" zones.**
- On rainy days, drivers will follow the same procedure. However, fewer cars will be able to drop off students at the same time. Rainy days take a little extra patience on all of our parts, and we appreciate your assistance especially in cases where we have to move to a single drop off line due to weather.
- **If for any reason you need to bring your child into school during this drop off period, you must park in the school parking lot and walk on the sidewalk in order not to hinder traffic flow. Arrival period is 8:30-8:40 am.**
- Students are **not** allowed to walk to school unless accompanied by a parent/guardian due to the volume of car and bus traffic during arrival and dismissal.
- Parking spaces marked "Secretary" or "Reserved" are designated for specific employees **only**. Please do not slow down their arrival or return by parking in or blocking these reserved spots.



ARRIVAL / TARDINESS

Any student arriving after **8:40 AM** is tardy. An adult must sign the student in when arriving late to school and the student must obtain a pass of admittance to class. The pass must be presented to the teacher. Excessive tardiness may result in a state-mandated truancy notification.

ATTENDANCE/PERFECT ATTENDANCE/ABSENCES

Two days per 9 weeks may be excused for personal illness or serious illness in the family by submitting a parent/guardian note if total days missed do not exceed 10 days per school year. **Parent/Guardian notes must be provided to the school office specialist within 3 days of the student's return to school.** A student may also be excused from school with an original physician/nurse practitioner's statement. If a written excuse is not presented within 3 school days, the absence will be considered unexcused.

Children absent from school for school-related activities will not be considered absent. Absences for religious reasons, duties, or functions will be counted, but students will be allowed to make up work. Parents/Guardians will be notified upon the fifth, tenth, and fifteenth absence of their child. The Supervisor of Child Welfare and Attendance will also be notified of excessive absences. According to the Pupil Progression Plan, a student must be in attendance for 167 days to be considered for promotion.

For more information please refer to the **Student Code of Conduct: District Handbook** or the District Website listed under *For Families*.

A student is eligible for **perfect attendance** recognition if he/she is in attendance for the entire school day/year. Absences, tardies or leaving school early (excused or unexcused) will **prevent** a child from qualifying for this recognition. School-related functions will be the only exception to this policy. All half days and any special event is considered a full school day.

BACKPACKS

Students must bring backpacks to school to carry books, lunches, and other necessary school-related items. **Rolling backpacks are only allowed in extenuating circumstances and must receive approval from administration.**

BEFORE AND AFTER SCHOOL CHILD CARE PROGRAM

Mimosa Park Elementary is the site for the St. Charles Parish Public Schools Before and After-School Care Program for students at Mimosa Park and Lakewood Elementary. Many enrichment and academic activities are offered to these children while they are under appropriate adult supervision. Before school care begins at 6:00 a.m. and after-school care lasts until 6:00 p.m. Call 985-785-2134 for more details, including costs. **All parents dropping off or picking up from before and after care must park in the designated parking spots marked "Before and After Care Parking" in the parking lot. Do not park in the bus circle or in front of the school as it impedes school deliveries and daily routines.**

BIRTHDAY CELEBRATIONS

We thoroughly enjoy recognizing our students' birthdays. Parents/Guardians may bring treats for a student's birthday. Please be sure to include the same treats for all students in the class. **Only pre-packaged store bought items will be allowed.** No whole cakes, candles, gifts, balloons, or parties (including parents/guardians, family members and friends of the child are allowed). Feel free to correspond with the teacher beforehand by e-mail, School Status, or written notice to make arrangements regarding time, number of students, etc.

Birthday party invitations: Students will not be allowed to hand out party invitations during the school day unless the entire class receives one or if "all boys" or "all girls" are to receive one. This is done to protect the feelings of all children. The school cannot provide students' addresses to any other parent(s).

BULLYING

At Mimosa Park Elementary School, our goal is to create a safe, caring, and productive environment for all students to learn. It is our mission to support each child's development in a nurturing and respectful environment free from ridicule and bullying. **We will not tolerate bullying of any kind.** We teach our students the proper way to interact with each other. We encourage parents/guardians and students to inform teachers and administration of any instances of bullying.

BUSES

Bus riders are still under the school's supervision when waiting at the bus stop and riding on the bus. Parents/Guardians should make sure that children know and understand the rules and regulations designed for safe bus transportation. Students must respect and obey the bus driver at all times. Bus rules will be strictly enforced for the safety of all students. If a student is removed from the bus for disciplinary reasons, the parents/guardians are responsible for transporting the student to and from school at designated school times. **Due to issued guidelines regarding bus capacity, students will ride the same bus to and from school each day. Therefore, the only bus changes allowed will be to honor custody judgements. Please plan accordingly.**

REGULATIONS FOR BUS RIDERS

1. Arrive at the pick-up spot five minutes before the bus.
2. Wait off the roadway, not in the street.
3. Avoid horseplay at the bus stop.
4. Respect the property and lawns of neighbors.
5. Wait for the bus to come to a complete stop.
6. Be polite and take your turn getting on and off the bus.
7. Use the handrail and watch your step.
8. Walk up or down the steps. No jumping!

CONDUCT ON THE BUS

1. Follow the directions of the driver.
2. Walk to your assigned seat and stay there. Do not stand or move around while the bus is moving.
3. Do not talk to the driver unless it is an emergency. Drivers need to keep their minds on driving and their eyes on the road.
4. Talk quietly so that the driver can hear traffic sounds.
5. Loud yelling or profane language is not permitted.
6. Keep arms, feet, books, bags, etc. out of the aisle.
7. Never leave the bus without the driver's consent and exit only at your bus stop.
8. Keep hands and head inside the bus. Do not throw anything out of the windows.
9. Do not tamper with any safety device or other equipment on the bus.
10. Do not deface or litter the bus.
11. Backpacks are to remain closed when transporting students to and from school.

Students may be suspended from riding the bus if they fail to follow the bus safety practices and rules. Parents/Guardians will be notified through the Louisiana School Bus Behavior Report of any violations of bus safety rules and regulations.

For safety and insurance purposes, students will ride the same bus to and from school. This policy is strictly enforced. If the student will be a car rider in the afternoon, a note must be sent in writing, faxed (985-785-1299), or emailed to: mimosa1@wearescpps.org **prior to 2:30 p.m. each day.** All notes should be on a full sheet of paper and include: Your child's full name, the teacher's name, dates of the changes with clear instructions and your signature. **No student will be allowed to make a change to his/her normal routine unless the parent/guardian provides a note to the office. Once the bus number/name has been called, no student will be removed from a bus for an unexpected pick up by the parent or guardian.**

Routes and bus stops are established by the Transportation Department. If you have any questions about a bus stop or a route, call the Transportation Department at (985) 785-7206 or (985) 785-7233. Students who are not greeted by an adult or designee in the afternoon at the bus stop are returned to school unless the parent has completed the permission form and provided it to the driver. Please make arrangements for someone to pick up your child from the bus every day.

