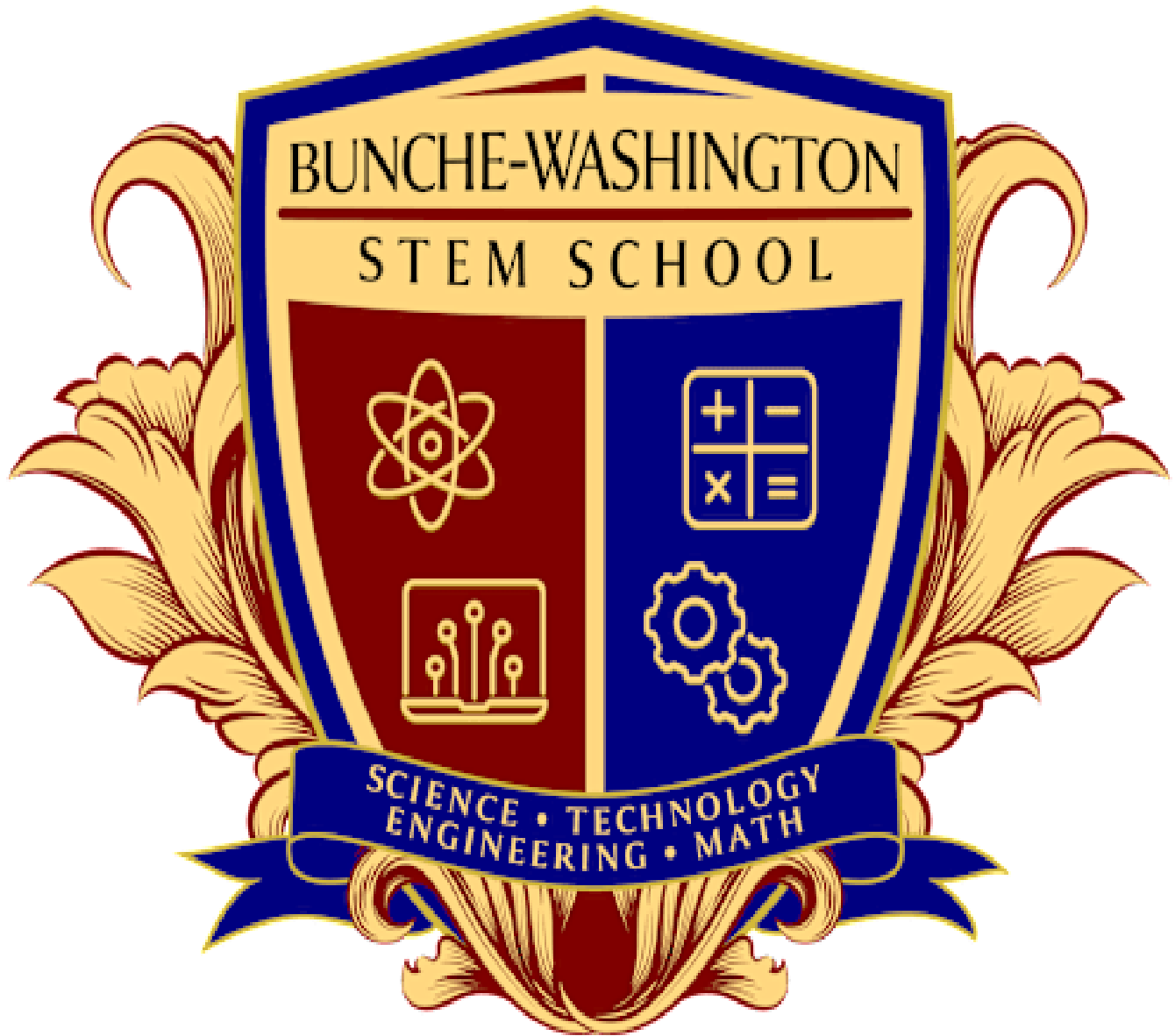


Student Handbook

2026-2027



The Den of the Tigers

"Mission: Success

Exploring New Heights, Reaching Beyond the stars"

Bunche-Washington STEM School



8103 MACON STREET
METAIRIE, LA 70003

Phone: (504) 737-3132

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INTRODUCTION

We are delighted that you have entrusted us with the education of your child. At Bunche-Washington STEM School. We take this responsibility seriously and are committed to providing a safe, nurturing, and academically rich environment where every student can thrive.

This handbook provides important information regarding specific rules, policies, and procedures that are essential for the safety and effective operation of our school. To ensure the best possible experience, we ask that you and your child review and adhere to the expectations and guidelines outlined within. The student handbook summarizes both school and district policies and serves as a general reference for students and families throughout the school year.

SCHOOL INFORMATION

Principal:	Monya Thomas-Criddle
Assistant Principal:	Jessica Harrison
Secretary:	Liudmila Campos Alcalde
Account Clerk:	Lakeisha Osborne-Smith
General Clerk:	Lady Saravia
Dean:	Chiquita Jones
Behavior Interventionist:	Jamisha Batiste
Address:	8103 Macon St Metairie, La 70003
Phone:	(504) 737-3132
Fax:	(504) 731-2397
Website:	bunche@jpschools.org
Grades Serviced:	PK - 8th
School Colors:	Burgundy, Blue and Yellow-gold
School Mascot:	Simon the Tiger
School Hours:	7:30 a.m. – 2:20 p.m.

WE BELIEVE

- All students can learn.
- All students should be able to read skillfully and proficiently.
- A safe, secure, positive environment is essential for learning.
- Teacher, parent, and community involvement is critical in the educational process.
- Each student is a unique and valued individual whose self-esteem is enhanced by mutual respect between students and staff.
- Students learn best when they are actively engaged in meaningful learning opportunities.
- Students will be equipped with the 21st century skills necessary to be successful in our global society.

VISION

Our vision at Bunche-Washington STEM is to provide students with a safe and nurturing learning environment and provide opportunities that heighten student interest in Science, Technology, Engineering, and Math. We believe that our scholars will achieve grade level standards and become global, productive citizens in the 21st century.

MISSION STATEMENT

Our mission at Bunche-Washington STEM is to help develop, guide, and foster student confidence, imagination, responsibility, integrity, respect, and knowledge that promotes problem solving and experiential learning.

JPSCHOOLS GENERAL POLICIES

School Board policies are available online at: www.jpschools.org.

It is the policy of the Jefferson Parish Public School System **not to discriminate** in its educational programs, activities, or employment practices based on **race, color, religion, or national origin**, as required by **Title VI of the Civil Rights Act of 1964**. The district also prohibits discrimination based on **disability**, in accordance with **Section 504 of the Rehabilitation Act of 1973** and **Title II of the Americans with Disabilities Act of 1990**.

Additionally, the school system complies with the provisions of **Title IV of the General Education Provisions Act**, which protects the privacy of student educational records.

Questions or concerns regarding compliance may be directed to:

Office of Compliance

501 Manhattan Blvd.

Harvey, LA 70058

Phone: (504) 365-5309

Office Hours: Monday–Friday, 8:00 AM – 4:00 PM

PROCEDURES AND POLICIES

ACTIVITIES AND EVENTS

All school-sponsored activities such as athletic events, dances, group practices, and similar events are considered extensions of the school day. Therefore, all expectations and rules outlined in this handbook remain in effect during these activities. Where applicable, parish academic eligibility procedures will be followed for student participation.

Students and approved guests participating in any activity must follow the Bunche-Washington School Uniform Policy and Dress Code. Failure to comply with the rules and expectations of Bunche-Washington and Jefferson Parish Public Schools may result in the loss of privileges, including the inability to participate in school activities and sports. The school administration reserves the right to deny participation to any student or guest.

Only Bunche-Washington School students are permitted to attend school dances. Students are not allowed to leave a dance early without prior parental consent.

