

*“Cruising Through a Sea of Knowledge”*



**2025-2026  
Student Handbook**

**Lisa Perrin, Principal**  
1471 W.P.A. Road  
Des Allemands, LA 70030  
(985) 758-7427

Parents,

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)758-7427.

Sincerely,

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Lisa Perrin, Principal

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

\*\*\*\*\*

I have read and understand the **Allemands Elementary School** Title I Handbook, including:

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

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Homerom Teacher:** \_\_\_\_\_

**Grade:** \_\_\_\_\_

*Please return this form to your child's teacher by September 19, 2026.*

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)758-7427.

Sinceramente,

\_\_\_\_\_  
Lisa Perrin, Principal

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

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He leído y entiendo el Manual del Título I de la **Allemands Elementary School** 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 19 de septiembre de 2026.**

Dear Parents:

During the course of any school day, events may occur which threaten the safety and well being of both students and school personnel. These disruptions may be weather related, man-made disasters or situations within the confines of a building site. Whatever the situation, it is imperative that appropriate and organized action be taken.

A Crisis Management and Emergency Response Plan addresses multiple emergency/crisis situations and ways of responding to them. All members of the school community have been assigned specific roles in the process and have been in-serviced as to its implementation.

Occasionally emergency situations may warrant the closure of schools. Because this causes the disruption of family routines, this procedure will be followed only if it is the most prudent one available. If within our control, the decision to close any or all schools will be made as soon as possible so impacted parents can make appropriate arrangements. Stakeholders will be notified of school closures and other information relative to the event through the district's messaging system (Blackboard Connect) and Cox Cable Channel 8. Additional information will also be provided through WWL 870 AM and New Orleans television stations.

Generally speaking, we prefer not to send students home during school hours. In fact, we will house them late into the day or even overnight if the situation makes it unsafe to send them home. Please note that if a school is ordered to provide shelter-in-place or to evacuate to protect the safety of the children, students will not be released from the custodial care of the school until the danger has passed. Therefore, parents are requested not to come to the school to pick up their children in such an emergency situation. Relying on school buses to transport students home on normal bus routes when it is safe to do so will help avoid traffic congestion in and around schools and help keep parish roads clear for essential emergency vehicles. Necessary information will be provided through the channels previously mentioned.

If it becomes necessary to close schools early, middle and high school students will be dismissed first, followed by grades K-5. Parents should develop a plan to deal with the early arrival of their children from school. Bus drivers will monitor the safe arrivals of K-5 students at their homes. If students cannot be safely let off the bus, they will be returned to their schools or to a predetermined site. It is our goal to provide a safe haven for our students through the cooperative efforts of schools, parents, and students. Thank you for your assistance.

Sincerely,



Dr. Ken Oertling  
Superintendent

St. Charles Parish Public Schools

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Welcome to Allemands Elementary!

On behalf of the staff at Allemands Elementary School, I am happy to welcome you to a new school year. We recognize that in order to be successful our children need support from both the home and school. We are looking forward to a productive partnership with you to ensure our children can reach their highest potential.

Communication is the key to a successful educational experience. When our teachers contact you for the first time, please save the number used by the teacher; this phone number will be utilized all year. We invite you to become an active participant in our school community by volunteering, joining our PTA, joining our stakeholder advisory group, and supporting and participating in school events. Together, we will continue to provide the best experience for the children at Allemands Elementary School. If you have any questions about ways to get involved, contact Valerie Chiasson, our Family Literacy teacher.

The information presented in this handbook is vital to develop an understanding of school guidelines and procedures. Important information about district policies and school procedures for this school year are included in this booklet. If questions arise, feel free to call the school for clarification.

Our school mission is the focus of our most important work. We are committed to ensuring high levels of learning for all students to build a strong foundation to become productive citizens. We know that you will join us as part of the team to help your child succeed.

After reviewing the policies, procedures, and general information in this handbook with your child, please sign and return the handbook form to your child's teacher. If you have any questions or concerns, contact me at 985-758-7427.

Sincerely,

*Lisa Perrin*

Lisa Perrin  
Principal

# Allemands Elementary School



## Title I Parent Handbook

2025–2026

### Title I Parent Handbook

#### Title I Parent Handbook

#### Overview of Title I

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 on 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 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 the expectation of them becoming scholars. We support acceleration in reading for scholars in kindergarten through second grade and twelve early childhood classes, two at each Title I 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 Centers at the Title I Schools. The Family Centers enhance student achievement by providing workshops, Literacy Play Groups, home visits, materials for check out, and general support for families.

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:

- Intensive Intervention Instruction is provided to focus on assisting students who have not reached benchmark or are in need of Phonemic Awareness and Phonics support at grades K-3.
- Small instructional groups where scholars receive daily instruction from a highly skilled reading teacher using evidence-based instruction/intervention. This reading intervention supports reinforcing student learning of the foundational skills.
- Math intervention instruction at the middle school level that focuses on intrinsically motivating scholars, developing their number sense, understanding of operations and fractions, understanding of ratios and proportional reasoning, and arithmetic of rational numbers using small group instruction.

### **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 Title I and your scholar's school, you show children that they and the school are a team working together to help each child succeed.

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?

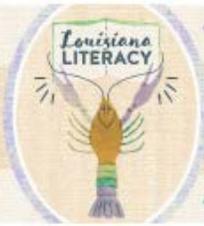
Parents and families need to understand ways to support their scholars' in academic content and social emotional learning.

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 in, they recognize learning is important.

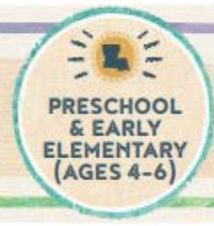
A scholar's self-confidence is based on how well he/she learns what he/she is supposed to learn. Research findings point to positive academic achievements as self-esteem builders. The Title I program and the school need parents and families to be involved. Teamwork will help all children perform to their 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 Resource 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 Resource Center is your place to ask questions, get involved, clarify problems, and get to know the school. Become a school volunteer! Parents are always welcome and encouraged to participate.



## 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.

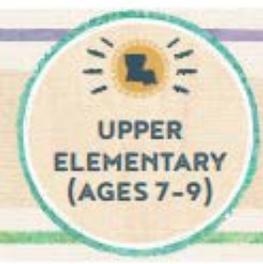
Talk with your child about everything. Describe the world around them in real (adult) terms.

#### ♥ EXPLORE RHYMES AND SONGS.

These can expose new words and develop speaking skills.



## BUILDING LITERACY SKILLS AT HOME



Literacy based activities should be encouraged at home for all ages. Between the ages of 7-9, children's reading fluency is improving, and they are becoming increasingly capable of reading books independently. This is an exciting time for early readers who are eager to practice their new reading skills, and supporting their growing reading independence is a way that families can nurture a love of reading and learning. These literacy activities are great for upper elementary students.

### READING

#### BUILD A HOME LIBRARY.

Include books about topics your child is interested in, popular book series, and also books that may be unfamiliar to your child to expand interests.

#### PRACTICE STORIES FROM SCHOOL.

If your child comes home with a decodable story (one they have learned in class and has words that can be sounded out), encourage them to practice reading it independently. Re-reading familiar stories is a great way to build reading fluency.

#### SUPPORT GROWING SKILLS.

Listen to them read books that you have in your home, and provide support when they are struggling to decode (sound out) a word. If they don't know the sounds, it's ok to tell them the word!

#### ENCOURAGE CHOICES.

Allowing your child to choose books they want to read can help foster a love for reading.

#### MIX IN MOVIES.

Suggest books from movies your child likes. They may enjoy getting the additional details that the book provides.



### WRITING & DRAWING

#### KEEP IN TOUCH.

Suggest that your child send notes to family members or relatives via snail-mail or email.

#### JOURNAL.

Provide your child with a decorative notebook and pen, and encourage them to share a few sentences about their day.

#### PRACTICE HANDWRITING.

Children need regular practice writing with a pen and paper to improve their handwriting, including cursive.

#### ENHANCE TYPING SKILLS.

Use free typing classes and websites to support your child with this important life skill.

### SPEAKING & LISTENING

#### LISTEN TO AUDIO BOOKS.

Listening to a novel that appeals to the whole family is a great way to engage in family book discussions.

#### TALK ABOUT IT.

Ask them their opinions of a book they are reading and help them make real-world connections to what they are reading.

### CREATING

#### PLAY GAMES.

Games like Scrabble, Boggle, and many other board games require reading skills.

#### BRING STORIES TO LIFE.

Encourage your child to use technology to create digital stories or animations.



## BUILDING LITERACY SKILLS AT HOME



Literacy based activities should be encouraged at home during middle and high school. 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 middle and high school children.

### READING

#### ♥ READ TOGETHER.

Establish a family culture of reading by designating times for all family readers to read.

#### ♥ START A FAMILY BOOK CLUB.

Read a book as a family and engage in discussions around the story.

#### ♥ PROMOTE CHOICE.

Allowing your child to choose books they want to read can help foster a love for reading.

#### ♥ MIX IN MOVIES.

Suggest books from movies your child likes. They may enjoy getting the additional details that the book provides.



### WRITING & DRAWING

#### ♥ KEEP IN TOUCH.

Suggest that your child send notes to family members or relatives via snail-mail or email.

#### ♥ ENHANCE TYPING SKILLS.

Use free typing classes and websites to support your child with this important life skill.

#### ♥ USE TECHNOLOGY.

Let your child utilize speech-to-text programs and applications to write stories, complete homework assignments, or other writing tasks if they find writing challenging.

### SPEAKING & LISTENING

#### ♥ LISTEN TO AUDIO BOOKS.

Listening to a novel that appeals to the whole family is a great way to engage in family book discussions.

#### ♥ TALK ABOUT IT.

Ask them their opinions of a book they are reading and help them make real-world connections to what they are reading.

#### ♥ READ TO OTHERS.

Encourage your middle or high schooler to read to a younger sibling or family member.

### CREATING

#### ♥ PLAY GAMES.

Games like Scrabble, Boggle, and many other board games require reading skills.

#### ♥ DOWNLOAD APPS.

Apps like ReadWorks and ReadWriteThink can support students with literacy in creative ways.

#### ♥ BRING STORIES TO LIFE.

Encourage your child to use technology to create digital stories or animations.