BUS TAGS

All students will be given one bus tag and lanyard at the beginning of the school year. If your child loses or misplaces their bus tag, you must contact the front office to purchase a replacement tag and lanyard. Bus tags will be placed on the child's school bags. Students are to use the tag to log on and off the bus each day.

CAFETERIA

- * Breakfast and lunch will be served to all students needing and/or wanting a meal. Due to children with food allergies in our school, we request that you are careful in the selection of foods that your child brings into the cafeteria.
- * It is strongly recommended that no outside fast food (McDonald's, Subway, Popeye's, etc.) be brought in the cafeteria by a parent/guardian for a student's lunch.
- * Carbonated drinks are not allowed in the cafeteria during lunchtime. Students may bring water, juice or milk as their drink for lunch, or may purchase these items from the cafeteria.
- * The breakfast and lunch menu can be found on the district and school website.
- * Any questions call Nichole Marphis, Cafeteria Manager at 985-785-2134.

CELL PHONES

It is not recommended that students bring cell phones or smartwatches on campus. If any student has a cell phone or smartwatch in his/her possession and it is powered on, the consequences will be followed as stated in the St. Charles Parish Public Schools **Student Code of Conduct: District Handbook**. School hours include the time the student boards the school bus in the morning at the bus stop until the time the student exits the bus in the afternoon at the bus stop. In addition, it is strongly encouraged that even when powered off, the cell phone not be visible as to avoid disruptions to the learning process. If a student chooses to bring a cell phone on campus, the school will not be liable for loss or stolen property.

CHANGE OF CLOTHES

It is strongly recommended that parents of all Pre-K-2nd grade students **send a change of clothes** to school.

CHECK OUT

Students are not allowed to leave campus without clearance from the office. Students who need to leave school for an appointment must be checked out through the office by an individual listed on the student's emergency card. **Students will not be released to anyone not listed on the Student Information Card/Emergency Card** and the individual checking the student out must report to the front office with a valid picture ID. If a student needs to be checked out early, parents should plan to pick students up before 3:20 PM.

COMMUNICATION FOLDER

Every student is provided with a blue "Home-School Communication Folder". We will make every effort to send notices, parent information sheets, calendars, newsletters (upon request), and homework home daily. Be sure to check the folder daily and use it when sending notes to the teacher.

CONFERENCES

Parent-Teacher Conferences are a valuable tool to be used in helping children to be happy and successful at school. Report Cards/Progress Reports will be issued and reviewed at Parent Teacher Conference. These will be early dismissal days. The conference dates are:

Fall— October 23 and October 24, 2025
Spring—February 5 and February 6, 2026

If you would like to schedule a conference outside of the scheduled conference days, please follow these procedures:

1. Make an appointment - call the office at 985-785-8266, write a note to the teacher, or email the teacher to arrange an appointment time.
2. Review test papers, Progress Reports, Report Cards, etc. that signal trouble areas and contact the teacher for clarification when needed.
3. **Please do not drop in for "just a minute" at the beginning or end of the day.** These are especially crucial times when the class needs and deserves the teacher's **full** attention.
4. All conferences must be scheduled ahead of time with at least a 24 hour notice in order to allow time for the teacher to make arrangements for the conference. Parents/Guardians have the option to attend conferences in-person, virtually, or have a phone conference.
5. Please do not ask to have teachers called out of class for a conference. **Instructional time belongs to the students.**

CUSTODY

In order to better help parents and students regarding custody, parent visitation at school, non-custodial parent rights, etc. please see below:

An educational agency or institution shall give full rights under FERPA to either parent unless the agency or institution has been provided with evidence that there is a court order, state statute, or legally binding document relating to such matters as divorce, separation, or custody, that specifically revokes these rights.

In the case of divorce or separation, a school district must provide access to both natural parents, custodial and non-custodial, unless there is a legally binding document that specifically removes that parent's FERPA rights. In this context, a legally binding document is a court order or other legal paper that prohibits access to an education record or removes that parent's right to have knowledge about his or her child's education. **A certified, updated copy of the document(s) must be brought to school to be kept with the students permanent records.** We are mandated to follow Louisiana State Law.

DISCIPLINE

At Mimosa Park Elementary School our goal is to create a safe, caring, and productive environment for all students to learn. We wish to provide clarity about our expectations and consequences so that we have as much consistency between home and school as possible, as well as consistency between classroom discipline plans. In order to reach this goal, we have instituted the following responsive/restorative practices which will be followed consistently by all students, teachers, and staff at Mimosa Park Elementary School. These procedures reinforce the expectations that are generated in classrooms at the beginning of the year and form the foundation for ethical behavior throughout the school.

- * Students are given a single reminder about inappropriate behavior.
- * Following a reminder, a brief positive think chair/thinking time will be arranged for the student to gain self-control. (extreme or repeated misbehavior may eliminate the reminder step.)
- * Logical consequences may be put into effect after a single reminder or positive think time. Consequences will vary due to the behavior. Logical consequences create **healthy learning experiences**. Children learn from logical consequences to help them develop responsibility and accountability with dignity and respect.

Some consequences may include:

* Think time	* Phone call home
* Teacher and/or peer sharing	* Note home
* Apology of action	* "You break it, you fix it" rule
* Verbal warning	* Loss of privilege

Talking to others in a disrespectful manner will not be tolerated. Disrespect will not be **tolerated nor accepted in any shape or form**. **NOTE: Refer to St. Charles Parish Public Schools Code of Conduct: Discipline Handbook for district discipline procedures.**

DISMISSAL

Mimosa Park Elementary School has an afternoon dismissal procedure which places students' safety first! All children should be familiar with their personal afternoon dismissal routine. Try to establish a routine that your child understands and can follow. If you must alter the routine due to a doctor's appointment, etc., be sure your child knows the changes before he/she leaves home in the morning. Students may not ride an alternate bus unless it is for custody reasons. **The only transportation changes that will occur for the 25-26 school year will involve changing a student from bus rider to car rider or car rider to bus rider. These changes must be submitted in writing, email, or fax on a Transportation Change Form before 2:30 p.m. on full days and before 11:30 a.m. on Early Dismissal days. Verbal communication between you and your child will not be accepted nor will a phone call to the front office for changes in your child's dismissal procedure.**

Car Rider Dismissal Procedures:

Please observe the following rules when picking students up in the afternoon: The following dismissal procedures are designed to facilitate the safe and efficient exit of our students from the school campus. Dismissal for car riders begins at **3:40 pm** on regular dismissal days and at **12:45 pm** on early dismissal days. Please do not line up for car rider dismissal until **3:10 pm** on regular dismissal days and **12:15 pm** on early dismissal days. This is to ensure that all times there is clear access to the front office and the fire lane at all times.