Students who are absent for more than half of the school day—including late check-ins or early check-outs—may not attend any school activity on that day. This includes, but is not limited to, athletic events, dances, and group practices. Additionally, students who are suspended from school may not attend or participate in any school activity during the days of their suspension.

ARRIVAL/DISMISSAL

Car Rider and Walker Arrival Procedures

Car riders and walkers cannot be dropped off before 7:00 a.m. School staff begin duty at 6:55 a.m., and students may only enter the campus following the 7:00 a.m. bell. Please do not drop students off at the gate before 7:00 a.m., as this is unsafe. All students must enter through the gates in front of the school near the office and/or cafeteria. Students and parents must not use the bus gates for entry to the school grounds.

Morning Bell Schedule

7:00 a.m. — Arrival Bell

7:30 a.m. — School Day Begins

7:31 a.m. — Tardy Bell

2:20 p.m. — Dismissal

Students arriving after 7:35 a.m. are considered tardy and must report to the office for a pass. A parent MUST accompany the student to the office to obtain a tardy slip after this time. It is in your child's best interest to arrive on time.

Students may NOT be called from class for dismissal after 1:30 p.m. Parents should wait for students outside on the front breezeway. Please do not go to classrooms or remove students from dismissal lines, as this is for the safety of all children. Your cooperation is essential.

After-School Transportation Plans

Students must know their after-school plans before arriving at school each day. If a parent calls during the day to change transportation plans, the school staff cannot guarantee that your child will receive the message. To avoid confusion and ensure student safety, maintaining a consistent schedule is highly recommended. Any changes MUST be done in writing before 1:30 p.m. Students will not be allowed to call home to arrange after-school activities.

Pick-Up and Drop-Off Location

The drive-through circle is the only designated area for dropping off and picking up children. Students walking home will cross the street with the crossing guard. No street parking is allowed in front of the school during arrival and dismissal times.

Students will wait in their designated lines to be picked up. Parents who pick up in the drive-through must display a sign with the student's name written in large, bold print. The sign should be held up to the windshield when approaching the driveway. An adult—usually a teacher, an administrator or the behavior interventionist—will call for the student to come to the car. If you need assistance with a sign, please contact the office.

Drop-Off Guidelines

We want every morning to be a positive start for students, so they are prepared to learn. Please ensure your child is on time. Students should arrive no later than 7:30 a.m. and should have eaten breakfast beforehand.

Parents may walk children to the front breezeway but will not be allowed past that point unless conducting business in the office. Teachers will be on the breezeway to assist students as they arrive.

Parents must enter on Macon Street to drop off students. Do not drop off students on the street or at the corner of Lester and Macon. You are welcome to walk your student to the walker area to ensure they enter safely.

Dismissal Procedures

Dismissal procedures were developed for safety and efficiency. Only students who actually walk home should be designated as “walkers.” Walkers will be escorted off campus by staff to the corner of Macon and Howard.

Students who ride in cars should be picked up in the car line. Please do not park on Macon Street during dismissal, as this blocks carpool. Macon Street becomes a one-way street during arrival and dismissal times. All car pool drivers must stay in their cars.

Reports of driving violations will be submitted to the officer. Please drive carefully and be respectful of our neighbors and students who walk home.

Important: *State law prohibits cell phone use in school zones.* Please do not take calls or send texts while in the carpool line.

ATTENDANCE

Absences are divided into two categories (1) excused and (2) unexcused. The Louisiana Department of Education has established a set of criteria.

In order for an absence to be classified as excused, it must meet the state guidelines listed below. LA. R.S. 17:226

Extenuating Circumstances:

Extended personal physical or emotional illness as verified by a physician (in writing).

Extended hospital stays as verified by a physician (in writing).

Extended recuperation from an accident as verified by a physician (in writing).

Extended contagious disease within a family as verified by a physician (in writing).

Prior school system approved travel for education (see principal).

Death in the family not to exceed one week (bring copy of obituary).

Note: Parent letters are reviewed by the administrators. The administrator has the right to accept or not accept the parent letter.

Natural catastrophe and/or disaster.

For any other extenuating circumstances parents must make a formal appeal in accordance with the due process procedures established by the LEA.

Attendance requirements to receive Carnegie Credits- 8th grade only: The Louisiana Department of Education has established that 8th grade students receiving Carnegie credit that have more than the allowed number of unexcused absences during the first semester or the second semester will not be eligible to receive Carnegie credit.

Students arriving after 7:30 a.m. must be escorted and signed in by a parent. Students will not be admitted to class without a parent signature. Excessive tardiness to school will result in disciplinary action (see Tardy Expectations below). Any student who has not entered the building at 7:31 a.m. is considered tardy unexcused (unless there is a documented excuse). Any student who signs-in after 11:00 a.m. is considered absent ½ day unexcused (unless there is a documented excuse).

Tardy Consequences:

1st – Verbal Warning

2nd – Verbal Warning

3rd – Written Warning signed by parent

4th – Make-up work during 1 hour of after school detention and refer to Social Worker

5th and beyond – Administrative conference and Social Worker referral to Families in Need of Services (FINS).

NOTE: Tardy Consequences will refresh at the start of a new semester.

NO student will be allowed to leave the school campus unless a parent/guardian signs him/her out in the office. In order to be checked-out, a student should: obtain a pass to the office, and the office will contact the parent/guardian and call for the student when the parent/guardian arrives.

NOTE: It is mandatory that the emergency card lists everyone who may need to check-out the students. Those listed on the emergency card must be 18 years old or older. Anyone who checks out a student must present a photo ID in order to ensure the student's safety. No exceptions will be made.

Sign-outs will not be allowed after 1:30 p.m. This is in compliance with the JPSchools Crisis Management Plan.

ABSENCES AND/OR TARDINESS TO SCHOOL- Sports and Extra-curricular:

Students that are absent and/or ½ day tardy to school on the day of a game or extra- curricular event will not be allowed to participate in the game and/or activity.

If a student is suspended from school, he/she will not be able to participate in any extra- curricular activities (such as skate night), including practices, meetings, and games.

BACKPACKS/PURSES

School bags for 4th - 8th grade must be clear. Only clear, see-through tote bags, backpacks, or similar items will be permitted. **Mesh or clear backpacks are allowed for Pre K - 3rd grades.**

- Small, non-clear cosmetic bags will be allowed inside clear backpacks for personal hygiene items such as feminine products.
- Athletic and equipment bags must be checked in with a coach or sponsor upon arrival.

Jefferson Parish Schools shall authorize searches with a hand-held or stationary metal detector, of school board property, of students and non-students and of any bags, parcels, purses, containers, etc., that they bring on to school board property or to school-sponsored activities

BIRTHDAYS PARTIES

At Bunche-Washington STEM School, we recognize birthdays, holidays, and other student achievements throughout the year. However, **classroom celebrations require prior approval from the principal**. Additionally, students are **not allowed to bring money to school on their birthdays**, as it can be a distraction to the learning environment.

Upon approval family members are **not permitted to attend classroom celebrations**. Any pastries or treats should be **dropped off at the school office on the morning of the celebration**.

BREAKFAST/LUNCH

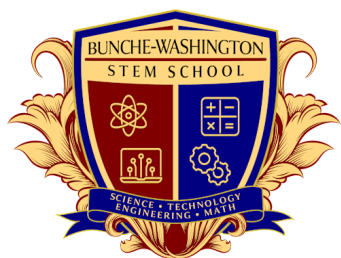
Bunche-Washington provides breakfast. Breakfast will be served in the cafeteria and gym, where **all students receive breakfast and lunch free of charge**. If your child would like additional items beyond the standard meal, those extras must be **paid for separately**.