## **Allemands Parent and Family Engagement Guidelines**

In accordance with the Parent Engagement Practices of the St. Charles Parish Public School District, Allemands Elementary staff believes that parents are their child's first and most important teacher. We want to involve parents as much as possible in the education of their children. We have a broad focus on parent involvement which includes the following activities:

1. Communicating
  - a. Monthly newsletters
  - b. School and district websites
  - c. Student handbook
  - d. Parent-teacher conferences
  - e. SSP stakeholder advisory meetings
  - f. Blackboard Connect
  - g. Reminders of upcoming events
  - h. Progress reports
  - i. Weekly folders
  - j. Teacher communication (texts, phone calls, and emails)
  - k. Report cards
  - l. Principal weekly updates
2. Social Media: Twitter, Facebook, and Instagram
3. Supporting Families
  - a. Family Center
    - Parent education workshops
    - Small group parent meetings
    - Uniform support
    - Playgroups
    - Laminating machine
    - Computers with internet access
    - Home visits
    - Support groups
    - Resource check-out system
  - b. Counseling
    - Red Ribbon Week
    - C.A.R.E.S.
    - Allemands Essential 11
    - Catfish Character Traits
    - Social Emotional Wellness
    - Classroom lessons
    - Tier 2 & 3 Support Services
    - Counselor and Mental Health Professional support
  - c. Variety of Outreach Programs
    - Meet and Greet/Open House
    - Parent visits/ FACT Sessions
    - Literacy Night
    - STEAM Night
    - Book fairs
    - Community Morning Meetings
    - SSP Stakeholder Advisory Meetings

- PTA Board Meetings

#### 4. Student Learning

- a. Google Classroom
- b. One to one technology
- c. Home-school connection
- d. Parent education workshops and activities
- e. STEAM
- f. Young Authors Celebration
- g. Meet and Greet/Open House

#### 5. Volunteering

- a. Volunteer Orientations
  - Parent volunteers
  - Parade
- b. PTA
  - Fall Fest
  - PK Thanksgiving Feast
  - Paint and Pizza Nights
  - K Fun Day, 1<sup>st</sup> Grade Fun Day, and 2nd Grade Send Off
  - Student Appreciation Week
  - Teacher Appreciation Week
- c. Field Trips
  - Chaperoning

#### 6. Advocacy

- a. Parent participation in SBLC and IEP/IAP conferences
- b. Counselor and Mental Health Professional to work with students and families
- c. Parent attendance at parent/teacher conferences and academic monitoring
- d. Parent attendance at SSP Stakeholder Advisory meetings

#### 7. Collaborating with The Community

- a. Guest speakers and readers
- b. Community Morning Meetings
- c. Involvement of business partner's family
- d. Cajun dancers' community performances
- e. Rotary Club Christmas tree lighting
- f. Someone Who Loves You Events
- g. Fall Fest
- h. Child Find
- i. Student Showcases and performances
  - Christmas play
  - End of year performance
- j. SSP Stakeholder Advisory meetings
- k. Parades

### **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 lifelong 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.

### **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 web site at [www.teachlouisiana.net](http://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](http://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.

### **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.

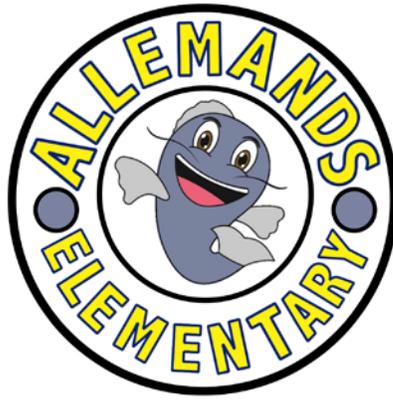
1. The Title I, classroom teacher, and counselor can help with questions and concerns about children's needs.
2. The school administrators can provide information about programs, curriculum, rules and staff at the scholar's school.
3. The District Title I Director and/or coordinator directs the local 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](http://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>



**1471 W.P.A. Road  
Des Allemands, La 70030**

**Phone: 985-758-7427  
985-758-6983**

**Fax: (985) 758-2221**

**Lisa Perrin**  
*Principal*

**Gina Burst**  
*Assistant Principal*

**Lisa Harrell & Sandra Zeller**  
*School Office Specialists*

**Whitney Burnam**  
*School Nurse*

**Stacie Tregle**  
*Cafeteria Manager*  
(985) 758-1705

**Before and After School Child Care Program (R.J. Vial)**

**Mindy Legendre**  
*Coordinator*  
(985) 758-1329

**Officer TBD**  
*School Resource Officer*

# **Allemands Elementary Faculty & Staff**

## **Prekindergarten Teacher**

Vanessa Camarata  
Chellie Killian

## **Kindergarten Teachers**

Kimberly Arabie  
Logan Nicholas  
Kelly Peres  
Kylee Zeringue

## **First Grade Teachers**

Caroline Monroe  
Courtney Muller  
Natasha Stoltz  
Megan Warrington

## **Second Grade Teachers**

Miranda Boudreaux  
Taylor Perrin  
LaTanya Williams-Jenkins

## **Special Education Teachers**

Kelly Benedict  
Heidi Pizani  
TBD  
Janel Ryan  
Tracy Schober  
Allie Vega  
Megan Spears West (Talented Theatre)  
Erika Spengler (Gifted)  
Bridget Summers (Talented Art)

## **Speech Pathologist**

Lindsay Duhe  
Kristin Woods

## **Enrichment Teachers**

Lacey Doucet (Library)  
Shelly Herbert (Art)  
Lori Hogan (Counselor)  
Donald Morgan, III (P.E.)  
Wendy Solomon (Music)

## **Math Resource**

Ashley Tero

## **Staff Development Coordinator**

Julia Berniard

## **Cafeteria**

Stacie Tregle (Manager)  
Katina Cortez  
Karen Madere

## **Custodians**

Carolyn Cox  
Blaine Naquin  
John Tastet

## **K-Monitors/Lunchroom Monitors**

Traci Folse  
Manuela Cortez  
Nanette Lemoine  
TBD

## **Para-Educators**

Amye Barre (SPED)  
Monica Bourgeois (PK)  
Bethany Burns (SPED)  
Ashley Falcon (SPED)  
Rolanda Jones (PK)  
Kaileigh Loup (SPED)  
Stacy Martin (SPED)  
Brooke Smith (NURSE)  
Tonya Tastet (P.E.)  
Jennifer Webb (SPED)

## **Primary Literacy Interventionist**

Amber Minchew

## **Interventionist**

Lakia Butler

## **Permanent Substitute**

Terri Dufrene

## **Family Center**

Valerie Chiasson

## **Instruction and Technology Coach**

Paula Jascot

## **Mental Health Professional**

Erin Robert

## **SBLC/RTI Coordinator**

Stephanie Knight

## **St. Charles Parish Public Schools District Credo**

OUR CORE BUSINESS...Teaching and Learning

OUR FOCUS...Continuous Improvement

OUR COMMITMENT...Learning for Life

### **Allemands Elementary School's Mission**

Allemands Elementary School is committed to all students obtaining the knowledge and skills to build a strong foundation and become productive citizens.

### **Allemands Elementary School's Vision**

Our students are engaged, well-rounded learners who accept others and work as a team.

### **Allemands Elementary School's Beliefs**

At Allemands Elementary School, we believe...

- all students can learn to their utmost potential.
- all students will engage in quality experiences.
- a student's success is a collaborative effort among school, students, family, and community.
- a physically and psychologically safe environment is essential to promote student learning.
- excellence is worth the cost.

### **SCHOOL HOURS**

- Arrival – 8:30-8:40AM
- Tardy Bell – 8:40 AM
- Dismissal – 3:40-3:50 PM
- Dismissal for Early Dismissal Days – 12:45-12:55 PM

### **STUDENT SCHEDULES**

Please see your child's teacher's Google Classroom for the class's specific schedule.

### **EARLY DISMISSAL DAYS**

On the following days, we will dismiss from 12:45 to 12:55.

October 23, 2025	October 24, 2025	December 19, 2025
February 5, 2026	February 6, 2026	May 21, 2026

The School Board may approve additional early dismissal days in May. If this occurs, it is decided at the April School Board Meeting.

### **STUDENT CODE OF CONDUCT HANDBOOK**

At the beginning of the school year, every student is given a copy of the current edition of the **St. Charles Parish Public Schools' Student Code of Conduct Handbook**. It is a collection of the most important school board policies and procedures regarding attendance and discipline. Refer to the **St. Charles Parish Schools' In Box**. It located on the website at <https://www.wearescpss.org/families/inbox/documents>

### **SCHOOL DRESS CODE**

Students in grades K-12 have been required to wear official school uniforms. Students are allowed to wear jeans **ONLY** on **Fridays**. **Cargo pants are not allowed**. Spirit shirts are allowed throughout the

week and may be purchased from PTA at any time. Allemands event shirts such as Fall Fest, parade, or 2<sup>nd</sup> grade sendoff may be worn on **Fridays only**. During the fall/winter months, students go outdoors for recess; proper attire should include jackets/coats. Please clearly label or write student's full name inside jackets/coats. **Students cannot wear pullover hoodies; only jackets that open the entire front may be worn with hoods.** Students are discouraged from open-toe sandals and heels to school due to potential hazards during physical activities. Shoes must have foot restraints for the entire foot. **Backless shoes and crocs are not allowed (ex. flip-flops, backless sandals, etc.)** Shoes that are deemed unsafe by administration will not be allowed at school. The official dress code for Allemands Elementary students is described below. **Students may not wear leggings or tights in the place of pants.**

<b>GIRLS</b>
<b>Blouse:</b> Collared white or navy-blue shirt/blouse (Dress/oxford or polo/golf-type shirt)
<b>Pants/Skirt/Shorts/Skort/Jumper:</b> Navy or khaki (no shorter than 2" above the top of the kneecap).
<b>Navy, white, or black leggings or tights may be worn under skirt, shorts, skort, or jumpers. No bold prints will be allowed.</b>

<b>BOYS</b>
<b>Shirt:</b> Collared white or navy-blue shirt (Dress/oxford or polo/golf-type shirt)
<b>Pants/Shorts:</b> Navy or khaki (no shorter than 2" above the top of the kneecap)

<b>SPIRIT SHIRTS</b>
Students are allowed to wear an official AES spirit shirt to school daily. AES event shirts may only be worn on Fridays.

<b>OUTERWEAR</b>
Outerwear must open the length of the front by snapping, buttoning, or zipping. <b>NO HOODED SWEATSHIRTS</b> may be worn.

### **PERSONAL ITEMS FROM HOME**

Personal items such as toys, phones, music players, etc. should not to be brought to school unless requested by the teacher. These items may be taken by administration and returned to a parent in person.