All persons picking up students are expected to adhere to the following procedures:

- Parents are not to use cell phones in the school zone area.
- No parking will be permitted in the fire lanes.
- All students must be signed out. The person signing out the child **must** be listed on the child's Emergency Card and **must** present a valid Driver's License.
- Anyone not listed on the Emergency Card must be added by the parent/guardian via email, fax or in person.
- This written correspondence must include a copy of the parent/guardian's driver's license, as well as the name of the individual picking up the student.
- Students will not be allowed to ride with another student without written parent permission.
- Students must be picked up by **3:50 pm**.

DISTRICT BAG PROTOCOL

A stricter bag protocol will now apply to all events hosted by a school, the school system, or the Lafon Arts Center including events such as Picnic with the Perci, concerts, athletic competitions, etc. Allowed bags include bags smaller than 4 x 6½ inches and clear bags between 4 x 6½ inches and 12 x 12 inches. Any bag larger than 12 x 12 inches is not allowed. (Exceptions may be allowed for diaper and/or medical bags.) All bags are subject to search.

St. Charles Parish Public Schools is committed to the safety and wellbeing of our students, employees, and stakeholders at large. We appreciate your support as we continue working together to provide all with an enjoyable event experience.

DRESS CODE

St. Charles Parish Public Schools has adopted an official school uniform. Complete guidelines are provided in the **Student Code of Conduct: District Handbook**. In addition to the **Student Code of Conduct: District Handbook**, please note the following:

- * When wearing socks, crew or ankle length they can be any color.
- * Socks above crew length (ex. knee-highs or leggings worn under a skirt/dress) must be solid white, khaki, or navy or school logo socks.
- * Jeans may be worn on Fridays; however, jeans **cannot have holes** or be frayed.
- * Leggings are not allowed unless they are worn under a school approved skirt/skort/pant/short.

Parents/Guardians will be notified to bring a change of clothes if the student is not dressed according to the district guidelines.

The official Mimosa Park Elementary School dress code is as follows:

BOYS: Navy or khaki shorts or pants (no cargo shorts/pants allowed)

Royal Blue or white polo-style shirts, short or long sleeves

Royal Blue or white Oxford cloth, button-down collared shirts, short or long sleeves

School approved Spirit Shirt (sold by PTO) with uniform bottoms

Undershirts **MUST** be Royal Blue or white

* **Closed-toed shoes that cover the entire foot are required for PE.**

Please reference the student schedule for designated PE days via teacher website.

GIRLS: Navy or khaki jumper, skirt, or skort Navy or khaki shorts with or without cuff

Navy or Khaki pants

Royal Blue or white polo shirts, short or long sleeves

Royal Blue or white Oxford cloth, button-down collared shirts, short or long sleeves

School approved Spirit Shirt (sold by PTO) with uniform bottoms

Undershirts **MUST** be Royal Blue or white

* **Closed-toed shoes that cover the entire foot are required for PE.**

Please reference the student schedule for designated PE days via the teacher website.

- * Pullover sweatshirts other than the school logo sweatshirt should be solid Royal Blue or white.
- * No Hoodies allowed (This is a District Uniform Policy)
- * The school spirit t-shirt is acceptable to be worn daily.
- * Jackets are not allowed to have a hood and must be full zippered or full buttoned (This is a District Uniform Policy).

It is highly recommended for you to keep an extra set of clothes in your child's school bag.

EARLY DISMISSAL DAYS

Please check the district and school calendars for early dismissal days. Early dismissal time is 12:45 p.m. Breakfast and lunch are served on these days. Please make arrangements for childcare or if there is a change in transportation. Students will not be able to ride a different bus home on these days. The **Transportation Change Form** needs to be submitted or emailed to mimosa1@wearescpps.org **before 11:30 a.m.**

EDUCATIONAL TRAVEL POLICY

In order for your child to receive EXCUSED absences due to travel for educational purposes the following requirements must be met:

- Parent/Guardian must schedule an in-person meeting with the designated administrator a week prior to traveling
- Travel **MUST align** with State Standards for the grade level the student is currently enrolled in
- Required activities as determined by school personnel must be completed
- Required activities must be submitted within THREE DAYS (3) of returning to school
- It is the student's responsibility to complete his/her missed assignments within FIVE DAYS (5) of returning from his/her absence.
- Failure to submit required work will result in the absences remaining unexcused. Consequently, failure to meet attendance requirements will jeopardize the student's promotion to the next grade.

ELECTRONIC DEVICES

Devices such as wireless headphones, cellphones, iPods, iPads, MP3 Players, games, laser pointers, etc., are not allowed during the school day at any time. This includes traveling to and from school. Consequences will be followed as stated in the St. Charles Parish Public Schools **Student Code of Conduct: District Handbook**.

EMERGENCY DRILLS

Fire, tornado, lock-down, and bus evacuation drills are held throughout the year to provide students with an understanding of what to do if a real event occurs. Drills will be practiced monthly to teach students their role if an emergency should occur.

EMERGENCY PROCEDURES

School Board Policy requires all students to have an up to date emergency card on file.

- Be sure that you have a plan for picking your child up during the day should he/she get sick at school.
- Students will not be called out of class to talk on the phone or to visit with a parent/guardian. In emergency cases, messages will be relayed to students or administration. This will not be done for messages that are of a routine nature.
- There is always a possibility that, without much forewarning, circumstances may force us to dismiss school early. Our major concern at that time will be the safety of students returning home when the parent or another responsible person may not be there to receive them.
- To assure that each of our students will know what to do in this situation, we ask that you assume these responsibilities:
 1. Work out with your child/children a contingency plan should he/she arrive home from an unscheduled early dismissal of school.
 2. Keep a current address and phone number or email on file at the school to receive Connect-Ed and School Status messages.
 3. Periodically listen to Radio WWL-870 AM, Channel 8, St. Charles Parish app/website/social media for information during any period which might indicate a possible early dismissal from school, such as freezing weather, flooding rains, or other such natural weather-related conditions.
 4. Upon learning of any man-made disaster, such as a petrochemical explosion or spill which might indicate an early dismissal of school, immediately tune to WWL-870 AM, Channel 8, and St. Charles Parish app/website/social media to be informed of actions taken by the school.