CAFETERIA

Observance of the following rules will make eating in the cafeteria a pleasant experience for all:

- Walk slowly into and around the cafeteria.
- Use inside voices at all times.
- Wait in line and keep hands to yourself.
- Students are seated in assigned areas.
- Students are to remain in the cafeteria for the duration of the lunch period, unless directed by the monitors
- Keep food on the plate. Food throwing will result in disciplinary action.
- Students are not allowed to drink soft drinks, coffee, energy drinks etc. in the cafeteria are strictly prohibited.
- Students are not allowed to eat food brought in fast food packaging.
- Snacks brought from home should be packaged in snack sized bags. Students should not bring full size bags of snacks to school.
- Make sure the table is clean when leaving.
- All trash should be placed in the garbage cans.
- Students are required to have their ID out and ready for cafeteria personnel to swipe so that the lunch lines move quickly.

CELL PHONES & ELECTRONIC DEVICES



Bunche-Washington STEM School Cell Phone Policy

To promote a safe, focused, and distraction-free learning environment, Bunche-Washington STEM School follows the Louisiana State Law regarding student use of electronic communication devices.

General Policy

Effective with the **2026–2027 school year**, students shall not possess, use, or access an electronic telecommunication device during the instructional day.

Electronic devices include, but are not limited to:

- Cell phones
- Smart watches
- Earbuds
- Headphones
- Bluetooth devices
- Tablets
- Other electronic communication devices capable of sending or receiving calls, text messages, internet access, or notifications.

The instructional day begins when students arrive on campus and ends at dismissal, including any school-sponsored activities occurring during the instructional day, such as field trips and athletic events.

Students who bring an electronic device to school must either:

- Leave the device at home, **or**
- Turn the device off and surrender it upon arrival according to school procedures.

Parents who need to contact their child during the school day should call the school's main office. Students needing to contact a parent must obtain permission from a school administrator or designated staff member before using a school telephone.

Jefferson Parish Schools and Bunche-Washington STEM School are not responsible for lost, stolen, or damaged electronic devices brought to school.

School Procedures

1. All cell phones, earbuds, headphones, smart watches, and other electronic devices must be surrendered upon arrival at school according to school procedures.
2. Devices will be returned to students at the end of the instructional day.
3. Students who refuse to surrender a device or who are found using a device during the instructional day will be subject to disciplinary action.
4. Any electronic device used without permission will be confiscated.
5. A parent or guardian identified on the student's emergency contact card must retrieve confiscated devices according to the consequences listed below.

Consequences

First Offense

- Warning
- Parent/Guardian notified
- Device confiscated
- Parent/Guardian must pick up the device from the front office between **3:00 p.m. and 3:30 p.m.**

Second Offense

- Device confiscated for **five (5) school days**
- Parent/Guardian notified
- Parent/Guardian must retrieve the device after the confiscation period

Third Offense

- **Two (2) days In-School Suspension (ISS)**
- Five (5) school-day device confiscation

Fourth Offense

- **Three (3) days In-School Suspension (ISS)**
- Five (5) school-day device confiscation

Fifth Offense

- Out-of-School Suspension (OSS)
- Device confiscation
- Student may lose the privilege of bringing a cell phone to school for the remainder of the school year.

Refusal to Surrender a Device

Students who refuse to surrender an electronic device upon request by a school employee will be subject to:

- Out-of-School Suspension (OSS)
- Five (5) school-day confiscation

Recurring Refusal Offenses

Repeated refusals to comply may result in additional disciplinary action including assignment to an alternate setting or expulsion when applicable.



Student and Parent Acknowledgment

LEAVE PHONES HOME OR SURRENDER PHONE UPON ARRIVAL TO SCHOOL

By signing my name below, I certify that I have read the above information. Any questions or concerns regarding these policies have been discussed with the classroom teacher and/or school administrator. My signature also indicates that I understand the above policies and agree to comply with them.

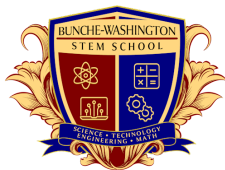
I understand that failure to comply with these policies, including refusing to surrender my phone or electronic device upon arrival to school, will result in disciplinary action in accordance with the Jefferson Parish Schools Student Code of Conduct. Failure to serve an assigned in-school suspension may result in a referral to the Jefferson Parish Juvenile Court System, and the student may not be permitted to return to school until compliance is completed.

Student Signature

Date: _____

Parent/Guardian Signature

Date: _____



Política sobre Teléfonos Celulares de la Escuela Bunche-Washington STEM

Con el fin de promover un ambiente de aprendizaje seguro, enfocado y libre de distracciones, la Escuela Bunche-Washington STEM cumple con la **Ley del Estado de Luisiana** sobre el uso de dispositivos electrónicos de comunicación por parte de los estudiantes.

Política General

A partir del año escolar **2026–2027**, los estudiantes **no podrán poseer, usar ni acceder** a ningún dispositivo electrónico de comunicación durante el día de instrucción.

Los dispositivos electrónicos incluyen, entre otros:

- Celulares
- Relojes inteligentes (Smart Watches)
- Audífonos inalámbricos (Earbuds)
- Audífonos (Headphones)
- Dispositivos Bluetooth
- Tablet
- Otros dispositivos electrónicos de comunicación capaces de realizar o recibir llamadas, enviar o recibir mensajes de texto, acceder al internet o recibir notificaciones.

La introducción a los estudiantes comenzará a la llegada de la escuela y terminará al finalizar la jornada así, incluyendo cualquier actividad patrocinada por la escuela que ocurra durante el día de instrucción, como excursiones y eventos deportivos.

Los estudiantes que traigan un dispositivo electrónico a la escuela deberán:

- Dejar el dispositivo en casa, o
- Apagar el dispositivo y entregarlo al llegar a la escuela, de acuerdo con los procedimientos escolares.

Los padres o tutores que necesiten comunicarse con su hijo(a) durante el horario escolar deberán llamar a la oficina principal de la escuela. Los estudiantes que necesiten comunicarse con uno de sus padres o tutores deberán obtener permiso de un administrador escolar o del personal autorizado antes de usar un teléfono de la escuela.

Las Escuelas Públicas de la Parroquia de Jefferson y la Escuela Bunche-Washington STEM **no se hacen responsables** por la pérdida, robo o daño de dispositivos electrónicos traídos a la escuela.

Procedimientos Escolares

1. Todos los teléfonos celulares, audífonos inalámbricos (earbuds), audífonos, relojes inteligentes y demás dispositivos electrónicos deberán entregarse al llegar a la escuela, de acuerdo con los procedimientos establecidos.
2. Los dispositivos serán devueltos a los estudiantes al finalizar el día de instrucción.
3. Los estudiantes que se nieguen a entregar un dispositivo o que sean encontrados usando un dispositivo durante el día de instrucción estarán sujetos a medidas disciplinarias.
4. Cualquier dispositivo electrónico utilizado sin autorización será confiscado.
5. El padre, madre o tutor que figure en la tarjeta de contacto de emergencia del estudiante deberá recoger los dispositivos confiscados de acuerdo con las consecuencias indicadas a continuación.

Consecuencias

Primera Infracción

- Advertencia
- Notificación al padre, madre o tutor
- Confiscación del dispositivo
- El padre, madre o tutor deberá recoger el dispositivo en la oficina principal entre las **3:00 p.m. y las 3:30 p.m.**

Segunda Infracción

- Confiscación del dispositivo durante cinco (5) días escolares
- Notificación al padre, madre o tutor
- El padre, madre o tutor deberá recoger el dispositivo al finalizar el período de confiscación.

Tercera Infracción

- Dos (2) días de Suspensión Dentro de la Escuela (ISS)
- Confiscación del dispositivo durante cinco (5) días escolares

Cuarta Infracción

- **Tres (3) días** de Suspensión Dentro de la Escuela (ISS)
- Confiscación del dispositivo durante cinco (5) días escolares

Quinta Infracción

- Suspensión Fuera de la Escuela (OSS)
- Confiscación del dispositivo
- El estudiante podrá perder el privilegio de traer un teléfono celular a la escuela durante el resto del año escolar.