Students shall not possess, on his/her person, any electronic telecommunication device throughout the instructional day per the provisions of ACT 313. Instructional exceptions to ACT 313 are included. The St. Charles Parish Public School System's core business is teaching and learning. It is our belief that education is society's first priority. We recognize the educational value of electronic/telecommunication devices as they are increasingly being used for teaching and learning in classrooms around the nation. The goal of allowing this opportunity is to promote educational excellence in St. Charles Parish Public Schools by increasing and improving access to vast, diverse, and unique resources. It is imperative that these devices do not interfere with our learning environment. In order to access the internet on personal electronic devices, students must connect as a guest to the district-provided network with proper authorization by the principal. Students will be required to surrender all personal electronic devices upon request prior to state testing as deemed appropriate by the principal. The principal has final discretion. \*\*\*St. Charles Parish Public Schools will not provide technical support for personal equipment. The district is NOT responsible for damages to, loss, or theft of personal equipment.

## **RECESS**

Allemands will have breaks during the day. These recesses or brain breaks will occur each day to give students time away from classroom instruction. Recess and/or brain break will occur indoors and outdoors.

## **DISTRICT CHILD ABUSE AND NEGLECT POLICY**

The law and district policy requires any member of the Allemands Elementary School staff to report any suspected cases of child abuse and/or child neglect to the Department of Child and Welfare Services (DCFS) and to the St. Charles Parish Sheriff's office. For more details, see the Student Code of Conduct or district policy.

## **DISTRICT SEXUAL HARASSMENT POLICY**

Sexual harassment of or by any student and/or employee is prohibited by the St. Charles Parish School Board. Please refer to the policy and procedures regarding sexual harassment in the Code of Conduct District Handbook.

## **STUDENTS IN THE BUILDING**

No student will be allowed in the building before or after school without special permission from the principal. All students will begin entering the building at 8:30.

## **SCHOOL SUPPLIES**

Each student is required to come to school prepared to learn. It is the responsibility of the parents to provide school supplies. If there is hardship in the home and a need for support to provide supplies, please follow the procedures for fee support in the fees section of the handbook and contact our counselor.

### **Pre-Kindergarten Classes**

#### **All Students:**

- 2 24-ct packs Crayons (Crayola preferred) (Do not label with name)
- 2 10-ct packs of Ultra-Clean Washable Broad Line Markers (Crayola preferred) (Do not label with name)
- 1 4-count pack of 5 oz. playdoh (Do not label with name)
- 1 THIN 4 fold red and blue Kinder Mat (ONLY 1in THIN SIZE – with the way we store mats daily) (label with name)
- 1 small/thin blanket for naptime (a large bath towel works well as a blanket) (Thin mat cover is optional but recommended. BLANKETS MUST BE SEPARATE FROM THE MAT COVER) (label with name)
- 1 school bag large enough to fit two large library books, school folders, mat cover and blanket with side pocket for water bottle (label with name)
- 1 12-16 oz Children's water bottle (should be able to be opened and closed by child) (label with name)
- 1 pair of headphones (not earbuds) (label with name)
- 1 change of clothes in a Ziploc bag (shirt, bottom, socks, underwear) (label with name)
- 1 small pack of uncoated, plain, white paper plates (do not label with name)
- \$20 Technology Fee (Maximum total= \$40 per family)

#### **Identified Students:**

- 1 quart size slider zipper bags (students with last names that begin with A-K)
- 1 gallon size slider zipper bags (students with last names that begin with L-Z)

### **Kindergarten**

- 1 school bag
- 5 8-ct packs Crayons (NO jumbos or large size; Crayola preferred)
- 1 10-ct pack of markers (Crayola preferred)
- 3 PRIMARY composition journals (the journal has a picture space at the top and handwriting lines at the bottom of each page)
- 1 red plastic folder with prongs
- 1 blue plastic pocket folder with prongs

3 large glue sticks  
1 red and blue plastic mat or beach towel for napping purposes  
2 12-ct packs #2 pencils (sharpened preferred)  
12 black dry erase markers (Expo preferred)  
1 pair Fiskars blunt scissors with metal blades  
1 pink pearl eraser  
1 pair of headphones (no earbuds or wireless)  
1 supply pouch (no smaller than a 5x10) (AES is selling this item)  
\$20 technology fee (Maximum total= \$40 per family)

### **1st Grade**

1 school bag  
2 pack washable classic markers (thick & Crayola preferred)  
3 24-ct pack crayons (Crayola preferred)  
1 box of snack size Ziploc bags  
1 red plastic pocket folder  
1 blue plastic pocket folder  
1 orange plastic pocket folder  
1 green plastic pocket folder  
2 K-2 primary journal  
2 large glue sticks  
4 12-ct packs #2 pencils (sharpened preferred)  
16 fine point black dry erase markers (NOT ultra-fine)  
1 pair Fiskars blunt scissors with metal blades  
1 pair of headphones  
1 supply pouch (no smaller than a 5x10) (AES is selling this item)  
\$20 technology fee (Maximum total= \$40 per family)

### **2nd Grade**

1 school bag  
2 24-ct packs crayons  
2 Pink Pearl erasers  
1 red plastic pocket folder with prongs  
1 blue plastic pocket folder with prongs  
1 green plastic pocket folder with prongs  
1 yellow plastic pocket folder with prongs  
1 orange plastic pocket folder with prongs  
1 purple plastic pocket folder with prongs  
1 large glue stick  
5 wide-ruled marble composition notebooks  
1 yellow highlighter  
2 packs washable markers (thick, Crayola preferred)  
3 24-ct packs sharpened #2 pencils  
12 expo **black** dry erase markers (fine tip; NOT ultra fine)  
1 pair scissors  
1 pack red ink pens  
1 pack of construction paper (**BOYS**)  
1 pack wide ruled loose leaf (**GIRLS**)  
1 pair of headphones (no earbuds or wireless)  
1 supply pouch (no smaller than a 5x10) (AES is selling this item)  
\$20 technology fee (Maximum total= \$40 per family)

## **FEES**

Supply fees are collected at the beginning of the school year. A technology fee of \$20 will be required; however, there is a maximum amount for the technology fee per family of \$40. A form must be completed at the school in which you are paying fees in order to notify other schools. Fees can be paid online with a

credit card by going to <https://osp.osmsinc.com/StCharlesParish/>. Please visit this website for easy payment methods.

The principal may reduce or waive fees for economically disadvantaged students and students whose families are experiencing economic hardships and are unable to pay them. All requests for hardship waivers will be confidential.

In order for fees to be reduced or waived, the parent must complete a written request for economic hardship and submit the request to the principal or counselor. The principal will conference with the parent or guardian within five school days from the request for the economic hardship waiver. After the conference, the principal will write an agreement of terms of the economic hardship to the parent or guardian within five days. A copy of the agreement will be maintained at the school. A parent or guardian may appeal the decision using the procedure associated with the St. Charles Parish School Board's Policy, Complaints from the Public. This request for economic hardship may be written for school fees as well as field trip fees, if needed. In accordance to the St. Charles Parish School Board's Policy, fee details are published on the Allemands Elementary website.

TYPE/NAME OF FEE	PURPOSE OF FEE	AMOUNT	USE OF FEE	COLLECTION METHOD
Field Trips	Pay the cost of transportation and attendance for school field trips	Cost varies by trip but no child is denied participation because of lack of funds	Pay entry fee or transportation	<ul style="list-style-type: none"> <li>• Cash</li> <li>• Check/money order</li> <li>• Online - credit/debit card</li> </ul>
Technology Fee	Technology fees will be used to deter costs of providing devices as well as minor repairs	\$20 per child with a maximum cost of \$40 per family	Device maintenance and repair	<ul style="list-style-type: none"> <li>• Cash</li> <li>• Check/money order</li> <li>• Online - credit/debit card</li> </ul>
Bus Card and Lanyard Replacement Fee	Replace lost bus cards and lanyards	\$1.00 for replacement lanyard \$2.00 for replacement card	Supplies for replacements	<ul style="list-style-type: none"> <li>• Cash</li> <li>• Check/money order</li> </ul>

## **ROLE OF THE GUIDANCE COUNSELOR AND MENTAL HEALTH PROFESSIONAL**

The school counselor teaches proactive social strategies and social emotional curriculum to all students each week during their enrichment time. She works with our faculty to promote individual student compliance with our school-wide behavior plan. Teachers may refer a student to the counselor or mental health professional for helping the student to exhibit appropriate behaviors and to ensure the student understands the consequence(s) of the violation of the school rule(s) broken. After administrators have completed necessary disciplinary actions, they refer the student(s) to the counselor for additional support. The Mental Health Professional is another resource for our students. The MHP works with groups and individual students. If you have any concerns about your child, please contact either or counselor or mental health professional.

## **BEFORE AND AFTER SCHOOL CHILD CARE PROGRAM**

R. J. Vial is the site for the St. Charles Parish Public Schools Before and After School Care program for students at Allemands Elementary School. Before school care begins at 6:00 a.m., and after-school care ends at 6:00 p.m. Please contact Mindy Legendre at (985) 758-1329 to register for before and/or after care questions. **Before and after care services require preregistration.**

### **BUS RIDERS**

Students riding the bus are within the control of the school. The bus operator's main job is to provide for the safety of all students; therefore, all expectations must be followed while on the bus. Please follow guidelines listed below:

- **No student will be allowed to ride another bus unless it is based on custody agreements.**
- Parents must provide the school and district with the transportation address.
- Students must have their bus identification card to board the bus. This card will be attached to the child's school bag with a school-issued lanyard. Please make sure your child brings their school bag and transportation card to school every day. If a card or lanyard is lost, the first is replaced without a cost; however, each subsequent card or lanyard will have a replacement fee. The lanyard will be \$1.00, and the cards will be \$2.00.
- Parents will be able to download a phone app. Please contact transportation at 785-6289 for answers to your questions about the bus app.
- Students must remain seated at all times while the bus is moving.
- There should be no loud talking or yelling at any time on the trip to and from school.
- Parents should make arrangements to have someone receive their child from the bus. If no adult is visible to receive the child, the bus operator will bring the child back to Allemands.
- Change requests must be made in writing i.e., handwritten notes, faxes (758-2221) or e-mails (aesbus@wearescpps.org), prior to 2:30 p.m. of the full day(s) requested or 10:30 a.m. on the early dismissal day(s) requested. **The only change allowed is to be picked up as a car rider.** All notes should be on a full sheet of paper. Please use the change of transportation form on page 46. Include your child's full name, teacher's name, date of the change, who is picking up your child as a car rider, and your signature.
- **Phone calls will not be accepted to change the means of transportation for ANY student.**

### **BUS EXPECTATIONS**

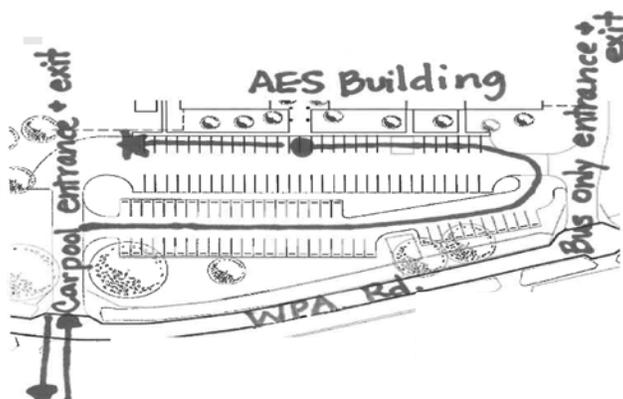
- Walk safely to and from the bus.
- Always stand away from the road while waiting for the bus. Wait patiently for the arrival of your bus. Make sure to have an adult waiting with you for the bus.
- Be prepared to enter the bus when it arrives.
- Have your transportation card ready to be scanned when boarding the bus.
- Show C.A.R.E.S. (Cooperation, Assertion, Responsibility, Empathy, and Self-Control) and follow Allemands' Essential 11 at all times.
- Treat the bus operator, other passengers, and the bus with respect.
- Throw paper or other trash in the garbage can on the bus.
- Avoid unnecessary conversation with the bus operator.
- Use proper language and an inside voice on the bus.
- Get on or off the bus only when the bus is **NOT** moving.
- Stay seated in assigned seat and keep hands, arms, and head inside the bus at all times.
- Keep hands to yourself.
- Keep the aisle of the bus clear at all times.
- All items should be kept in the schoolbag while on the bus and at the bus stop.
- Follow all rules posted by the bus operator to keep safe.