FIELD TRIPS

Field trips are scheduled during the school year to support classroom activities and will be carefully planned to ensure the safety and health of our children. Trips are planned by the teachers and approved by administration. **All students must be checked into school before going on a field trip. They cannot ride directly with a parent/guardian to the field trip site and must return back to school following the field trip.**

For all field trips, permission slips will be sent home by the teacher to be signed and returned. **No student will be allowed to go on a trip without written permission on the appropriate field trip form.**

Money is collected from students to cover the cost of buses and fees for field trips. Reservations, bus arrangements, and prior approval must be obtained for all student trips. It is necessary for our office to complete these arrangements, and prior approval must be obtained for all student trips. **Be sure to adhere to the timelines for money collection and return of permission slips to ensure that your child has a reserved space and can participate.**

NOTE: If a signed permission slip is not submitted the day before the field trip, the child will not be allowed to participate in the field trip. Please contact the school if there is an economic hardship in handling the fees.

Because of the great variety of accommodations and regulations involved in field trips, the teacher will request chaperones on an as-needed basis. Chaperones are expected to be fully able to assist the teacher and chaperone other students. Chaperones are not allowed to bring non-school aged children with them if they are a designated chaperone.

Chaperones are required to report to school within a week of the date of the field trip in order to have their valid ID scanned through the Raptor system. Occasionally a parent/guardian may be requested to attend a field trip with his/her child if the teacher requests it, and it is approved by the principal.

Consequences for inappropriate student behavior apply for offenses on any school campus as well as off campus school-sponsored activities.

GRADING

Students will receive a Report Card at the end of each grading period. The District and school calendar lists the dates for each reporting period. Each grade level has a Report Card designed to report out on grade level essential standards. The Report Cards will be sent home with students during the first, second, third and fourth reporting periods. The final Report Card for the fourth reporting period will be mailed at the end of the year. Parents/Guardians are strongly encouraged to review the Report Card with their child.

All students will receive a letter indicating progress on **Personal and Social Development**. Students will receive either an S for satisfactory or an N for needs improvement. Listed below are examples of the types of behaviors that students might demonstrate to indicate successful personal and social development.

Listens attentively

- Listens to adults and peers in different settings
- Does not interrupt speakers
- Maintains eye contact

Follows directions

- Responds to written and oral directions appropriately
- Responds promptly to directions

Completes tasks in a reasonable amount of time

- Plans for task completion
- Stays on task
- Monitors progress
- Manages time
- Completes tasks

Works well independently

- Works without distracting others
- Finishes assignments without modeling from peers or redirection from teacher

Produces quality work

- Uses appropriate resources and/or technology to create quality products and services
- Uses criteria/rubrics to create quality products
- Produces an original product appropriate for its intended use
- Assesses the strengths and weaknesses of his/her work and sets goals for continuous improvement
- Creates neat, complete work

Exhibits self-motivation for learning

- Takes risks that extend thinking and learning
- Puts forth effort
- Tries new experiences
- Seeks help when needed
- Uses appropriate resources and technology
- Exhibits enthusiasm for learning new concepts and skills
- Sets learning goals
- Plans, monitors, and evaluates progress toward goals
- Begins tasks promptly and perseveres when confronted with obstacles

Works cooperatively

- Contributes to the overall efforts of a group by assuming appropriate roles
- Displays interpersonal communication skills
- Shows respect for others during discussions, conversations, or debates
- Works through negotiations and teamwork to reach a common goal
- Demonstrates individual accountability for work completed by the group

Interacts appropriately with peers

- Shows respect for peers
- Demonstrates empathy and caring
- Is assertive when needed
- Is polite and courteous to peers in different settings
- Does not tease or “put-down” peers
- Demonstrates age-appropriate social behavior
- Offers assistance when needed
- Offers reasoning and support when discussing or trying to persuade others
- Communicates with people of different backgrounds and cultures
- Uses appropriate body language and eye contact

Respects rights and property of others

- Uses conflict resolution and peer mediation skills
- Is polite and courteous
- Does not destroy others’ materials
- Asks permission before using others’ materials
- Does not talk badly about others
- Respects people of different backgrounds and cultures
- Keeps hands and feet to themselves

Respects authority

- Listens to adults
- Responds appropriately
- Uses a respectful tone
- Uses appropriate gestures and body language

Demonstrates self-control

- Uses conflict resolution
- Does not lose control of temper
- Does not “blurt out”
- Monitors volume of voice
- Refrains from impulsive actions
- Uses other alternatives rather than physical violence to solve problems

Thinks before reacting
Uses wait time

Accepts responsibility for actions

Identifies own inappropriate actions/accepts consequences
Problem-solves

GRIEVANCE POLICY AND PROCEDURES

The Title I Program welcomes constructive criticism of the program whenever it is motivated by a sincere desire to improve the quality of the program. All complaints should be submitted in writing. If writing is a problem, appropriate assistance can be given at any level. The proper channeling of complaints involving instruction, discipline, or programs is listed below.

1. The Title I, classroom teacher, and counselor can help with questions and concerns about children's needs.
2. The school administrators can provide information about programs, curriculum, rules and staff at the scholar's school.
3. The District Title I Director and/or coordinator directs the local Title I program.
4. The Assistant Superintendent of Curriculum, Instruction, and Assessment can answer questions about curriculum matters including testing.
5. The Director of Elementary Schools can answer questions about district-wide programs.
6. The Assistant Superintendent of Administrative Services can answer questions about district-wide programs, policies, and procedures.
7. The Superintendent can also answer questions about district-wide programs, policies, procedures, and budgets.
8. The State Title I Director can provide information on state programs and policies.

For more information see the district's grievance policy on our web site at www.stcharles.k12.la.us. Information can be readily found through the State Department of Education's web site at <http://www.louisianabelieves.com/>.

The National Association for Family, School, and Community Engagement (NAFSCE) offers information, training, and other assistance. They can be reached by contacting them at the address below.

The National Association for Family, School, and Community Engagement (NAFSCE) <http://nafsce.org>

HOMEWORK

Homework is an extension of what has been taught in class. Homework provides an opportunity for students to extend their learning. It can reinforce skills being taught in the classroom, provide time to make up work due to absences, improve a child's performance during class, develop effective study habits, and provide an important link between home and school. It is strongly encouraged to read with your child nightly or for your child to read nightly to him/herself.

JUST IN CASE

We depend upon our patrons and nearby residents to "keep an eye" on the school, especially on weekends and holidays. If you suspect vandalism or notice any unusual occurrences at the school, please call St. Charles Parish Sheriff's Department at 985-783-6807.

LIBRARY

Mission: The mission of the Mimosa Park Elementary library is to foster the love of reading, ensure that all members of the learning community are engaged and effective users of information and technology, and support the school curriculum.