Negativa a Entregar un Dispositivo

Los estudiantes que se nieguen a entregar un dispositivo electrónico cuando lo solicite un empleado de la escuela estarán sujetos a:

- Suspensión Fuera de la Escuela (OSS)
- Confiscación del dispositivo durante cinco (5) días escolares

Negativas Repetidas

La negativa repetida a cumplir con esta política podrá resultar en medidas disciplinarias adicionales, incluida la asignación a un programa educativo alternativo o la expulsión, cuando corresponda.

Reconocimiento del Estudiante y del Padre/Madre o Tutor

DEJE LOS TELÉFONOS EN CASA O ENTRÉGUELOS AL LLEGAR A LA ESCUELA

Al firmar a continuación, certifico que he leído la información anterior. Cualquier pregunta o inquietud relacionada con estas políticas ha sido discutida con el maestro(a) del salón y/o con un administrador escolar. Mi firma también indica que entiendo las políticas anteriores y acepto cumplirlas.

Entiendo que el incumplimiento de estas políticas, incluida la negativa a entregar mi teléfono o dispositivo electrónico al llegar a la escuela, resultará en medidas disciplinarias de acuerdo con el **Código de Conducta Estudiantil de las Escuelas Públicas de la Parroquia de Jefferson**. El incumplimiento de una suspensión dentro de la escuela (ISS) asignada puede resultar en una remisión al **Sistema del Tribunal de Menores de la Parroquia de Jefferson**, y es posible que el estudiante no pueda regresar a la escuela hasta que haya cumplido con dicha medida disciplinaria.

Firma del Estudiante

Fecha: _____

Firma del Padre/Madre o Tutor

Fecha: _____

CHECK-OUTS

NO student will be allowed to leave the school campus prior to dismissal, unless a parent/guardian signs him/her out in the office. In order to check-out, a student should:

Obtain a pass to the office via smart pass.

The office will contact the parent/guardian and call for the student when the parent/guardian arrives.

NOTE: It is mandatory that the emergency cards list everyone who may need to check-out the student. Those listed on the emergency card must be 18 years old or older and not students in middle or high school.

Anyone who checks out a student must present a photo ID. In order to ensure the student's safety no exceptions will be made. Sign-outs will not be allowed after 1:30 p.m.

This is 30 minutes prior to the start of dismissal and is in compliance with the Jefferson Parish Schools Crisis Management Plan.

COMPUTER USAGE

Students are only allowed to use the school's internet if they have completed the internet usage policy. Policy can be located at <http://jpschools.org/families/student-policies/> Spanish version is located at <http://jpschools.org/wp-content/uploads/2015/01/Student-Agreement-Internet-Access-Spanish.pdf>

Students are only allowed to use school computers at school for educational use. Students are not to download music, pictures or videos, unless this is part of a class assignment. Students are not to use social media on campus. Failure to comply with this rule will result in banning computers at school, which can affect class grades. Outside devices will not be allowed.

The school is not responsible for issues that arise from Facebook, Instagram, or other social media sites unless it carries over into the school. Please teach your children about online and internet safety.

CUSTODY ISSUES

All students involved in custody issues must have legal documents on file in the office. It is the responsibility of the parent to provide updated copies as changes occur. This will enable us to follow the court orders. In questionable situations, we will refer to our legal counsel.

DRESS DOWN DAYS

Full Dress Down Day Guidelines:

- No pants or jeans with rips, holes, or tears. (Pants/belts must fit properly and should not be too tight or too loose. This includes but is not limited to leggings, stretch-knit or spandex pants, dresses, skirts, pants, slacks, shorts, shirts, or blouses that are tight fitting.)
- Skirts, pants, slacks, and shorts, when allowed, will be worn at the student's waistline.
- No pajama or sweat pants (exception during spirit week).
- Shorts or skirts must extend to at least two (2) inches above the top of the knee when standing up right.
- Shirts must have sleeves and not be low-cut; no strapless, tank tops, muscle shirts, midriffs, crop tops, one-shoulder, off the shoulder, or exposed mid-sections or undergarments.
- Clothing, mask or face covering, jewelry, accessories, personal hygiene, and manner of grooming: will not symbolize or infer gang membership or affiliation, depict drugs, alcohol, tobacco, or obscene subject matter through writing, marks, drawings, paintings, photographs, designs, emblems, tattoos or any other means.

- A student will not wear shoes that present a safety hazard such as shoes with no back (Toes must be covered; no sandals, slippers, flip-flops, thongs, clogs, boots and heels higher than two-inches are permitted.)
- A student will not wear a hat, cap, or hooded garment to school.
- In cold weather, larger jackets may be worn outdoors, but **MUST** be removed inside the classroom. School uniforms should be visible at all times.

Students failing to meet acceptable dress guidelines will be required to call home for a school uniform. Student violations of the dress code will result in disciplinary actions.

1st offense- Warning and parent notification

2nd offense- Lunch detention and parent notification

3rd offense- After school detention and parent notification

4th offense- Loss of privileges (school related events) and parent notification

Spirit Day Wednesdays: On Wednesdays, students may wear spirit t-shirts instead of the uniform shirt. The remainder of the uniform should remain the same.

EMERGENCY CARDS

An emergency card must be on file in the office for each student. It is the responsibility of the parent to have the emergency card updated as the need arises (change of address, phone number, etc.).

FIELD TRIPS

Prior to participating in school-sponsored field trips, all students must return the completed field trip form signed by a parent/guardian by the assigned due date. All students must report to school before leaving for the field trip and return to school after the field trip is over.

Students participating in field trips must follow the uniform policy and all rules established by Bunche-Washington and the Jefferson Parish Public School System and pay all financial obligations.

FINANCIAL OBLIGATIONS

Students are expected to pay all financial obligations owed to the school. The school does not accept personal checks. Payments may be made by cash, money order or School Cash online. School Cash online is preferred payment method for all school fees and financial obligations. To make a payment online, visit: <https://jpschools.schoolcashonline.com/>.

I.D. CARDS

To help maintain a safe and secure environment for students, faculty, and staff, all students in Pre-Kindergarten through 8th grade are required to wear the current school year's ID badge at all times while on campus and at all school-sponsored events.

Each student will receive one ID badge at no cost. If an ID is lost, damaged, or needs to be replaced, the following replacement fees will apply:

- 1st Replacement: \$5.00
- 2nd Replacement: \$10.00
- 3rd Replacement: \$15.00
- 4th Replacement: \$20.00
- Each additional replacement will increase by \$5.00.

Students who do not have their ID badge will be moved to the back of the breakfast and lunch lines and may be subject to additional school disciplinary consequences.

Writing on, decorating, altering, or placing stickers or other items on an ID badge is prohibited. ID badges must remain in good condition, be visible at all times, and are required for all school-related events.

LICE

Students must be treated and be free of any nits or lice upon returning to school. Parents should sign and return a statement indicating that treatment has occurred and that all nits have been removed from the hair. The student's hair will be checked by office personnel prior to returning to the classroom.

LOST AND FOUND

Please label all personal items to avoid confusion. Students finding any item at school should turn it in to the main office where it can be claimed by the owner. Keeping an item that is found is considered stealing. The school will not assume responsibility for missing items including textbooks and personal property. The lost and found will be cleaned out yearly and items will be donated to charity.

MEDICATION

The Jefferson Parish Public School System will continue the following procedures for parents requesting medication to be administered to their child during school hours. Information can be found at the following website:

<http://jpschools.org/departments/student-support/health-services/>

Students are not permitted on the school grounds or at any school related activity with medicines or similar substances described as medication without proper authorization. This includes pills, capsules, powders, liquids, cough drops, medicinal agents or dietary aids. Please read the parish Procedures and Policies for parents and students for complete details. In brief it states that no medicine, not even aspirin, Pepto Bismol, Sunscreen, etc. may be brought by a child to school unless there are written instructions both from the doctor and the parent.