## CAR RIDERS

### Morning Car Riders' Arrival Procedure

To ensure that we are in compliance of the new state law, Act 362, our morning carpool procedures have changed. Please read the information below carefully.

- Children who do not ride the bus to school must arrive between 8:30-8:40 a.m.
- The entrance closest to Hwy. 90 will be a bus only entrance between 7:45-9:00.
- The southern gate which is further down WPA Road will be the car-only entrance and exit between 7:45-9:00. Cars will enter with the flow of traffic moving on the right side.
- When entering to drop off your child, you will travel through the parking lot closest to WPA Road to loop around and join the line of car rider line in the visitor parking areas closest to the school. Please see the map to follow the arrows and understand where the line will form.
- A duty teacher will receive your child from your car and hand them to the duty teacher under the covered area. The children will walk into the building.
- Weather permitting, we will extend the drop off beyond the cover; if it is a rainy-day entrance, we will receive all students at the covered walkway.
- Parents will not move from the car rider line until the duty teacher waves them forward to exit.
- If you arrive after 8:40 a.m., please park your car in a parking space before reporting to lobby to sign in your child. Parents must remain in the office area when signing in their child.
- Cars are not allowed in the bus circle behind the school.
- **No student is allowed to walk or ride their bike to school.**



### Afternoon Car Riders' Dismissal Procedure

If you plan to pick up your child daily, the Car Rider Dismissal Form must be signed and returned before students are called to the intervention room (old music room) daily.

- Parents will park their car and walk to the designated areas outside of the intervention room (old music room) to pick up their child.
- Parents may not park in the fire lane and may only park in the handicap parking with the appropriate parking tag.
- At 3:40 p.m., students will be called; parents will sign out their child and walk with them from the sign out door to their car.
- Any bus rider wishing to become a temporary car rider must complete a Change of Transportation Form. All requests must be made in writing i.e., handwritten notes, faxes (758-2221) or e-mailed (aesbus@wearescpps.org), prior to 2:30 p.m. of the full day(s) requested or prior to 10:30 a.m. of the early dismissal day(s) requested. All notes should be on the change of transportation form or a full sheet of paper. Include your child's full name, teacher's name, date

of the change with clear instructions, and your signature. Please refer to the change of transportation form on page 46. Classes will be notified of car riders of the day.

- **Phone calls will not be accepted to change the means of transportation for ANY student.**

## **STUDENT ATTENDANCE**

All students are expected to attend school every day he/she is not ill; therefore, it is imperative to send your child to school. Please follow guidelines below:

- a. According to state law, elementary school students must be in attendance a minimum of 167 days per school year. Students' absences cannot exceed 10 days for the school year. Exceptions can be made only in the event of personal illness or circumstances as approved by the Parish Supervisor of Child Welfare and Attendance. The supervisor requires documented excuses for each and every day of absence.
- b. Absences due to a medical, mental or behavioral health condition, that have been verified in writing by a physician, psychiatrist or other licensed medical provider, will be excused. Absences due to a personal illness or serious illness in the family may be excused. **Two days per 9 weeks may be excused for personal illness or serious illness in the family by submitting a parent note if total days missed do not exceed 10 days per school year. These notes must be submitted to the school no later than 3 days after the child returns to school.** Only original statements (no photo copies) from a physician/nurse practitioner will be accepted. Any documentation provided to the schools may be verified.
- c. After the fifth unexcused absence, the elementary school will notify the Child Welfare & Attendance Department to take appropriate action. Refer to the District Code of Conduct for additional information.
- d. After the 3rd unexcused absence at the high school level and after the 5th unexcused absence at the elementary and middle school level, the school will notify the Child Welfare and Attendance Department.
- e. It is your responsibility to notify the teacher by calling the school or texting her via the phone number provided when your child is or will be absent (758-7427).
- f. Students must request missed assignments within 3 days of returning from an excused absence. The final decision for the completion of work is at the discretion of the principal.
- g. If a child who has 5 or more unexcused absences and/or tardies does not make up their work, the parent is required to attend meetings at the school on a monthly basis. If the parent fails to comply with Act 386, the parent may be subject to penalties under the law, R.S 14:92.2.
- h. When tardy, it is necessary for the child to be signed-in by the person bringing the child at the receptionists' desk. **DO NOT DROP YOUR CHILD OFF IN FRONT OF THE SCHOOL**
- i. Recognition for "Perfect Attendance" requires a student to attend school every day from 8:40 a.m. until dismissal (3:40 p.m. on regular days and 12:45 p.m. on early dismissal days). Neither tardiness nor early check-outs are acceptable for perfect attendance. Excused doctor visits also make a student ineligible for perfect attendance recognition.

## **STUDENT ILLNESS**

**Please keep your child home if he/she is sick.** We cannot accept a child who has fever or is temporarily contagious. If your child becomes sick at school, he/she will be removed from class. You will be notified and the student will remain in the office until picked up. If we cannot reach you, we will contact someone on your child's emergency list. It is extremely important that phone numbers are always up-to-date, so please report any changes to the school immediately.

Allemands Elementary School, in conjunction with the St. Charles Parish School Board, follows current public health practices, rules and regulations governing the control and prevention of communicable (contagious) diseases that are established by the State Department of Health. **Any child exhibiting evidence of any communicable disease or infection will be promptly excluded from school.** These

children will be readmitted to school only after providing evidence of having received treatment from a physician i.e., doctor's note and/or being checked by the school's nurse.

### **HEAD LICE**

Students with nits only will be monitored by trained personnel for sign of infestation of live head lice. Such students may be excluded in specific situations as deemed necessary. Students with live head lice will be removed from class and the parent will be contacted. The school may find it appropriate to screen other students in the classroom or school. Students who are excluded should be brought to school after treatment to be checked by the school nurse and must be clear of live lice before returning to class.

### **MEDICATION**

Children who are sick from an acute illness should remain at home until the student is feeling better, and medication is no longer needed. **Special circumstances do exist for health problems that involve long term use of medication. If such a situation arises, the nurse must be informed as to the procedures to follow.** Any medication brought to the school without contacting the nurse cannot be administered. If a student who takes a routine medicine is administered a prescribed change in medication or dosage, he/she must remain at home under observation for 24 hours before returning to school. **No medication can be sent to school with a child.** See page 37 for options for routine medicines for a child on a field trip.

### **IMMUNIZATIONS**

Louisiana Law and local School Board Policy require all children in Louisiana schools to maintain up-to-date immunization records. As such, failure to comply will result in a student being excluded from school until appropriate documentation is received at school.

### **MEDICAL EXCUSES FOR PHYSICAL EDUCATION AND/OR PHYSICAL ACTIVITY**

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 for 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 nurse or administrator who notifies other appropriate staff. The teacher may assign alternate assignments that do not require physical activity for the student.

A physician's note is required for students to be excused for more than five days of Physical Education class or any other class in which physical activity is required. The physician's note must include the date that the student can return to normal activity and participation levels.

### **EXCUSES FOR STUDENTS WITH TEMPORARY LIMITED MOBILITY IN AND AROUND SCHOOL AND CLASSROOMS**

When a situation arises wherein a student has temporary, limited mobility in and around school and/or classrooms, the following procedure is to be followed. The student is to bring an excuse signed by a parent or guardian to the homeroom teacher. ***It is preferable that the parent or guardian make an appointment with the school nurse or administration to report the physical limitations and discuss***

***a possible accommodation plan.*** The school nurse or administrator will notify other appropriate staff (including the school office specialist) regarding the limitations and accommodations.

### **LEAVING SCHOOL BEFORE DISMISSAL**

If you pick up your child before dismissal, you must sign him/her out through the office or follow the special events procedures. If a child is picked up before or during dismissal in the office, regardless of the time, early checkout procedures will be enforced. A photo ID is required for check-out, and the person checking out the student must be on the emergency card. Once you have signed your child out, you must leave the campus with the student.

### **STUDENT PROFILE/ EMERGENCY INFORMATION**

**Parents are expected to update the Student Profile/ Emergency information on Parent Portal each year. Please make certain that phone numbers, email addresses, and postal addresses are updated as needed.** Being able to reach a parent in an emergency situation is a priority for each child. As these phone numbers and/or address changes, please come to school or call to update the form. Cell phone numbers must also be listed. Legal documents regarding students must be filed in the office and noted on the emergency cards. If there is a change in persons authorized to pick up a child, a parent must come to the office to make these changes. **Please be sure to list ALL adults eligible to pick up your child(ren). In order for a guest to eat with a child at lunch, the person must be on the emergency card.**

### **LEGAL CUSTODY**

If a legal custody dispute involving your child, the parent, foster parent, or caregiver who is awarded legal custody of the child by the court or the state, a copy of the custody decree must be brought to school. Release of the child from that point forward will be determined by the instructions in the court or state decree. Without such a legal document in the child's file, in accordance with Louisiana law, the child may be released to either parent, upon presenting proper identification.

Allemands Elementary will not intervene, nor take sides in a disagreement between parents as to who shall have custody, who shall be available to visit the child at school, or who shall be able to pick up a child or attend school events, until a court decree (decision) is rendered and submitted to the school. **A request made by one parent instructing staff that the other parent is not to see or receive the child will not be honored without a legal document or restraining order.**

An educational agency or institution shall give full rights under the Act to either parent, unless the agency or institutions 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 education record, or removes that parent's right to have knowledge about his or her child's education.