Library Procedures:

- Students will begin checking out library books in September.
- Students will borrow the library book(s) for one week, and return it on his/her library day for another book(s).
- Pre-Kindergarten, Kindergarten and first grade students will check out one book, and second graders will check out two books.
- Students who do not return their book(s) on their library day are unable to check out new books. These students will receive a "ticket" (a paper reminder to bring the library book back to school).

Lost/Damaged Library books:

- If a student loses or damages a library book, he/she is responsible for the payment of the book.
- Students are unable to check out library books until the lost or damaged book has been paid for.
- Please send payment for lost/damaged books in an envelope labeled "Library."
- If a lost book is later located, the family will be refunded.
- All books must be returned and/or all outstanding fees must be paid before records are released.

LOST AND FOUND

Mimosa Park Elementary students are asked **not** to bring toys or valuable items to school. The school will not be held responsible if they are lost or stolen. Jewelry, clothing, and other personal items may not be loaned, sold, bought, traded, or given away at school. Lunch items may not be bought, sold, or traded. Please see that your child brings only the necessary clothing and supplies to school. All removable articles of clothing, as well as other belongings, **should be clearly and securely labeled with the child's first and last name to prevent loss.** Encourage your child to check for his/her lost things immediately by checking the "**Lost and Found**" bin located in the **B-building Café**.

MAKE-UP WORK

If a student is absent for one day they will be allowed two days to make up work and one day for each additional day missed. Make-up tests must be completed by the end of five school days after the student returns to school. Individual arrangements will be made for extenuating circumstances.

MEDIA RELEASE

A request to complete media release forms will be sent home the first week of school in the District Forms Packet. These forms must be completed through PowerSchool. Students **will not** be photographed, videotaped, etc. for publication ***if this form is signed.*** If for any reason you **do not** want your child photographed, we would appreciate your calling this to our attention.

MEDICAL INFORMATION

All medical information is kept confidential. If your child has any medical concerns, please contact the nurse.

MEDICAL RELEASE/SCALES FORMS

If there is a need for the school to fill out medical scales from your child's doctor, you must come to the office to sign a Medical Release Form. This document stands as permission for Mimosa Park Elementary School to release information to the doctor(s) listed on the form. The medical scales can only be mailed back to the doctor. They cannot be released back to the parent, faxed or emailed. A medical release form must be submitted each year, if there is still a need.

MONEY

Students should not bring money to school unless it is for school-related purposes. The school is not responsible for loss or theft. Please send all money in an envelope placed in the Communication Folder in your child's school bag. Please include your child's name, teacher's name, and what the purpose of the money is for on the outside of the envelope. Please make all checks payable to **Mimosa Park Elementary School**. (If you acquire a NSF check written to the school, we will no longer accept a personal check from you and you will also be responsible for the NSF fee charge).

NURSE

A registered nurse is assigned to our school. The nurse monitors student health records, informs the parent/guardian if medical attention is needed, and conducts vision and hearing screenings, among many other roles. A health record is kept for each student. Current results of screening programs are recorded on these records. Louisiana Statute 16:170 makes it mandatory that every child attending St. Charles Parish Public Schools be properly immunized. **Any student who has not submitted valid immunization records will be excluded from school.**

For the safety and protection of all students, medications (prescription or over the counter) may not be brought and kept by students to be taken during the school day. This includes, but is not limited to, basic over the counter medications such as cough drops, lip balm, chapstick, etc.

The school nurse cannot give medication without orders from a physician. In order **for such medication to be dispensed, the physician must complete a form stating the need for the medication** and at least one parent/guardian must request in writing that the medication be administered during school hours. For more information concerning medication please contact the school nurse.

Students will be sent home from school for the following conditions:

- Temperature above 100 degrees
- Vomiting
- Diarrhea or bowel movements not contained
- Suspected communicable disease
- Rash
- Head lice

If any of the above conditions occur, the parent/guardian is notified and someone from their emergency list will be asked to remove the child from school as soon as possible to seek medical attention.

Generally, a student well enough to be in school is required to participate in all classes, including those which require physical activity. When a situation arises wherein a student cannot engage in physical activity, or physical activity would be harmful to a student, the following procedure is to be followed:

Parent/Guardian must contact the school to notify administration that the student is unable to participate in physical education activities.

- * In addition, the student is to bring an excuse signed by a parent or guardian to the homeroom teacher. The excuse should note the length of time the student is to be excused from PE or physical activity. The teacher gives the excuse to the school office specialist, school nurse or administrator who notifies other appropriate staff. The teacher may assign alternate assignments that do not require physical activity for the student.

PARENT/GUARDIAN CLASSROOM VISITS PRACTICES

In an effort to avoid disruptions to the learning process, parents/guardians are unable to visit classrooms unless approved by administration at least 24 hours in advance.

PARENTS ON CAMPUS FOR LUNCH

Parents will be allowed to sign up to eat lunch with their child. A Sign-up genius will be used to sign up for lunch visits due to limited capacity.

PARENT AND FAMILY ENGAGEMENT

Studies over the past three decades have shown that children whose parents/families are involved in school activities have higher achievement scores. By taking an active role in your scholar's school, you show your child that you and the school are a team working together to increase their success.

What is parent and family engagement?

Parent and family engagement is a parent's/family's active participation in the educational life of their child. Getting your child to school every day is parent engagement. Helping out in your scholar's class is parent engagement. Attending meetings, workshops, and activities sponsored through Title I and the school is parent engagement. Serving on committees is parent engagement. **Family engagement is an empowering partnership among families, educators, practitioners and the community with shared responsibility for the personal success of children and youth.**

Why do parents and families need to be involved?

- Parents and families need to understand ways to support their scholars in academic content and social emotional learning.
- Parents and families need to understand that just as scholars have changed, teaching techniques and methods have also changed to meet the demands of today's scholars. By observing in your scholar's class, you can see firsthand how children are being taught and ways to support the school's effort.
- When children realize that their parents and families consider school activities important enough to visit, observe, and participate, they recognize learning is important.
- A scholar's self-confidence is based on how well he/she learns what he/she is supposed to learn. Research findings point to positive academic achievements as self-esteem builders.
- The Title I program and the school need parents and families to be involved. Teamwork will help all children perform to their highest potential.

How do I get involved?