RESTROOMS

Students are only allowed to use their designated restroom during assigned times. Students must seek permission from their teacher to use the restroom during class time. Students must sign out and in to use the restroom outside of assigned times and students must have a signed pass. Every effort should be made to minimize the usage of bathrooms during instructional time.

SCHOOL CLOSINGS

In case of severe weather (storms, low temperatures, etc.), official announcements for closing may be heard over radio station WWL AM 870, Jefferson Parish Schools district website, Bunche-Washington website Bunche-Washington Facebook.

SOCIAL WORKER/COUNSELOR

A social worker and/ or counselor is available to all students to discuss any issues or concerns that arise.

TELEPHONE USE

Students may come to the office to use the phone to call home in emergencies. No students will be called out of class to speak to a parent on the phone.

TEXTBOOK/LIBRARY BOOKS

Students are responsible for their books. Books should be returned in the same manner in which they were issued. If a student loses or damages a textbook or library book during the school year, he/she will not be issued another until the parent/guardian has made arrangements for payment. All payments should be paid to the account clerk in the front office.

UNIFORM POLICY

All students must wear tennis shoes. No specific color shoe is required, but black is referred. A student will not wear shoes that present a safety hazard such as shoes without backs, shoes with excessively high heels or platform soles,

wheels, or shoes that by virtue of their construction or condition may pose a safety risk. All students participate in physical education class daily and must wear tennis shoes for their safety. **No other type of shoe will be permitted.**

Uniform Policy Update: Skirt Length

As part of the updated uniform guidelines for the 2026–2027 school year, the district has introduced a clear standard for skirt length to promote consistency, fairness, and respect across all campuses.

Dresses, skirts, and skorts when allowed, must extend to at least two (2) inches above the top of the knee when standing upright.

PRE-K and Kindergarten:

- Purple, Collared Polo Shirts with Bunche-Washington School Logo required
- Navy Blue Bottoms (Navy Blue Pants, Shorts, Skort, or jumper) **No jean/denim fabric allowed.**
- Tennis Shoes- Velcro
- **Purple Sweatshirts ONLY** – Bunche-Washington Logo optional - **NO HOODS**

1st-4th GRADES:

- Burgundy, Collared Polo Shirts with our Bunche-Washington Logo
- Navy Blue Bottoms (Navy Blue Pants, Navy Shorts, Navy Skort, Navy Jumper (1st and 2nd only) Only navy blue Dickie-like pants are allowed. **No jean/denim fabric allowed.**
- Tennis Shoes preferred black shoes
- **Burgundy Blue Sweatshirts ONLY**- Bunche-Washington Logo- **NO HOODS**

5th-8th GRADES:

- Gold Collared Polo Shirt with Bunche-Washington Logo- 6TH-8TH Grade Students Only
- Navy Blue Bottoms (Navy Blue Pants, Navy Shorts, Navy Skort) Only navy-blue Dickie-like pants are allowed. **No jean/denim fabric allowed.**
- Tennis Shoes preferable black
- **Blue Sweatshirt ONLY**- Bunche-Washington Logo required - **NO HOODS**

THESE ARE THE REQUIREMENTS FOR ALL STUDENTS:

- JEANS, JEAN SHORTS, OR DENIM SHORTS ARE **NOT ALLOWED**
- Belt must be worn with all pants or shorts that have belt loops (Kinder and First can have magnetic closure)
- Spirit Shirts purchased from school may be worn on designated days.
- Shirts must be tucked inside of pants or shorts at all times.
- **Black or Navy** Leggings only **during cold weather**.
- **MANDATORY: Outerwear Policy:** To maintain a consistent and professional school appearance, students must adhere to the following outerwear guidelines:
- Jackets must be **solid in color, zip completely down the front, and may not have a hood.**
- Pullover sweaters and sweatshirts are permitted **only if they are the designated grade-level color and display the official school logo.**
- **Hoods are not permitted** on any outerwear.
- Jackets, sweaters, and sweatshirts may **not** contain writing, graphics, designs, logos (other than the official school logo on approved pullovers), or decorative images.

Any jacket or outerwear that does not comply with this policy, including items with hoods, will be **confiscated**. A parent or guardian must retrieve the confiscated item from the school office **between the hours of 8:00 a.m. and 3:00 p.m.**

If you have any questions regarding the outerwear policy, please contact the school office.

Consequences for Uniform Violations:

1st Offense	Verbal Warning
2nd Offense	Parental Contact
3rd Offense	Infraction Form
4th Offense	Detention (during or after school)
5th Offense	Teacher Parent Conference

VISITORS

All visitors are to report to the office upon arrival at school.

Photo identification must be presented. If a visitor is on campus to conduct business concerning a student at school, then the visitor must be 21 years old or older AND on the child’s emergency card. Photo identification must be copied and a visitor’s pass issued. Any person on campus without a visitor’s pass will be asked to leave. Passes must be returned to the office when exiting the building. At that time, the photocopy of your identification will be returned to you.

Students are not allowed to bring guests to school nor have visitors unless approved in advance by administration. All volunteers must plan in advance to work with their child’s teacher and not bring other children when volunteering.

Outside agencies are not allowed to service students at school without prior permission from the principal.

WITHDRAWAL FROM SCHOOL

A parent must come to school to officially withdraw a student. A withdrawal form must be completed, all financial obligations to the school cleared, and all books returned before a student may be officially withdrawn.

ACADEMICS

ACADEMIC INTEGRITY POLICY

Academic integrity is an important part of Bunche-Washington’s mission. Students are responsible for learning and upholding ethical and honest standards of research, writing, and assessment in all academic areas. Written or other work which students submit must be the product of their own efforts. Academic dishonesty, which includes cheating, plagiarism and(the use of AI) other forms of dishonest or unethical behavior, is prohibited.

Academic dishonesty includes: Cheating on Classwork, Assessments, or Examinations. Cheating includes both receiving or giving unauthorized assistance. Students may not allow other students to copy from their papers including homework, classwork, projects, quizzes, or tests.

Plagiarism-Plagiarism is intentionally or carelessly presenting the work of another as one’s own. It includes submitting an assignment purporting to be the student’s original work which has wholly, or in part, been created by another person. It also includes the presentation of the work, ideas, representations, or words of another person without customary and proper acknowledgement of sources.

Students found to have engaged in academic dishonesty shall be subject to disciplinary as well as academic penalties. Range of Possible Consequences:

Cheating on Classwork, Assessments, or Examinations	Reduction in Grade Parent Notification Counselor Notification
Dishonest Academic Involvement	Zero on Assignment Referral to Administration
Plagiarism or Computer Misuse	Dismissal of Extracurricular Activities, Elected or Appointed Student Offices, or Athletics

EXAMS

In the 2nd and 4th marking period, students in grades 6-8 will be administered exams in each subject. These exams will count as 25% of their overall grade for the marking period. NO exams will be given early. Please do not schedule vacations or doctor appointments during exams.

GRADING POLICY

Bunche-Washington operates on a computerized grading system. The interim, 9-weeks grades, final, and participation grades are entered into JCampus. Bunche-Washington's grading policy reflects the policy of Jefferson Parish Schools.

Classroom participation is defined as class work, homework, notebook, involvement in discussion and activities, and preparation for class, such as, having books and supplies. Nine weeks' exams are not administered at the middle school level at the end of the first and third marking periods.