### **RESIDENCY CHANGES**

If a student moves to another residence within our school zone during the year, please notify the office of the address change and provide proof of residency. This is critical especially for bus routes. When a student moves to another school, the parents should notify the office. Parents are required to sign a records release form in order for the school records can be forwarded to the new school. Out of

attendance zone and temporary residency paperwork must be completed each year. Please make sure to take care of these documents when notified to prevent your child having an exclusion of attendance to the school.

### **TELEPHONE USE**

Telephones in the office are for office use only. If your child is ill, the staff will call you. Students may not use the telephones. We do not give messages to students from parents.

### **NEW STUDENTS**

Students entering Allemands for the first time are required to present a copy of his/her birth certificate, an up-dated immunization record, social security card, phone number, parent's driver's license and proofs of residency. All documents must have the same address in order for a child to register. If a child is entering Allemands from another school, the parent must provide the name of the former school and complete all required documents before the child is enrolled at Allemands Elementary.

### **BUILDING/CAMPUS EVACUATION PROCEDURES**

In order to be prepared for a crisis, building evacuations are practiced throughout the school year. If a campus evacuation is required, students will be picked up by school system buses and transported to an off-campus location. The off-campus site will be determined based on the situation and location of the crisis.

- **Fire Drills-** Fire drills are held monthly. Students will practice exiting the building quickly and in an orderly fashion with their teachers.
- **Tornado Drills-** Tornado drills are held each semester. Students move quickly and silently to interior walls and assume the tornado position (sitting down with knees up, head down, and hands over head or by kneeling down with hands over head).
- **Lock Down Drills-** Lock downs are practiced two times per year. Lights are turned off, doors are locked, blinds are closed, and students sit quietly on the floor in designated areas.

### **EMERGENCY RESPONSE PLAN**

A Crisis Management and Emergency Response Plan has been developed by the district which addresses multiple emergency/crisis situations and ways of dealing with them. All members of the school community have been assigned specific roles in the process and have been trained in the implementation of the procedures. Copies of the plan are available at all branches of the public library, building sites, and the School Board Office.

### **EXTREME WEATHER CONDITIONS**

During the course of any school day, events may occur which threaten the safety of both students and school staff. These disruptions may be weather related, man-made disasters, or situations within the boundaries of a building site. Whatever the situation, it is important that appropriate and well-organized action be taken. In the case of any severe condition in which the district has called for students to "shelter in place," no student may be checked out until the district deems it safe for students to be returned to a normal classroom environment. Parents/guests are expected to "shelter in place" as well. A letter from the Superintendent referencing this is found on page 3. In the event of severe weather or school closings, please use the following news outlets for official St. Charles Parish Public School District information: Cox Cable Channel 6 or 8, all four major TV stations, WWL 870 AM, official twitter of St. Charles Parish Public Schools (@SCPPS), (985) 785-6289, or [www.wearescpps.org](http://www.wearescpps.org)

### **DISCIPLINE**

Discipline at Allemands Elementary is directly linked to Responsive Classroom which has six central components that integrate teaching, learning, and caring into the daily program. Emphasis is placed on

students demonstrating positive character traits such as honesty, fairness, and respect through the development of social skills that enhances a student’s ability to exhibit what we refer to as C.A.R.E.S.: Cooperation, Assertion, Responsibility, Empathy, and Self-Control.

<b>Allemands Elementary School Expectations/Rules Correlations By Locations</b>			
<b>LOCATION</b>	<b>TAKE CARE OF YOURSELF</b>	<b>TAKE CARE OF OTHERS</b>	<b>TAKE CARE OF ALLEMANDS</b>
Eating Breakfast and Lunch	Wash your hands before eating. Listen to and follow all directions. Stay in line order. Raise your hand for help. When you hear the chime, stop talking, freeze, and turn to face the speaker. In the line, fill in dots when they are empty. Face forward and use walking feet. Walk safely and socially distant from others at all times.	Say “please” and “thank you.” Use inside voices. Stay in your seat facing forward with feet on the floor. Chew with your mouth closed. Eat only the food on your tray. Sit in your assigned seat. Follow directions given by the adults.	Clean up your own spills. Throw away all trash in appropriate areas. Keep all food on your tray.
Hallway	When with your class, walk silently in a straight line. Use quiet voices. Face forwards and use walking feet.	Keep hands, feet, and objects to yourself.	Pick up your feet when walking. Walk in a straight line on the right side of the hallway. Respect all displayed work.
Playground	When the whistle is blown, freeze with your eyes on the teacher. When given the signal, walk safely to line up in line order.	Play safely with your classmates. Use equipment properly. Climb up the stairs, ladders (not down). Slide feet first. Walking feet when in the mulch area and on equipment. Take turns with equipment. Wait outside of the mulch area when waiting for a swing.	Walk on mulch without moving it (no kicking, throwing, removing, or laying on the mulch.) Do not run on the mulch. Remove mulch from shoes before entering the building. Throw away trash. Put supplies back when finished.
Restroom	If all stalls are being used in the restroom, wait on one of the dots outside of the restroom.	Report any problems to the teacher. Use the restroom quickly and quietly.	Use bathroom facilities and supplies correctly. Throw paper towels in the trash.

	<p>Flush the toilet/urinal. Wash hands for 20 seconds. Pull down one paper towel to dry hands. When paper towels are not available, softly press the button on the hand dryer and dry hands.</p>	<p>Respect the privacy of others by not looking at them while they are in the stalls or at the urinal. Keep your hands and feet to yourself. Remain facing forward until you are finished.</p>	<p>Leave school bags and supplies in your classroom.</p>
Bus	<p>Walk to, from, and on bus. When outside, walk on the yellow line. Respect the bus operator and monitor by listening and following directions. Sit in your own seat facing forward. Stay seated at all times. Wait for the bus to stop before standing to exit.</p>	<p>Use inside voices when speaking to seat buddy. Keep hands, feet, and all objects to yourself.</p>	<p>Keep school bag closed and out of the walkway. Pick up and throw away all trash.</p>

## **Allemands' Essential 11**

Allemands' Essential 11 are eleven expectations that we believe are essential to become a productive member in society. They were adapted from Ron Clark's "Essential 55: An Award-Winning Educator's Rules for Discovering the Successful Student in Every Child".

### **"Yes ma'am" "No sir" "Please" "Thank you"**

When responding to any adult, you must answer by saying "Yes, Ma'am" or "No, Sir." Say "Please..." and "Thank you..." when appropriate.

### **Eye-Contact**

Make eye-contact. When someone (adult and/or peer) is speaking, keep your eyes on him or her at all times.

### **"Hello"**

Greet faculty and staff, especially if you are greeted first by any faculty and/or staff member. It is such a nice gesture to also greet your peers and visitors to our school.

### **"Excuse me"**

If you and another person accidentally bump into one another, say "Excuse me." It doesn't matter who's at fault if the bump was truly an accident.

### **Hurt or Harm**

If ANYONE (peer, faculty/staff member) in our school hurts, harms you, or makes you feel uncomfortable, let the nearest adult know immediately. We are here to care for you and to protect you!

### **Honesty**

Always be honest, no matter the circumstance, even if you have done something wrong. "Honesty is the best policy!"

### **Good Sportsmanship**

If someone in the class wins a game or does something well, we will congratulate that person.

### **Random Acts of Kindness**

Surprise others by going out of your way to do something surprisingly kind or generous for them.

### **Pick it Up**

If someone drops something, pick it up for them. If you drop trash, pick it up and put it in the garbage. Keep our school beautiful!

### **Accept Mistakes**

Accept that we are going to make mistakes. Learn from them and move on.

### **Be the Best**

Be the best person you can be! By being the best you can be, we will be the best school that we can be!

## **SOCIAL AND EMOTIONAL DEVELOPMENT**

The Responsive Classroom Approach supports the development of social, emotional, and academic growth of our students in a strong and safe school community. How children learn is as important as what they learn- process and content go hand-in-hand. We will begin a SEL curriculum transition to 7 Mindsets. Students will learn about the new curriculum topics while following the Responsive Classroom Approach.

1. **Classroom Organization** evokes active interest in students and provides a platform for teaching daily routines and procedures. Teachers create well thought-out spaces to include the organization of materials and furniture for student-generated displays as well as whole class, small group, and individualized instruction.
2. **Morning Meeting** sets a positive tone for beginning each school day. It provides children the daily opportunity to practice greeting one another, engage in conversations, and respectfully share thoughts/feelings/ideas. Morning Meeting promotes problem-solving skills, and motivates students to meet the academic challenges of the day ahead.
3. **Rules and Logical Consequences** are developed, modeled and role-played along with our students. As a result, students OWN our school/classroom rules and logical consequences which is the cornerstone of classroom management and community building.
4. **Academic Choice** encourages our students to be self-motivated learners by providing them with choices in their learning for the ultimate goal of becoming life-long, independent learners.
5. **Guided Discovery** is a method used to introduce materials and appropriate usage to our students through inquiry which tends to spark their interests. Guided Discovery teaches students to care for their own property as well as that of others and the school environment.
6. **Reaching Out to Families (Assessment and Reporting)** is an evolving process of mutual respect, communication, and understanding among families and our school. We continue to seek ways of connecting with families as partners in their children's education. Research indicates that students achieve at higher levels when their families are actively involved.
7. **Closing Circle** is the structured finishing touch (closure) to each school day. The teacher and students quietly and calmly gather to reflect upon the day's learning, activities, and events e.g., song, farewell gestures, etc. for the day are shared.
8. **Restorative Practices** are used to restore broken relationships. The aim of restorative practices is to develop community and to manage conflict and tensions by repairing harm and building relationships.

## **GROUP SIGNAL**

The "quiet signal" is used to immediately gain the attention of students, faculty/staff, and visitors when assembled in large groups on campus. When a raised hand or clapping rhythm is initiated by an adult, students and adults are expected to stop what they are doing, raise one arm straight in the air with palm facing forward (tap/touch a neighbor if necessary) or repeat the clapping pattern, focus attention on the adult who initiated the signal (in silence), and wait for the adult to proceed. Full cooperation is always expected in order to save time and to maintain the signal's effectiveness. A variety of signals such as chimes, bells, spoken words or phrases like, "If you can hear my voice..." etc. may also be used.