The easiest way to get involved is to talk to your scholar's teacher or visit the Family Learning Center at your scholar's school. **As your scholar's first teacher**, you can assist the teacher in meeting many of your scholar's needs. Establishing a friendly, open and honest relationship with your scholar's teacher is the first step. The Family Learning Center is your place to ask questions, get involved, clarify information and get to know the school. Become a school volunteer! Parents are always welcome and encouraged to participate

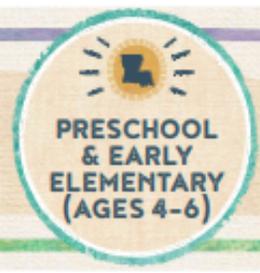
St. Charles Parish Schools Parent and Family Engagement Policy

The St. Charles Parish School Board recognizes that parent and family engagement is essential as we partner to educate our district's scholars and prepare them for life-long learning. This responsibility is shared by the family, school, district and community who must work together as knowledgeable and collaborative partners. It is the intention of the district to cultivate and support active family involvement that supports student learning.

- I. For schools receiving Title I Part A funding, the St. Charles Parish School Board:
 - A. Involves parents and family members in jointly developing the local educational agency's (LEA) Title I, Part A plan, and the development of school support and improvement plans.
 - B. Provides the coordination, technical assistance, and other support necessary to assist and build the capacity of all participating schools within the LEA in planning and implementing effective parent and family engagement activities that improve student academic achievement and school performance. This may include meaningful consultation with employers, business leaders, and philanthropic organizations, or individuals with expertise in effectively engaging parents and family members in education.
 - C. Coordinates and integrates parent and family engagement strategies to the extent feasible and appropriate, with other relevant Federal, State, and local laws and programs.
 - D. Conducts, with the meaningful engagement of parents and family members, an annual evaluation of the content and effectiveness of the parent and family engagement policy in improving the academic quality of all schools served under this part, including identifying:
 1. Barriers to greater participation by parents/families in activities authorized by this section (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background);
 2. The needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers; and
 3. Strategies to support successful school and family interactions;
 - E. Uses the findings of such evaluation to design evidence-based strategies for more effective parental and family engagement, and to revise, if necessary, the parent and family engagement policies described in this section.
 - F. Involves parents in the activities of the schools, which may include establishing a parent advisory board comprised of a sufficient number and representative group of parents or family members served by the LEA to adequately represent the needs of the population. This advisory board will help develop, revise, and review the parent and family engagement policy.



BUILDING LITERACY SKILLS AT HOME



It is never too early (or late) to start doing literacy activities with your child. Strong literacy skills are essential for development and provide a foundation for school and work performance, social skills, and solving problems in all subject areas. Just a few minutes spent each day on simple literacy activities can add up to a lifelong love of reading and learning! These literacy-based activities are great for your preschool or early elementary age child.

READING

♥ READ EVERY DAY!

Getting into the habit of reading every day for at least a few minutes is helpful for your child's development.

♥ THINK ALOUD AS YOU READ.

Point out what you see in the pictures. Talk to your children about what you are reading. What did they like about the story? What didn't they like?



WRITING, DRAWING, & CREATING

♥ EXPLORE FEELINGS.

Creativity and ideas can be expressed by drawing pictures.

♥ BE CREATIVE.

Paper, crayons, markers, glue, and even household items like noodles, boxes, and sponges can be great tools for creativity.

♥ MAKE STORIES.

Encourage your child to "tell stories" to you. Write their story down for them in a booklet (just a few pages of stapled paper is fine!), and have them illustrate their story.

♥ PLAY "FIRST, NEXT, LAST."

Have pictures of different scenes from stories you read, and have your child sequence the events using the pictures. Have them retell the story.

♥ PAINT WORDS WITH WATER.

Get a clean paintbrush and small bucket of plain water. Go outside and let your child paint letters or words on the walls, sidewalk, or fence.

SPEAKING & LISTENING

♥ BUILD VOCABULARY.

Talk with your child about everything. Describe the world around them in real (adult) terms.

♥ EXPLORE RHYMES AND SONGS.

These can expose new words and develop speaking skills.

Parents' Right to Know

As mandated by federal law, you have the right to request information about the qualifications of anyone who instructs your child. If you request this information in writing, the school district will provide you with information about the teacher's certification. If your child is provided services by paraprofessionals, then the school district will provide you with information about their qualifications.

You can also find out about a teacher's certification on the Internet. Just visit the Louisiana Department of Education's website at www.teachlouisiana.net and click on the Teacher Certification Center. To enquire about a teacher's certification, select Public Access, then enter the teacher's name to view the areas of certification.

If you have questions you can contact the school or call the Title I office at 985-785-3163.

Derechos de los Padres de Familia

Por mandato de la ley federal, usted tiene el derecho de pedir informacion acerca del grado educativo de cualquier persona que de instruccion a su hijo. Si usted pide estos datos por escrito, el distrito escolar le dara dicha informacion sobre la certificacion de cualquier maestro. Si su hijo recibe servicios de un asistente escolar, el distrito escolar tambien le puede dar informacion sobre el nivel academico de dicha persona.

Tambien se puede averiguar el nivel educativo de un maestro por medio de la Internet. Visite el Website del Departamento de Educacion de Louisiana, www.teachlouisiana.net. Apriete donde dice Teacher Certification Center. Para averiguar el nivel educativo de un maestro, apriete donde dice Public Access, escriba el nombre del maestro y podra averiguar las areas en la cuales este certificado a enseñar.

Si tiene alguna pregunta llame al la escuela de su hijo o a la oficina Title I, numero 985-785-3163.

PARENT TEACHER ORGANIZATION (PTO)

The PTO invites you to become an active member. The yearly membership drive begins in August. The cost is \$5.00 per family. You can also donate any monetary amount to this organization as well.

Grandparents, aunts, uncles, and neighbors are welcome to join PTO. General Membership Meetings will be held quarterly. All PTO information, membership, and order forms are on the school's website.

PARTIES - HOLIDAY LEARNING EVENTS

Students at Mimosa Park Elementary have holiday learning events/activities throughout the year. These activities are coordinated by the teacher and/or parent/guardian representative from the class. The following parties are allowed: a Fall party, a December/holiday party (without the exchange of gifts), a Valentine party (Valentine **exchange**), and a Spring party (teachers will make the determination on this party).

Please be sure to include the same treats for all members of the class. **Only pre-packaged store bought items will be allowed.** Correspond with the teacher beforehand by e-mail or written notice to make arrangements regarding time, number of students, etc.

PARTNER-IN-EDUCATION

Our Partner-In-Education is the Entergy Charitable Foundation. Representatives from Entergy meet throughout the year with school representatives to plan and discuss activities that involve the partnership. Our partnership with the Entergy Charitable Foundation is a major contributing factor to the success of our school.

PHONE CALLS

Messages will be taken for **faculty/staff**. **Faculty/staff** will not be called out of the classroom or **asked to step away from their job responsibilities** to conference or talk with anyone. This interrupts instructional time for students. **Faculty/staff** will make every attempt to return parent/guardian phone calls and/or emails within 24 work hours. Please remember that **faculty/staff** do not have access to a phone in the classroom. They pick up messages at their planning/meeting time, after school or in the morning. Every **faculty/staff** has email and/or SchoolStatus accessibility. Feel free to visit our school website for this information.