Letter grades are assigned according to the following scale:

Grade Equivalent	Quality Points	Rounding
A 90-100	4	3.5–4.0
B 80-89	3	2.5–3.4
C 70-79	2	1.5–2.4
D 60-69	1	1.0–1.4
F 0-59	0	.0–.9

Attendance Requirements to receive Carnegie Credits – 8th Grade Only to receive Carnegie credit for a course, students must be present 30,60 minutes per semester or 60,120 a school year for those not operating on a semester basis. The Parish Supervisor of Child Welfare and Attendance and the principal may allow a student to make-up seat time to meet minutes for awarding Carnegie credit.

Please refer to the Jefferson Parish Schools Procedures and Policies for Parents and Students for further information and the requirements for promotion to the next grade level.

HONOR ROLL

Bunche-Washington will celebrate the following accomplishments every quarter:

- A Honor Roll: All A's in core subjects
- A/B Honor Roll: All A's or B's in core subjects
- Perfect Attendance for students who attend school every day, without tardies or early check-outs.

For students who receive O, S, N, U grades, the scores will be translated into the A-F scale for the purpose of Honor Roll.

INTERIM REPORTS

Reports are issued to all students each grading period (approximately 5th week). Parents are urged to contact teachers if their child is in danger of failing. Teachers can be contacted by calling the front office or emailing the teacher. Email addresses are available on the school website.

MAKE-UP WORK

Students are allowed to complete make-up work for absences within 10 school days (additional time is based on a case to case basis) of their last absence. It is the student's responsibility to ask the teacher for make-up work. A student will

receive a failing grade on all make-up work not completed. Students are allowed to make-up work because of an absence for an out-of-school suspension.

If a student is unable to attend school for three days or more, please call the main office for assignments. These may be picked up after 1:30 P.M. on the day following the request.

Make-Up Seat Time (MUST) Recovery Requirement (*Excessive Absences*)

Students in danger of failing due to excessive absences may be allowed to make up missed seat time held outside of the regular day. The makeup sessions must be completed before the end of the current semester for high school students and the end of the year for elementary/middle school students.

Make-Up Seat Time (MUST) is provided to students who have not met the required number of instructional minutes to receive credit. Students are required to complete additional coursework on an approved on-line learning platform. Students must complete MUST assignments before or after school, weekends, holidays, or during lunch. Students may not complete MUST assignments during the school day. Parents should contact the school for additional information.

Due Process for Extenuating Circumstances related to absences

For students in danger of failing due to excessive absences who may have experienced extenuating circumstances, the student's parent or legal guardian must make a formal appeal to the Compliance Office. Parents must complete an Extenuating Absences Appeal and attach any supporting documentation which will be considered by the Hearing Officer and two other district personnel. The decision of the committee is final. A student shall not receive grades if they are unable to complete makeup work or pass the course.

DISCIPLINE

BUS BEHAVIOR

Students must be safety-conscious at all times and must conduct themselves in a manner that will minimize hazards on the bus and at the bus stop. Students may only ride the bus they are assigned to ride. The JPSchools transportation department is the only entity that can change a bus assignment for a student.

Students in PK/K must have completed a compact for bus transportation before being allowed to ride the school bus. PK/K students will not be released from the bus unless an approved person from the compact is at the pickup location. Those students without an approved person will be brought back to school. After three violations of this rule, the student will no longer be able to ride the bus.

CLASSROOM BEHAVIOR

Discipline is a school-wide effort. In order for the school to maximize student discipline, two aspects of our discipline policy must be considered:

Each classroom will have class rules as part of our Positive Behavioral Interventions and Support Plan. These rules have been carefully developed by the teacher and/or other students to ensure an appropriate learning environment. It is the responsibility of the student to comply with and conform to the class rules. Failure to comply may result in disciplinary procedures described in the discipline section of this handbook.

Students who remain within the guidelines will receive all of the benefits of the Positive Behavioral Interventions and Support components as described in the PBIS section of the handbook. It is through positive classroom behavior, including student engagement, which students can expect to learn and succeed in their classes.

Bunche-Washington's Twelve Tiger Essential:

1. When responding to any adult, you must answer by saying "Yes ma'am" or "No, sir."

2. Make eye contact. When someone is speaking, keep your eyes on him or her at all times.
3. Respect other students' comments, opinions, and ideas.
4. Always say thank you when you are given something.
5. Respond to all questions with a complete sentence.
6. Be as organized as possible.
7. Hold the door for people rather than letting it close on them.
8. If someone bumps into you, say "Excuse me," even if it was not your fault.
9. When walking in line, keep your arms at your sides and move quietly. You should face forward at all times. There will be absolutely no talking.
10. If anyone is bullying you, let your teacher know. We are here to look after you and protect you.
11. No matter the circumstances, always be honest, even if you have done something wrong.
12. Be the best person you can be.

DETENTIONS

In-School Detention

In-School Detentions are assigned in writing with a minimum of 24-hours advance notice or less. In-School detentions are held during the student's lunch period or en, the student will eat lunch in a designated area outside of the cafeteria.

Before or after-school and Saturday Detention

Before or after-school detentions of an hour or less or Saturday detentions may be assigned either by the teacher or administrator. The parent/legal guardian is notified by means of a detention notice at least one (1) day before the detention is to be served. Two (2) copies of the detention notice will be sent home with the student. One (1) copy is to be retained by the parent/legal guardian. One (1) copy should be signed by the parent/legal guardian and returned to school before the detention is to be served. The parent/legal guardian can legally refuse to allow the student to serve detentions. However, the student will be subject to suspension from school.

DUE PROCESS

Students are responsible for their behavior. Students will be afforded an opportunity for due process. It is in the student's best interest to use this opportunity for truthful explanations of all events in the referral. In the event that there are witnesses, witnesses will be called for further explanation if needed. If a student refuses to write an explanation of the events in question, he/she forfeits his/her due process rights. Violations of class and school rules may result in any one or combination of the consequences that follow: (1) verbal warning (2) phone call home (3) loss of PBIS benefits (4) loss of privileges to participate in school activities such as sports, cheerleading, dances, and field trips (5) suspension (in-school or out of school) (6) expulsion.

POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORT (PBIS)

Positive Behavioral Interventions and Support is a strategic plan to encourage appropriate student behavior through the support of good behaviors and a reward program for these behaviors. These rewards may be a field trip, school dance, out of uniform, movie/popcorn day or other activities.

The following is a list of behavior expectations that all students, faculty and staff are asked to follow:

	Come Prepared	Listen and Learn	Act Responsibly	Work Safely Together	Show Respect
Cafeteria	Have your ID and Lunch number ready Get all utensils and napkins needed	Follow directions the first time given Use inside voices	Stay in your assigned seat until dismissed Keep the cafeteria clean by throwing away your trash	Keep hands, feet, food, and objects to yourself Walk at all times	Use polite words and good manners Respect others and their space
Bus Arrival and Dismissal	Arrive on time Be ready to board or dismiss promptly	Follow the directions of the bus driver and staff the first time given Stay in your designated arrival or dismissal area until dismissed	Walk in designated areas Keep area clean	Walk to and from bus in an orderly line Keep hands, feet, and objects to yourself	Use polite words and good manners. Represent Bunche-Washington with pride.
Playground	Dress for the weather Line up quietly and wait your turn	Follow directions of all teachers and staff the first time given Remain aware of your surroundings	Use equipment the right way Solve problems peacefully	Keep hands, feet, and objects to yourself Stay in designated play areas	Use kind words and actions Include others and take turns

Media Center/ Library	Bring all necessary materials Have your ID ready	Use quiet voices Follow directions of the librarian and staff the first time given	Return books and materials on time Follow all library rules	Keep hands, feet, and objects to yourself Keep Media Center clean and organized	Use kind words and actions Respect others and their ideas
Office	Have a pass or permission before entering into the office Bring any necessary items or paperwork	Follow directions of the office staff the first time given Speak when it is your turn	Wait patiently and calmly Return to class promptly after completing task	Keep hands, feet, and objects to yourself Walk and move safely	Use polite words and manners Treat the office and materials with care
Restroom	Have a pass or permission when using the restroom Use the restroom quickly and return to class promptly	Follow direction of all staff the first time given Use quiet voices	Wash your hands with soap and water Leave the restroom clean for others	Keep hands, feet, and objects to yourself Walk safely to and from the restroom	Respect others' privacy Use kind words and actions .