## **BEHAVIOR INTERVENTIONS**

Minor infractions (such as name calling, continuous talking, outbursts, failure to bring materials to class, etc.) will be handled through classroom interventions with logical consequences. The goal of using logical consequences is to stop inappropriate behaviors while preserving the dignity of the student, giving the student an opportunity or chance to regain self-control, and helping the student to recognize the connection between their actions and the outcomes of those actions, and to encourage the student to learn from the experience and to internalize the rules. We want our students to reflect upon their actions by avoiding repeated behaviors that could cause problems in the future. Types of logical consequences include: “you break it--you fix it” (repairs and apologies of action), loss of privilege, and “take a break”/think chair. Some students may also be invited to participate with the Mental Health Professional in a group setting in an effort to build appropriate relationships with adults on campus. Behavior interventions may be documented on an individual behavior chart.

## **STEPS TO REGAIN SELF-CONTROL**

1. When inappropriate behavior is exhibited, a brief timeout in the “calm down corner” is expected for the student to regain self-control. Once self-control is regained, the student is encouraged to rejoin daily routines/activities. If the behavior continues, the same procedures will follow.
2. If the student still chooses to exhibit inappropriate behavior(s) and is disrupting the learning environment, the student will be sent to a buddy teacher’s “calm down corner” again in order to regain control. As soon as control is regained, the student will return to class to resume regular activities. Using this timeout method provides the student an opportunity to responsibly self-correct or change the inappropriate behavior. **The teacher will contact the parent(s) to report the disruptive behavior.**
3. If a student continues the inappropriate behavior in the buddy teacher’s think chair or upon return to the classroom, the teacher will complete a minor behavior form, call a counselor, Mental Health Professional or administrator, or write a LA Department of Education Behavior Report.

## **EXTREME BEHAVIORS**

Some misbehaviors are of a serious nature and do not allow for the normal steps to be taken. A series of opportunities to regain self-control is granted; however, if students’ right to learn is compromised by endangering himself/herself and/or others, an administrator is called to remove the student from the environment. Once an administrator is called, the teacher will complete a Louisiana Department of Education School Behavior Report and contact the student’s parents.

This report may be written for the following reasons:

- Willful disobedience
- Treating authority with disrespect
- Bullying/threatening/teasing
- Using profane and/or obscene language
- Writing profane language or drawing obscene pictures
- Engaging in immoral or vicious practices
- Engaging in conduct injurious to his/her others
- Disturbing the school environment
- Habitually violating any school rule
- Instigating or participating in a fight
- Violating safety regulations
- Leaving school premises or class without permission
- Stealing/False Statements
- Defacing or vandalize school property
- Throwing objects potentially dangerous to others
- Committing any other serious offense

Administrators will determine appropriate action to be taken i.e., loss of privileges, in-school detentions, after school detentions, or out-of-school suspensions based upon the frequency and/or severity of the

behavior. Parents will be notified of the consequence given. All consequences will be in alignment with the expectations found in the District Code of Conduct.

### **IN-SCHOOL DETENTION**

If serving an in-school detention, a student is removed from his normal academic setting and is assigned to an in-school detention monitor. While serving an in-school detention, students are expected to complete work the teacher provides. Failure to complete assignments or comply with rules during in-school detention will result in an additional consequence.

### **FIGHTING**

Fighting is the use of physical exchanges such as blows with fists or other objects in an attempt to overpower one another. St. Charles Parish Public Schools deems fighting unnecessary and inappropriate as a means to solve problems. As such, fighting will be handled as a serious offense.

Using self-defense as a reason for engaging in a fight is limited to the following constraint:

Self-defense is the right of an individual to protect oneself by using force upon another when it can be reasonably concluded that force was used solely for the purpose of preventing a forcible offense against oneself.

A person who is the aggressor (the one who starts the fight) cannot claim the right of self-defense. A student cannot claim the right of self-defense whenever help or flight is available. Responding to a verbal confrontation by using physical force is not acceptable and cannot be claimed as self-defense.

### **DRUGS AND ALCOHOL**

The use, possession, selling, or distribution of drugs or alcohol may result in the recommendation of suspension or expulsion for the student(s).

### **BUILDINGS, RESOURCES, AND EQUIPMENT**

Students are liable for damages to school property and are urged to take the utmost care and pride in their school. Abusing, defacing, or damaging any school property including the school bus, technology, and any school resources will result in being responsible for making repairs or providing restitution to the school. Classroom resource books, class library books, literacy books, library books, chromebooks, transportation cards, and other items are loaned to the students for school use. Care must be taken in using these items. Students will be required to pay for lost or damaged resources.

### **STUDENT RECOGNITION**

A Star Student (one per class) is selected weekly. This honor is bestowed upon individuals demonstrating C.A.R.E.S. (Cooperation, Assertion, Responsibility, Empathy, & Self-Control), the Essential 11, and the Catfish Character Traits. Star Students are recognized by administration on the announcements, a photograph taken, given a crown, have lunch with the counselor, and are featured on a bulletin board and social media. It is not a rotation within the class; students must consistently show these characteristics to be selected.

Students making improvements in their behavior will be recognized as Rising Stars. These students will be selected weekly by teachers and will have their name announced, given a sticker, are featured on a bulletin board and social media, and have lunch with the counselor. These students will demonstrate CARES, Essential 11 and Character Traits; however, they are working to showing these traits more consistently.

Good Citizens are selected from our pool of Star Students each month. We recognize students for demonstrating good citizenship. These students will be pictured on the school's webpage, on a bulletin board, and on the school's social media in addition to being sent to the local newspaper. They are recognized during our monthly Community Morning Meetings and provided a certificate and pencil.

Students are selected as the "Most Improved Student" of the month. We will recognize students for specific improvements made. These students will be pictured on the school's webpage, on a bulletin board, and on the school's social media in addition to being sent to the local newspaper. They are recognized during our monthly Community Morning Meetings and provided a certificate and pencil.

We will have a monthly attendance goal. If our school meets or surpasses the attendance goal, students will celebrate as a school.

## **STUDENT CELEBRATIONS**

Classes will be allowed to celebrate with one another, but food items must be **commercially prepared (store bought)** and ready for individual distribution. **If a parent does not wish for a child to participate in a certain celebration, please notify the teacher. Before sending anything to school, please check with your child's teacher.** A December holiday party will be permitted without the exchange of gifts. Spring celebrations will be determined by the teacher after it is approved by administration. Personal birthday invitations are not allowed to be distributed at school unless the entire class is invited, and staff members cannot provide a list of names of the students in the classroom or send electronic communication about a home celebration. Birthday celebrations are coordinated with student brain breaks. Parents may drop off commercially prepared snacks but are not permitted to attend birthday celebrations.

## **COMMUNICATION WITH TEACHERS**

Teachers will communicate with parents via text, phone calls, and emails. When you receive a call or text from your child's teachers, it is recommended to save this number with your child's teacher's name. All calls and texts from your child's teacher will use the same number through the year. Teachers have a scheduled planning period to communicate with parents. Please be aware that the teacher will call you back at that scheduled time; they will not be able to contact you during instruction or supervisory times.

## **GOOGLE CLASSROOM AND GOOGLE MEET**

Teachers will create a Google Classroom for your child's class. This is a virtual classroom for you to find important information. Please make sure your child's teacher has your most current email address in order for the teacher to invite you to join the virtual classroom. By adding your email, you will receive updates when the teacher posts assignments. Using the app on your phone is an easy way to access the Google Classroom and Meet.

## **VISITORS**

Our visitors must sign-in, show photo identification, and receive a visitor's badge from the office. **It is against the law to smoke or vape on school property.** The badge will indicate the specific location of your visit; this is the only location that the visitor has permission to go. Students from other schools or homeschooled children are not allowed at AES during the school day unless permission is granted by the principal. For some events, wristbands or a notification of attendance may be required. Wristbands will not be held by the office or teacher. Families must give the wristbands to the guests for the event, prior to the event. Students with more than one family will receive the same number of wristbands as every child. Families must work together to determine who attends. Make sure to read the event form carefully to ensure your attendance to the events.

The District bag protocol applies to all events and lunch visitors that are hosted by the school. 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.

To prevent interference with instruction, all observations must be requested in writing, and a mutually agreed-upon time must be decided and agreed upon with the teacher, parent/guardian, and principal. The regular school program must continue during such visits. Therefore, parents/guardians must refrain from engaging the attention of the teacher or students through conversation or other means. Parents/legal guardians must request (in writing) to visit their child's classroom to the principal. Classroom visits will be guided and supervised by the principal's designee. Daily or routine extended classroom observations by parents or guardians are not allowed. Observations will not exceed 45 minutes. To protect the privacy of our students, no electronic devices may be used during any scheduled classroom observations. The principal reserves the right to deny requests to observe classes when she/he believes the visit will interfere with instruction, jeopardize student confidentiality, or disrupt the learning environment. Visits during testing sessions are will not be allowed. Parents may request a follow up conference with the teacher if necessary.

### **PARENT TEACHER CONFERENCES**

Allemands holds Parent-Teacher Conferences twice during the school year. Parents are expected to attend both conferences and are encouraged to schedule a conference at any other time during the school year if the need arises. **Teachers are only able to meet with parents or legal guardians.** If needed, conferences will be held virtually. If additional conferences are necessary, please contact your child's teacher.

### **VOLUNTEER PROGRAM**

Allemands has a very active volunteer group which contributes to the effectiveness of the entire school program. We will hold one organized Volunteer Day a month. Please read all correspondence to see how you can support our teachers and students. All assistance is greatly appreciated! Contact our Family Literacy Teacher if you have any questions about volunteering.

### **FIELD TRIPS**

Field trips provide an important opportunity for children to take part in real-life experiences as well as acquiring knowledge before beginning a unit of study or to help them refine their understanding after a unit of study. You will be notified of field trips in advance because parent permission is necessary for your child to participate. The teacher will send home a permission form for each field trip. It is important for you to promptly return the signed permission slip each time your child is scheduled for a trip. **If a signed permission slip is not submitted by the day before the field trip, your child will not be allowed to participate in the field trip.** Because of the variety of accommodations and regulations involved in planning/organizing field trips, the teacher may request chaperones. Chaperones are expected to fully assist the teacher while on the trip; chaperones must come to AES to sign-in prior to the field trip. If a child doesn't have a parent as a chaperone, the child will be assigned to another chaperone. **Siblings are not allowed on any field trip.** Occasionally, a parent may be requested to attend a field trip with his/her child if it is a safety concern and approved by the principal. Chaperones must be on the emergency contact list of the student.

**If your child typically receives medication at school, you have the following options regarding medication and field trips including:**

1. The parent and/or designated non-school employee (adult) may accompany a child on a field trip and administer the appropriate medication.

2. The dosage of medication may be skipped the day of the field trip with written permission of the parent and doctor if necessary.
3. The dosage of medication can be delayed the day of the field trip with written permission of the parent and can be administered upon the student's return to school from the field trip.
4. A district trained employee may administer the medication on the field trip per the doctor's directive shared by the school nurse.