PROMOTION POLICY

The Pupil Progression Plan (PPP), written by a committee of administrators, teachers, and parents, contains promotion policies for students, with emphasis on the mastery of the basic skills in English Language Arts and Mathematics. Adopted by the St. Charles Parish School Board on January 14, 1981, it has been approved by the State Department of Education. Annual revisions are approved by the School Board and State Department of Education. The Pupil Progression Plan also contains policies regarding transfer and withdrawals of students, student records, entrance and attendance requirements, grading and homework policies, etc. Every parent/guardian should be thoroughly familiar with the content of the plan because it directly affects each child in our school system. Copies of the PPP are available at schools, public libraries, the School Board Office, and the District Website.

Parent/Guardian Notification:

- Anytime a child fails to meet the criteria for promotion, his/her parent(s)/guardian(s) shall be contacted about the grade placement at the **END OF THE SCHOOL YEAR**. The School Building Level Committee (SBLC) will make the decision on the placement of the child. A letter of action taken shall be sent to the parent(s)/guardian(s) and a copy of this letter shall become a part of the child's permanent records.
- These retention policies shall apply to the exceptional student in regular placement in accordance with his/her Individual Education Program. Parents/Guardians of students who have failed to meet the criteria for promotion will be given the opportunity to appeal the student's placement.

REPORT CARDS

Formal report cards containing an evaluation of pupil progress are sent home every nine weeks. Report cards/progress reports are designed to inform you of your child's level of instruction, academic progress, enrichment, and behavior. The report card/progress report provides a means of communication between you and your child's teacher which is very important to his/her success and happiness in school. You are encouraged to request conferences as needed.

RIGHTS OF PARENTS

An educational agency or institution shall give full rights to either parent unless the agency or institution has been provided with evidence that there is a court order, state statute, or legally binding document relating to such matters as divorce, separation, or custody, that specifically revokes these rights. **A certified, updated copy of the document(s) must be brought to school to be kept with the students permanent records.**

In the case of divorce or separation, a school district must provide access to both natural parents, custodial and non-custodial, unless there is a legally binding document that specifically removes that parent's FERPA rights. In this context, a legally binding document is a court order or other legal paper that prohibits access to an education record or removes that parent's right to have knowledge about his or her child's education.

SBLC - School Building Level Committee/RTI – Response to Intervention Team

If your child should experience special needs in achievement, behavior, health, or communication, and they cannot be resolved on the classroom level; concerns are to be referred by the teacher to the RTI/SBLC in an attempt to resolve the problem. The RTI/SBLC meets weekly to provide assistance for teachers, parents/guardians, and students. The committee is composed of administrators, teachers, and pupil appraisal members.

Parents/Guardians are notified in advance and encouraged to attend. The overall goal of SBLC is the coordination of services among the committee, agencies, and individuals responsible for learning, in order to assist individual students in obtaining a successful education.

If at any time a child would benefit from a parent-teacher conference, please schedule an appointment. Please do not ask teachers to conference with you on a "drop-in" basis before, after, or during school without a scheduled conference time. Conferences for this school year can be in person, virtual or over the phone.

Administration asks that if you have concerns regarding your child, **please conference with the teacher first** before contacting the principal or assistant principal(s).

SCHOOL HOURS:

Arrival: 8:30 am	Tardy Bell: 8:40 am
Bus Call: 3:40 pm	Dismissal: 3:50 pm

Early Release Days and Parent-Teacher Conference days:

Arrival: 8:30 am	Tardy Bell: 8:40 am
Bus Call: 12:35 pm	Dismissal: 12:45 pm

SCHOOLSTATUS

St. Charles Parish Public Schools utilizes SchoolStatus to communicate with families. Teachers are encouraged to use this means for phone calls and text messages. SchoolStatus keeps a record of all communication between teachers and parents.

STUDENT ACCIDENT INSURANCE

Student accident insurance will be available to all students. Participation in the plan is voluntary; the school is offering this plan as a service only. The contract is between the insurance company and the individual. Information and enrollment envelopes will be given to students early in the year. When a student is injured, parents/guardians should request a claim form from the nurse and/or secretary. This form must be completed by the student's parent/guardian and presented to the doctor or hospital. Parents/Guardians are urged to read the brochure explaining the provisions of the policy carefully. Insurance forms are available upon request in the office.

TECHNOLOGY FEE

A district-owned Chromebook and power adapter are being loaned to students to be used as an important learning tool for educational purposes only. It is the student's responsibility to care for the equipment and ensure it is cared for in a safe environment. This device is the property of St. Charles Parish Public Schools. This device must be returned upon the student's exit from St. Charles Parish Public Schools or at the end of the school year.

- A \$20 annual technology fee is being assessed to all students with a \$40 family maximum.
- Negligent treatment of the device will result in disciplinary action and/or additional fees for repair.
- If the device is not returned, the family is responsible for the full cost of the device (\$250).
- If the charger is not returned, the family is responsible for the cost to replace the adapter (\$25).
- It is understood that the intentional failure to return the Chromebook to the school may constitute theft of district property. Any theft of district property, including the reported sale or transfer of the device, will be reported to the district attorney for prosecution.

TITLE I (overview)

In 1965, the United States Congress passed the Elementary and Secondary Education Act to improve the quality of education in the United States. Since the initial authorization, Congress has added to and reauthorized the act five times. The previous version of the law, the No Child Left Behind (NCLB) Act, was enacted in 2002. NCLB represented a significant step forward for our nation's children in many respects, particularly as it shined a light on where scholars were making progress and where they needed additional support, regardless of race, income, zip code, disability, home language, or background. The Every Student Succeeds Act (ESSA) was enacted December 10, 2015. This latest reauthorization creates a better law that focuses on the clear goal of fully preparing all scholars for success in college and careers.

Title I of The Every Student Succeeds Act (ESSA) remains the largest federal aid program for education in the country. To receive these funds from the federal government each state must submit a detailed plan describing what all children are expected to know, the standards of performance that all scholars are expected to meet, as well as ways to measure scholars' progress. The Louisiana Department of Education allocates money to the St. Charles Parish Public School District based on the number of low income families living in the parish. The district sends funds to schools with the highest percentage of economically disadvantaged scholars. These schools identify scholars most in need of educational help, set annual goals for improvement, measure student success, develop programs that add to the regular education programs, and collaboratively work with parents in all aspects of their scholar's education. Both the district and school plans are evaluated annually by parents, administrators, and teachers. The district and the schools revise their plans every year to best meet the needs of scholars.