Progressive Discipline Policy: Consequences for Inappropriate Behaviors

1st Violation/Offense Minor JCampus Referral: Teacher-Student Conference student conference with teacher, phone call home and consequence as determined by teacher (**Verbal warning and Phone call home, possible Referral to Social Worker**)

2nd Violation/Offense Minor JCampus Referral: Parent Conference student, parent-teacher conference and consequence as determined by teacher (**Lunch or Enrichment detention**)

3rd Violation/Offense Minor JCampus Referral: B.I. Conference student, parent-teacher conference with Behavior Interventionist Teacher and consequence as determined by B.I. (**Restorative circles, Lunch, Enrichment, or After-school detention**)

4th Violation/Offense Minor JCampus Referral: Dean Conference student, parent-teacher conference with Behavior Interventionist Teacher and Dean of Students and consequence as determined by Dean (**After School detention, Saturday detention or ISS**)

5th Violation/Offense Major JCampus Referral: Administrative Conference and Major JCampus Referral - student, parent-teacher conference with Behavior Interventionist Teacher, Dean of Students and Assistant Principal/Principal and consequence as determined by Administrative Behavior Team (**After School detention, Saturday detention, ISS or OSS**)

NOTE: It is important to remember that the seriousness of the behavior incident will dictate the actions and consequences ultimately imposed by the teacher or school administrator. As noted throughout the policies and procedures for JP Schools, a student may be subject to a more severe consequence even for a first offense, depending on the seriousness of the behavior incident.

STUDENT BEHAVIOR CODE

The following types of behavior will result in disciplinary action, which may include detention, suspension, expulsion and/or arrest:

- Fighting, instigating a fight, disruption, or interference with curricular or extracurricular activities.
- Damage or destruction of school property or private property.
- Possession of a weapon or any items which may be used as a weapon.
- Possession or use of narcotics, alcoholic beverages and other dangerous drugs while on school premises or while in the custody and control of the school, or school related activity.
- Entering campus while under the influence of any controlled substance or alcohol.
- Violation of rules of conduct for school buses.
- Selling items on campus to other students.
- Use or possession of vapes, cigarettes, lighters, matches, or fireworks.
- Stealing or possession of stolen or lost private property.
- Violation of attendance rules and/or truancy policy.
- Violation of student uniform/dress code.
- Insubordination or disrespect toward a school employee.
- Inappropriate display of affection while on school premises.
- Use of profanity or obscenity (written or verbal) including obscene gestures, signs, pictures, or publications.
- Leaving campus/class or cutting class without proper permission.
- Inappropriate use of communication/electronic devices.

NOTE: *It is important to remember that the seriousness of the behavior incident will dictate the actions and consequences ultimately imposed by the teacher or school administrator. As noted throughout the policies and procedures for JP Schools, a student may be subject to a more severe consequence even for a first offense, depending on the seriousness of the behavior incident.*

STUDENT SIGNATURE

The student's signature on a behavior report, interim report, detention notice, suspension notice, etc. simply means that the student received a copy of the document. It does not necessarily indicate that the student is guilty or agrees with the contents of the document. Refusal to sign a notice may result in further disciplinary action.

THREATS OF VIOLENCE

Any threat of violence shall be reported to the social worker and/or police and appropriate action will be taken. It is the responsibility of the student to report any hostile attempt directed at him/her to an administrator, teacher, etc.

UNAUTHORIZED ITEMS

- Communication Devices-cell phones, iPad, tablets and computers, etc., "Smart" Watches that can be used as a phone/camera
- Electronic Devices
- Laser Pointers
- Motorized Vehicles, motor bikes, scooters, etc.
- Water/toy guns and/or other toy/look-alike weapons
- Skateboards
- Glass or metal cups
- Fireworks of any kind, lighters, matches, vapes
- Non-educational items - Pokémon, Yu-Gi-Oh, or baseball cards, etc.
- Obscene materials
- Sums of money \$50 or more will be reported to parent/guardian
- Slime
- Fidget Spinners
- Any item not on this list and deemed inappropriate, distracting, or disturbing to others by administration

Confiscated items will be brought to the office. Items must be claimed by a parent or guardian during the hours of 9 a.m. and 3 p.m.

VIOLENCE PREVENTION PROGRAM

All students involved in a fight at school, on the bus, at the bus stop or at a school event will be subject to suspension, expulsion, and/or arrest as stated in the Procedures and Policies for Parents and Students. Pushing and shoving lead to fighting and are violations of school policy.

Students in grades 4-8 who are suspended for fighting as determined by administrators will be required to undergo conflict resolution training with a parent/guardian before being readmitted to school. The conflict resolution session will be held on a Saturday. The cost is \$75.00, which can be paid at the time of enrollment.

The student will also be required to complete four hours of community service, which will be scheduled and supervised by personnel at the school site.

***Failure to complete all components of the Violence Prevention Program will result in a referral to Juvenile Court.

Bunche-Washington STEM School Handbook Acknowledgement and Forms

Student Name _____ Teacher _____

<u>Initial</u>	<u>Policy</u>	
_____	Tardy	A student is late to school if not in class by 7:30 a.m. If a student arrives after 7:30 a.m. a parent or guardian must sign the student in at the front office. Breakfast will not be served after 7:25 a.m.
_____	Check-Out	No check-outs after 1:30 p.m. ID required & name must be on emergency card for all check-outs
_____	Conferences	Conferences with the principal, assistant principal, dean of students and teachers must be scheduled in advance.
_____	Messages	Office staff may not interrupt classes to deliver messages or items to students. Changes in afternoon transportation must be sent in writing.
_____	Dismissal	Walkers will be dismissed before car riders and bus riders. PK/K walkers will be sign-out at the walker's designated area. Parents may not walk up to get a child from the carpool. Carpool riders are dismissed by the assigned car tag number or by the name of students in the order they arrive.
_____	Safety	Guests must report directly to the front office. Parents may NOT go to a teacher's classroom without a pass. Students may NOT arrive before 7:00 a.m.
_____	Transportation	Students must adhere to follow the transportation Policy. Riding the bus

is a privilege and students who habitually break the rules may be suspended from the bus for an extended time or permanently

I have read the 2026-2027 Bunche-Washington parent and student handbook in its entirety and understand the policies and procedures.

Parent Signature_____Date _____

**JEFFERSON PARISH SCHOOLS PARISH-WIDE
PROCEDURES AND POLICIES FOR PARENTS AND STUDENTS**

We hereby acknowledge that we have access to and have read the Procedures and Policies for Parents and Students. This agreement is listed on the district and school website and also the district APP Read the manual at <http://www.jpschools.org> website. Please type "Policies" in the search box.

We agree that (name of student)_____should be held accountable for these rules and regulations.

Policies and procedures are subject to change following the printing of this document. Families will be made aware of the changes.

Parent/Guardian Signature_____Date_____

SCHOOL-PARENT COMPACT FOR ACHIEVEMENT

Bunche-Washington STEM School

VISION

Our vision at Ralph J. Bunche STEM Elementary is to provide students with a safe and nurturing learning environment and provide opportunities that heighten student interest in Science, Technology, Engineering, and Math. We believe that our scholars will achieve grade level standards and become global, productive citizens in the 21st century.

MISSION STATEMENT

Our mission at Ralph J. Bunche is to help develop, guide, and foster student confidence, imagination, responsibility, integrity, respect, and knowledge that promotes problem solving and experiential learning.