**If no options are agreeable to the parent, the child will remain at school. The principal or designee will assign the student to a class in which the student is to participate until the teacher and classmates have returned from the field trip.**

### **ALLEMANDS CHAPERONE INFORMATION**

All chaperones will be required to read and sign a document that includes the field trip expectations; important safeguards for chaperones to follow while on any field trip are included. Any chaperone not following the instructions below will not be allowed to chaperone future field trips.

- 1) Parents must sign the chaperone agreement to attend.
- 2) Parents are responsible for the children they are assigned to monitor. They must monitor students at all times and keep their assigned group together.
- 3) Parents must follow the lead teacher's instructions.
- 4) In case of an emergency, stay calm and find the teacher.
- 5) The purchasing of souvenirs is not allowed.
- 6) Parents are not allowed to smoke, vape, or drink alcohol on field trips.
- 7) Parents are expected to wear school-appropriate clothes.
- 8) Parents must meet at AES prior to or on the day of the field trip to be scanned by the Raptor visitor system and receive a chaperone pass.
- 9) **For the safety of all students, chaperones may not bring siblings on field trips.**

### **DOCUMENTATION OF STUDENT PROGRESS**

Report cards and progress reports are used to provide progress to parents on the student's progress toward mastering grade level requirements. Each report card and progress report represent a report of progress regarding your child's current performance. Progress reports are issued mid-way through the nine weeks, and report cards are issued at the end of the nine-week period. A final report card is issued at the end of the school year. Please take some time to review the documentation of their progress with your child. At the end of the year, a student will be referred to the School Building Level committee if he/she does not meet all Pupil Progression Plan requirements. The committee will then determine if the student will be placed or retained. The principal will call parents of any student who is retained with the classroom teacher by the end of the school year.

### **TESTING**

All students will be given district and state mandated tests during the school year.

#### **Kindergarten**

- DIBELS 8<sup>th</sup> Edition Reading Screener
- State-approved Math Screener
- Reading and Math Assessments
- District Benchmark Assessments

#### **First Grade**

- DIBELS 8<sup>th</sup> Edition Reading Screener
- State-approved Math Screener
- Reading and Math Assessments
- District Benchmark Assessments

## **Second Grade**

- DIBELS 8<sup>th</sup> Edition Reading Screener
- State-approved Math Screener
- Reading and Math Assessments
- District Benchmark Assessments

**All assessments are given to determine needs, guide instruction, and monitor progress.**

## **PROMOTION AND RETENTION**

The St. Charles Parish Pupil Progression Plan (PPP) is a comprehensive promotion policy. The PPP identifies what will be required of public-school children in order to pass each grade. Particular emphasis is placed on attendance and the student's mastery of the standards in mathematics and reading. In addition to a phone call from the principal, retention notices and a copy of the appropriate appeal form will be sent by postal mail. Requests for grade placement appeals to SBLC must be made on the appropriate form by the deadline.

## **HOMEWORK**

Homework is any assignment given by the teacher which the student is responsible for completing on his own time. Some of the homework assignments will be completed on the district-loaned chromebooks.

Homework provides students with opportunities to deepen their understanding and skills relative to the content that has been taught or will be taught. The purposes for homework are to practice content/skills with which students are very familiar, to prepare students for a new topic of study, and to have students elaborate on newly introduced topics or concepts.

## **CHILD NUTRITION**

The St. Charles Parish Public School System offers nutritious breakfast and lunch meals each school day. In addition, a variety of food items is offered as "extra sales." Students may pay for extra items daily or the cashier may deduct the sale from the student's prepaid account. Please contact the cafeteria manager at your child's school if you do not wish for your child to purchase extra sale items.

### **Community Eligibility Provision**

We are pleased to inform you that St. Charles Parish Public Schools will continue to participate in the National School Lunch and School Breakfast Programs provision called the Community Eligibility Provision (CEP) for School Year 2024-2025.

**All students** enrolled in St. Charles Parish Public Schools are eligible to receive one healthy breakfast and one healthy lunch at school each day at no charge to your household for the 2025-2026 school year.

This applies to students enrolled at the following schools/centers: Allemands Elementary, Ethel Schoeffner Elementary, Lakewood Elementary, Luling Elementary, Mimosa Park Elementary, Norco Elementary, New Sarpy Elementary, RJ Vial Elementary, St. Rose Elementary, Albert Cammon Middle, Harry Hurst Middle, JB Martin Middle, RK Smith Middle, Destrehan High, Hahnville High, Carver Early Learning Center, and East Bank Head Start Center.

No further action is required of you. Your children will be able to participate in these meal programs without having to pay a fee or submit a meal application.

For additional information, please contact: Jenny DeRoche, Director of Child Nutrition, 13855 River Road Luling, LA 70070, 985-785-3179, [jderoche@stcharles.k12.la.us](mailto:jderoche@stcharles.k12.la.us).

## **Free and Reduced Price Meal Applications**

Because St. Charles Parish Public Schools is participating in the Community Eligibility Provision (CEP), Free and Reduced Price Meal Applications are not being accepted for the 2025-26 school year.

### **Meal Prices**

#### **Breakfast**

Student Breakfast (one Free meal per day) \$0.00

Student Extra Breakfast Meal \$3.50

School Board Employee Breakfast \$1.65

Visitor Breakfast \$3.50

#### **Lunch**

Student Lunch (one Free meal per day) \$0.00

Student Extra Lunch Meal \$5.25

School Board Employee Lunch \$3.00

Visitor Lunch \$5.25

Please see the links on the Child Nutrition webpage for Extra Sales Prices. **Items available for extra sales may vary by cafeteria.**

### **Online Meal Payment System & Pre-Payment Procedures:**

#### **On-Line Meal Payment System**

An online school meal payment system is available allowing parents to make payments to students' school meal accounts and check account balances via the internet or telephone. All parents who want to utilize the payment system are required to create an account at [www.MySchoolBucks.com](http://www.MySchoolBucks.com).

This service allows parents to deposit funds directly into their children's school meal account via on-line transactions. In addition, parents can view student account balance and purchase history, as well as set up E-mail reminders and low balance notifications.

A small transaction fee will be charged for payments made with a credit card, debit card, checking account, or savings account. There is NO charge for viewing account balances. Anyone having questions or problems can get technical support via the website or by emailing [parentsupport@myschoolbucks.com](mailto:parentsupport@myschoolbucks.com) or by calling 1-855-832-5226.

#### **Pre-Payment Procedures**

The procedure for paying for meals and extra sales items is to PRE-PAY. A check, cash, or money order should be sent in a sealed envelope with the student's first and last name (no nicknames please) and the amount enclosed written on the outside of the envelope. Payment envelopes can also be obtained from the cafeteria manager. Money must be in the account before purchasing an extra sales item. NO CHARGES will be accepted. This policy is for everyone: students, staff, and visitors. See below for information on our online meal payment system, My School Bucks.

To ensure that all checks for meal payments clear prior to the end of school, no checks will be accepted after May 1, 2026. There will be a \$15.00 charge for all NSF checks. At the end of the school year, parents may receive a refund of unused money from the student's account by requesting it, in writing, from the cafeteria manager prior to the last day of school; or the funds may remain in the student's account for use in the following school year.

### **Delinquent Meal Payment and Alternative Meal Procedures**

#### **Billing Procedures:**

Negative balance letters and/or telephone calls will be sent weekly for students with negative balances of \$1.50 or more. Blackboard Connect Ed messages will be sent weekly to parents for students with negative balances exceeding \$5.00.

### **Procedures for Providing Alternative Meals:**

If a student comes through the cafeteria line and does not have sufficient funds in his/her lunch account to cover the meal purchases, the student will be asked to report to the cafeteria manager's office with their meal. The student will be asked to contact their parent to have funds added to their account. If funds have not been provided by the next day, the student may be offered an Alternative meal.

### **Removal of Food from the School's Cafeteria**

Food and beverages purchased or provided from the school cafeteria must be consumed on the school's premises, with the exception of school-sponsored meetings and field trips.

### **Food and Beverages Brought into the School's Cafeteria**

Carbonated beverages are not allowed in the school's cafeteria during student meal times by students, staff, or visitors. Only milk, water, 100% juice products, and other beverages consisting of 50% real fruit juice may be allowed in meal service areas during student meal times for all grade levels.

### **District Wellness Policy**

The district's wellness plan, **Eat Smart**, promotes healthy lifestyle choices that include daily physical activity and healthy eating to meet the Dietary Guidelines for Americans. To obtain procedures for meeting goals set forth in the plan, go to the Wellness Corner on the St. Charles Parish Public Schools Child Nutrition webpage.

**NON-DISCRIMINATION STATEMENT:** In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by: (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue SW, Washington, D.C. 20250-9410; or (2) fax: (833) 256-1665 or (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov). This institution is an equal opportunity provider. [2022]

## **BREAKFAST AND LUNCH**

Prekindergarten, 1<sup>st</sup>, and 2<sup>nd</sup> grade students will eat breakfast in their classroom; kindergarten students will eat in the cafeteria. The students will wash their hands before eating. Breakfast will not be served to students arriving at school after 8:45 am unless they are riding a late bus. Lunch is served daily in the cafeteria. Students may bring a lunch from home, but parents should provide a well-balanced lunch. A lunch consisting of only cake, chips, candy, and soft drinks are not acceptable; students will be required to get a school lunch if they only have these items for their meal.

## LUNCH WITH STUDENTS

**We will not have any lunch visitors for the first six weeks of school to help our students adjust and learn the routines of the cafeteria.** We will send information about lunch visitors when it is time to begin. In order to eat lunch with students, the person must be on the **child's emergency card**.

On the day of the lunch visit, parents wishing to eat lunch with their child must first check-in at the office with identification to receive a visitor's pass and special lunch date pass. Parents will present the pass to cafeteria monitors and sit with their child on the **picnic tables outside**. Students **may not** invite friends to join them. Parents must return the visitor pass to the office immediately after lunch.

If you are planning to eat lunch with your child and will need a school lunch, you must notify the cafeteria manager before 9:30 AM on the day you will be eating a school lunch. If you have not preordered a cafeteria lunch, one may not be available.

## AES CALENDAR

The events listed in the chart are subject to change and are not all-inclusive. Please make sure to check your child's Allemands folder weekly for flyers advertising events and providing the specific guidelines for the event.