TITLE I in ST. CHARLES PARISH

The Title I Program in St. Charles Parish believes that all students are or can become scholars. A scholar is described as a learned person who has exhibited accelerated learning competencies and/or possesses high content knowledge of particular subjects. SCP will provide access and opportunities for **all** students to accelerate, with expectations of them becoming scholars. We support acceleration in reading for scholars in kindergarten through 8th grade and four early childhood classes, two at each Title 1 schoolwide elementary school. At the middle school level, Title I supports math interventions at Albert Cammon, and R.K. Smith middle schools. The Title I Program also has established Family Learning Centers at the Title I Schools.

The Family Learning Centers enhance student achievement by providing parent workshops (both academic and social/emotional), Literacy Play Groups, home visits, materials for check out and general support for families.

St. Charles Parish has shifted to a schoolwide district. The schoolwide program is authorized under Title 1, Part A. It is a service delivery model for Title 1 schools that allows schools to support costs associated with **whole school improvement** to raise the achievement of **all** students, particularly working below grade level standards/benchmark.

The Title I program gives selected scholars the opportunity to move ahead using many different teaching methods. These include individual instruction, small group instruction, and computer assisted instruction. Highly qualified Title I teachers provide opportunities for scholars to experience success in reading and math so that lifelong skills are developed and negative attitudes toward reading and math are minimized or eliminated. Title I teachers work closely with classroom teachers to ensure the success of each student.

Current Title I Programs for scholars include the following:

- Tier III intervention program focused on assisting the most at risk K-3 grade scholars to accelerate in Phonemic Awareness and Phonics support.
- Tier II reading intervention support with the use of the core that reinforces student learning of the foundational skills necessary for reading on grade level text.

- Math intervention instruction at the middle school level that focuses on intrinsically motivating scholars, developing their number sense and grade level standards, understanding of operations and fractions, understanding of ratios and proportional reasoning, and arithmetic of rational numbers using small group instruction.

TEXTBOOKS/STUDENT RESOURCES

Textbooks are issued to us based on our student enrollment. We do not have extras to lend or sell for home use. Textbooks and library books are on loan to our students. Care must be taken in using these books. Students will be required to pay for damaged or lost textbooks and/or library books. In the event that a textbook, workbook, or library book is lost or damaged, the student is responsible for payment. If the book is found, the student will be reimbursed.

Transportation Changes

Please notify the office immediately if there is a permanent change in the student's address so that the proper bus assignment can be made. Students will not be able to switch buses unless there is a permanent change of address or custodial reasons.

If you need to change your child's transportation method for a short time frame, you can use the following ways to make a short term change:

***Please note that you may not request students to ride a different bus unless for the reasons indicated above.**

1. Send an email to mimosa1@wearescpps.org prior to 2:30 pm. Expect a reply of confirmation when emailing.
2. Send a fax to 985-785-1299.
3. Send information on the Transportation Change Form. The form is located at the back of the handbook and on the school's website.
4. Send a signed handwritten note with a working phone number

VISITORS

To assure the safety of all, we have a visitor screening procedure in place. All visitors must check-in at the office upon arrival, provide a current valid photo I.D. and secure a visitor's pass. **Visitors must wear a visitor's pass at all times when in the building.** The visitor's pass must be returned upon signing out. If you don't have a visitor's pass, you will be asked to return to the office to receive one.

VOLUNTEER OPPORTUNITIES

We encourage Mimosa Park Elementary School parents and guardians to be involved in our school and their own child's educational process. We will do our best to offer opportunities for our parents and guardians to volunteer.

Parents/Guardians interested in volunteering may contact PTO, Family Center Liaison, or your child's teacher.

WITHDRAWAL FROM SCHOOL

Parents/Guardians should inform the school office specialist at least one week prior to their moving or as soon as possible. Parents/Guardians and students should see that all school materials are returned and all personal items are removed from the classroom. The parents/guardians are responsible to return school materials or to clear up all indebtedness to Mimosa Park Elementary School before withdrawing.

MIMOSA PARK ELEMENTARY: TRANSPORTATION CHANGE



Today's Date: _____

Parent's Name: _____

Student's Name: _____

Grade: _____

Teacher's Name: _____

Instructions for Change: Choose one of the methods of transportation changes below (change from bus to another mode of transportation, Parent Pickup, or After School-Care).

_____ **Student will ride their bus home today**
Student's assigned bus # _____

_____ **Parent Pickup**

_____ **After School- Care (student must have been previously registered and accepted)**

Parent Signature

Parent Phone Number (Mandatory)

ALL NOTES MUST BE IN THE OFFICE BY 2:30 p.m. ON REGULAR DAYS

AND BY 11:30 a.m. ON EARLY DISMISSAL DAYS

- * This note can be sent to school with your child.
- * This note can be faxed to 985-785-1299.
- * This note can be scanned & emailed to mimosa1@wearescpps.org
- Expect an email confirmation and resend if you do not receive confirmation.

Mimosa Park Elementary School Parents and Guardians,

After reviewing the policies, procedures and general information in this handbook with your child, please sign and return this form to your child's teacher. If you have any questions or concerns, feel free to contact us at **985-785-6086**.

Sincerely,

Angi Butler, Principal

St. Charles Parish Public Schools do not discriminate on the basis of race, color, national origin, sex, or disability.

I have read and understand the Mimosa Park Elementary School Title I Handbook including:

- Description of the Title I Program
- School Parent Engagement Plan
- District Parent Engagement Policy
- Parents Right to Know

Parent Signature: _____

Date: _____

Student Signature: _____

Date: _____

Homeroom Teacher: _____

Grade: _____

Please return this form to your child's teacher by September 12, 2025.

Los padres,

Después de revisar las políticas, los procedimientos y la información general de este manual con su hijo, firme y devuelva este formulario al maestro de su hijo. Si tiene alguna pregunta o inquietud, comuníquese con nosotros al **985-785-6086**.

Sinceramente,

Angi Butler, Principal

Las Escuelas Públicas de la Parroquia de St. Charles no discriminan por raza, color de piel, nacionalidad, orientación sexual y/o discapacidad.

He leído y entiendo el Manual del Título I de la Escuela Primaria Mimosa Park incluyendo:

- Descripción del Programa Título I
- Plan de Participación de Padres Escolares
- Política de Participación de Padres de Distrito
- Derecho de los padres a saber

Firma del padre: _____ Fecha: _____

Firma del Estudiante: _____ Fecha: _____

Maestro de aula: _____

Grado: _____

Por favor devuelva este formulario al maestro de su hijo antes del 12 de septiembre de 2025.