Evening events and performances are not mandatory, but participation is encouraged because the students will have spent hours rehearsing to put on a stellar performance for you to enjoy. However, parents and students are required to abide by the details that will be shared closer to the event for arrival, dismissal, dress code, and other expectations. If you cannot adhere to the expectations as a participant, we encourage you to be an audience member instead. If you have a personal situation preventing you from participating in the event as planned, you must contact your child's teacher to discuss your situation prior to the event. All participants will be expected to adhere to the event guidelines.

July 24- August 29	Online	Complete all online paperwork
August 6	1:15-2:00 kindergarten 2:15-3:00 1 <sup>st</sup> grade 3:15-4:00 2 <sup>nd</sup> grade	Kindergarten-2 <sup>nd</sup> Meet and Greet/Open House
August 8		First day for students with the last name beginning A-K in kindergarten-12 <sup>th</sup> grades If your child attends on this day, they return on 8/12
August 11		First day for students with the last name beginning L-Z in kindergarten-12 <sup>th</sup> grades If your child attends on this day, they return on 8/12
August 12		First day for ALL students in kindergarten-12 <sup>th</sup> grades
August 13	1:00	PTA Board Mtg in the Family Center
August 15		First day for students with the last name beginning A-K in prekindergarten
August 18		First day for students with the last name beginning L-Z in prekindergarten
August 19		First day for ALL students in prekindergarten
	9:00	Family Center Session: Check-in for Spanish speaking families
August 26	6:00 pm 6:30 pm	Family Center Session: All About DIBELS PTA General Meeting and Social in Family Center
September 1		No School Labor Day Holiday
September 2	9:15	Family Center Session: Check-in for Spanish-speaking families
September 3	10:00  1:00	Playgroup in Family Center  PTA Board Meeting in Family Center
September 4	9:00	SSP Stakeholder Advisory Meeting in Family Center

	10:00	Family Center Session: Volunteer Orientation and Day
September 6		Child Search at Central Office
September 8	5:30	Read Aloud at Frank's
September 10	10:00	Playgroup in Family Center
	6:00pm	AES & RJV Wetland Watchers at RJ Vial
September 11		Progress reports are sent home
September 16	9:00 – 10:30	Family Center Session: 2 <sup>nd</sup> grade Fact Session
September 17		Student Holiday – No School for Students
September 22		Lunch Visitors begin
		Book Fair Week begins
September 23	9:00-10:30	Family Center Session: 1 <sup>st</sup> grade Fact Session
September 24		Fall school pictures: wear your uniform
	10:00	Playgroup in Family Center
September 26	9:15	Community Morning Meeting
September 30	9:00-10:30	Family Center Session: Kindergarten Fact Session
	6:00	PTA Pizza and Paint
October 1	10:00	Playgroup in Family Center
	1:00	PTA Board Meeting in Family Center
October 2	9:00	SSP Stakeholder Meeting in Family Center
	10:00	Volunteer Day in Family Center
October 4		Child Search at Central Office
October 7	9:00-10:30	Family Center Session: Prekindergarten Fact Session
October 8	10:00	Playgroup in Family Center
October 9		End of quarter
	4:00-6:00	Fall Fest Work Day in Family Center
October 13-14		No School- Fall Break
October 15	10:00	Playgroup in Family Center
October 21	9:00	Family Center Session: Report Card Conferences
	10:00	Kindergarten Readiness Playgroup
October 22	10:00	Playgroup in Family Center
October 23	12:45	Early Dismissal
	1:15-6:00	Parent Teacher Conferences
October 24	9:15	Community Morning Meeting
	12:45	Early Dismissal
	1:15-4:00	Parent Teacher Conferences
October 27-31		Red Ribbon Week
October 28	9:00	Family Center Spanish-Speaking family check-in
October 29	10:00	Playgroup in Family Center
October 30		2 <sup>nd</sup> grade Artsperience
	1:15	Trunk or Treat
November 5	10:00	Playgroup in Family Center
	1:00	PTA Board Meeting in Family Center
November 6	9:00	SSP Stakeholder Meeting in Family Center
	10:00	Volunteer Day in Family Center
	4:00-6:00	Fall Fest Work Day
November 11	6:00	Literacy Night
November 12		Student Holiday – No School for Students

November 13		Progress Reports sent home Picture Retakes
November 14	12:30-2:30	Fall Fest
November 15		Child Search at Central Office
November 17		Fall Fest Work Day
November 18	10:00	Kindergarten Readiness Playgroup Santa Pictures
November 19	10:00 10:50	Playgroup in Family Center PK Thanksgiving Feast
November 21	9:15	Community Morning Meeting
November 24-28		No School Thanksgiving Holiday
December 2	9:00	Family Center Spanish-speaking Parent/Family Check-in
December 3	10:00 1:00	Playgroup in Family Center PTA Board Meeting in Family Center
December 4	9:00 10:00	SSP Stakeholder Meeting in Family Center Volunteer Day in the Family Center
December 10	TBD	Rotary Tree Lighting at Community Center
December 16	10:00	Kindergarten Readiness Playgroup
December 17	10:00 6:00	Playgroup in Family Center 2 <sup>nd</sup> Grade Winter Play @ LPAC
December 19	9:15 12:45	Community Morning Meeting Early Dismissal End of quarter
December 22-January 2		No school Christmas Holidays
January 5		Student Holiday – No Classes for Students
January 7	10:00 1:00	Playgroup in Family Center PTA Board Meeting in Family Center
January 8	9:00 10:00	SSP Stakeholder Meeting in Family Center Volunteer Day in Family Center
January 13	9:00	Family Center Spanish-Speaking family check-in
January 14	10:00	Playgroup in Family Center
January 19		No school Martin L. King, Jr. Holiday
January 20	10:00	Kindergarten Readiness Playgroup
January 21	10:00	Playgroup in Family Center
January 24		Child Search
January 27	6:00 6:30	PTA General Meeting Glow Party
January 30	9:15	Community Morning Meeting
February 2	online	PK & Kindergarten Registration Opens Book Fair Week begins
February 3	9:00	Family Center Spanish-Speaking family check-in
February 4	10:00 1:00	Playgroup in Family Center PTA Board Meeting in Family Center
February 5	9:15 9:00	Black History Program Volunteer Day in Family Center

	12:45	Early Dismissal
	1:00-6:00	Parent Teacher Conferences
February 6	12:45	Early Dismissal
	1:15-4:00	Parent Teacher Conferences
February 9		1 <sup>st</sup> grade Artsperience
February 11	10:00	Playgroup in Family Center
		Spring Casual pictures
February 12	9:00	SSP Stakeholder Advisory Meeting in Family Center
	1:30	Mardi Gras Parade
February 13	9:15	Community Morning Meeting
February 16-20		No school Mardi Gras Holiday
February 24	10:00	Kindergarten Readiness Playgroup
February 25	10:00	Playgroup in Family Center
March 3	9:00	Family Center Spanish-Speaking family check-in
March 4	10:00	Playgroup in Family Center
	1:00	PTA Board Meeting
March 5	9:00	SSP Stakeholder Meeting in Family Center
	10:00	Volunteer Day in Family Center
March 6	9:15	Community Morning Meeting
March 7		Child Search at Central Office
March 9		PK Artsperience
March 10		PTA Fundraiser Begins
	6:00	Superintendent's Art Gallery at LPAC
March 11		Student Holiday – No Classes for Students
March 13		End of quarter
March 14	TBD	Artsfest
March 16		PK Someone Who Loves Me Day
March 17		K Someone Who Loves Me Day
		Kindergarten Readiness Playgroup
March 18	10:00	Playgroup in Family Center
March 19		1 <sup>st</sup> Grade Someone Who Loves Me Day
March 20		2 <sup>nd</sup> Grade Someone Who Loves Me Day
March 24		PTA Fundraiser Ends
		Report Cards sent home
March 25	10:00	Playgroup in Family Center
April 1	10:00	Playgroup in Family Center
	1:00	PTA Board Meeting in Family Center
April 2	9:00	SSP Stakeholder Meeting in Family Center
	10:00	Volunteer Day
	2:00	Spring Parade
April 3-8		No school Spring Break
April 10	9:15	Community Morning Meeting
April 15	10:00	Playgroup in Family Center
		Class & group pictures
April 16	9:00	Family Center Kindergarten Parents Visit 1 <sup>st</sup> Grade Classes
April 21	10:00	Kindergarten Readiness Playgroup
April 22	10:00	Playgroup in Family Center
April 23		Progress Reports Sent Home
April 25		Child Search at Central Office

April 27		2 <sup>nd</sup> grade field trip to RJ Vial
	6:00	2 <sup>nd</sup> grade parent night at RJ Vial
April 28	9:00	Family Center 1 <sup>st</sup> grade Parents Visit 2 <sup>nd</sup> Grade Classes
	10:00	Family Center Spanish-speaking family check-in
April 29	10:00	Playgroup in Family Center
April 30	6:00	PTA Free Event
May 1	9:00	Family Center PK Parents Visit Kindergarten Classes
May 4-8		Teacher and Staff Appreciation Week
May 6	10:00	Playgroup in Family Center
	1:00	PTA Board Meeting in Family Center
	6:00	PTA General Meeting & Social
May 8	9:15	Community Morning Meeting
	6:00	End of Year Performance at LPAC
May 11 - 15		Student Appreciation Week
May 14	2:00	2 <sup>nd</sup> grade Send Off
May 15		Prekindergarten Fun day
May 18		Last Day for PK Only
		Kindergarten Fun Day
May 19		1 <sup>st</sup> grade Fun Day
May 21		Last Day for kindergarten- 11 <sup>th</sup> grade students

## School Board Meeting Dates

August 20, 2025	September 17, 2025	October 22, 2025
November 19, 2025	December 10, 2025	January 14, 2026
February 25, 2026	March 25, 2026	April 22, 2026
May 20, 2026		

All meetings begin at 6:30 p.m. and are held at the Office of St. Charles Parish Public Schools in Luling, Louisiana; however, changes may occur. In accordance with the Americans with Disabilities Act, if you need special assistance, please contact Alexis Cannon at 985-785-7227 describing the assistance that is necessary. For more information, please contact Shelly Babineaux.

**ST. CHARLES PARISH PUBLIC SCHOOLS**



**Allemands Elementary  
Transportation Change**

**There will be no bus changes  
during the 2025-2026 school year.**

**Today's Date** \_\_\_\_\_

**Student's Name** \_\_\_\_\_

**Date(s) change will take place** \_\_\_\_\_

**Instructions for the change:**

- **The name of the person picking the child up from car pool**

\_\_\_\_\_

- **Phone number of contact person**

\_\_\_\_\_

**Parent's Signature:** \_\_\_\_\_

**\*Due by 2:30 pm on full days; 10:30 am on early dismissal days**

**Email to [aesbus@wearescpps.org](mailto:aesbus@wearescpps.org)**