GOALS

- Increase our school performance score by the end of the year.
- Increase our % of students achieving mastery+ in each grade-level content-area.
- Increase our overall % of students performing at Mastery.
- Increase our overall % of students performing At or Above on K-3 Literacy.
- Increase our overall % of students performing At or Above on LEAP Connect.
- Increase our overall % of English Learners who Meet or Exceed their ELPT growth trajectory.

WORKING TOGETHER FOR STUDENT SUCCESS

At **Bunche-Washington STEM School**, we believe student success is built through a strong partnership among the school, teachers, parents, and students. Together, we share the responsibility for helping every child achieve academic success and develop the skills needed for lifelong learning.

Bunche-Washington STEM Elementary School will:

- Provide a safe, caring, and engaging learning environment.
- Deliver high-quality instruction aligned to the Louisiana Student Standards.
- Monitor student progress and provide report cards, interim reports, and updates through the Student Progress Center and teacher communication.
- Hold parent-teacher conferences and maintain open communication with families.
- Encourage family involvement through school activities, events, and volunteer opportunities.

Teachers will:

- Provide meaningful instruction and maintain high expectations for all students.
- Create a positive, respectful classroom environment.
- Communicate regularly with parents about academic progress and behavior.
- Provide timely feedback and work with families to support student success.

Parents and guardians will:

- Ensure their child attends school regularly, arrives on time, and is ready to learn.
- Encourage the completion of homework and support learning at home.
- Read and respond to school communications.
- Attend conferences and school events whenever possible.
- Work with teachers and the school to support their child's academic and behavioral success.

Students will:

- Come to school every day prepared and ready to learn.
- Complete classwork and homework to the best of their ability.
- Follow school and classroom rules and show respect for others.
- Take responsibility for their learning and ask for help when needed.
- Bring home school information and return signed forms promptly.

BUILDING PARTNERHSHIPS

Families are encouraged to participate in the following school activities:

- Open House Thursday, September 3, 2026
- Parent/Teacher Conferences (Virtual) September 15-17 and March 16-18
- Family Literacy Night FALL 2026 and/or SPRING 2027
- Family Math Night FALL 2026 and/or SPRING 2027
- Testing meeting FALL 2026 and/or SPRING 2027
- If you would like to volunteer at school, please contact the school's office @ 504-737-3132

COMMUNICATION

Information about your child's grades, attendance or discipline can be found on the parish website at www.ipschools.org under the Student Progress Center. Additionally, interim reports are sent home in the middle of each nine weeks and report cards at the end of each nine weeks. Communication folders are sent home daily and test papers are available by request. Keep up with news from our school/JPS: facebook.com/jeffparishschools, or <https://bunchewashington.ipschools.org>.

Parent's Signature: _____

Student's Name: _____

Homeroom Teacher: _____

Bunche-Washington STEM School

26-27 Family Engagement Policy

Family engagement is the participation of parents and families in regular, two-way, and meaningful communication involving student academic learning and other school activities. Effective family engagement ensures that:

- A. Parents play an integral role in supporting their child's learning.
- B. Parents are encouraged to actively participate in their child's education at Bunche-Washington STEM School.
- C. Parents are valued as full partners in their child's education and, when appropriate, are included in school decision-making and advisory committees that support student success.
- D. The school carries out additional family engagement activities in accordance with **Sections 1116 and 1118 of the Elementary and Secondary Education Act (ESEA)**.

At Bunche-Washington STEM School, we believe that strong partnerships between families, educators, and the community are essential to student success. Parents and families play a vital role in supporting students' academic achievement while fostering their social and emotional development.

Our goal is to establish and maintain a positive home-school partnership that promotes high expectations, open communication, and shared responsibility for student learning. We are committed to communicating regularly with families through multiple platforms and providing meaningful opportunities for parents to become actively engaged in their child's education.

This Family Engagement Policy aligns with the Jefferson Parish Schools Family Engagement Policy and complies with the requirements of **Sections 1116 and 1118 of the Elementary and Secondary Education Act (ESEA)**. The policy is reviewed annually with input from parents, families, and school staff to ensure it continues to meet the needs of our school community.

- Involve parents in the annual review and revision of the School-Level Family Engagement Policy, School-Parent Compact, and School Improvement Plan.
- Host an Annual Title I Meeting to explain the Title I program, parents' rights, available services, and opportunities for family involvement.
- Provide families with regular updates on student academic progress through report cards, progress reports, parent-teacher conferences, and the Parent Portal.
- Offer Family Literacy, Math, STEM, LEAP 2025, and other academic engagement events throughout the school year.
- Provide workshops, educational resources, and technology support that help families reinforce learning at home.
- Implement academic intervention and enrichment opportunities to support student achievement.
- Promote positive behavior and academic success through the school's Positive Behavioral Interventions and Supports (PBIS) program.
- Communicate regularly through newsletters, email, text messages, social media, the school website, and the school marquee to keep families informed of important events and school activities.
- Encourage parents to participate in the Parent Teacher Organization (PTO), school committees, volunteer opportunities, and other activities that strengthen the school community.

I have received and reviewed the Bunche-Washington STEM School Family Engagement Policy for the **2026–2027** school year. I understand the importance of working in partnership with the school to support my child's academic achievement and overall success.

Parent/Guardian Signature: _____

Student Name: _____

Homeroom Teacher: _____

JEFFERSON PARISH PUBLIC SCHOOLS

Parental Consent Form for Student Access to the Internet Computer Network & Student Agreement Regarding Internet Access

POSSIBLE RISKS INVOLVED IN STUDENT USE OF THE INTERNET COMPUTER NETWORK (referred to hereafter as "Internet"), INCLUDE BUT ARE NOT LIMITED TO:

- ▶ There is the possibility that there may be materials present or otherwise available on the Internet that some students, parents, or teachers may find controversial, offensive, objectionable, pornographic or otherwise inappropriate for minors.
- ▶ Some services available on the Internet could be considered offensive, and students must take responsibility for their own actions in navigating the network.
- ▶ It is virtually impossible to prevent students from getting to materials whose presence the school system never anticipated, while preserving the student's status as a full member of the Internet community.
- ▶ The school system policy cannot formalize precise limits upon a student's access. Rather, it is the student's responsibility to follow standards set by their parents.

STUDENT RESPONSIBILITIES IN INTERNET USAGE:

- ▶ Students have a responsibility to use appropriate language when using the Internet. The school system will not tolerate a student's use of profanity or obscenity on the Internet, and the use of such inappropriate language on the Internet may result in school disciplinary action and the student losing Internet privileges.
- ▶ As community members, students must respect the rights of others in both the local community and in the Internet at large. Offensive, obscene, harassing, abusive or inflammatory language, pictures, or materials, and/or personal attacks are unacceptable uses of the Internet, and students who engage in such communications on the Internet may be subject to school disciplinary action and/or loss of Internet privileges.
- ▶ Students have the responsibility to follow copyright laws and rules, and must respect all copyright issues regarding software, information, and attributions of ownership in their exercise of Internet privileges. A student's failure to do so may result in school disciplinary action, the loss of Internet privileges, and/or prosecution under applicable state and federal law.
- ▶ Students must recognize the privacy rights of others, and refrain from re-posting personal communications without the original author's prior consent. Failure to do so may result in school disciplinary action and/or the student's loss of Internet privileges.
- ▶ Students must use the Internet only for legal activities. A student who engages in illegal activities, including but not limited to, tampering with computer hardware or software, computer piracy, hacking, unauthorized entry into computers, or knowledgeable vandalism or destruction of computer files will be subject to school disciplinary action, lose Internet privileges, and may be prosecuted for criminal violations under applicable state and/or federal law.
- ▶ Students are responsible for avoiding the knowing or inadvertent spread of computer viruses. Deliberate attempts to degrade or disrupt system performance by spreading computer viruses is considered criminal activity under state and federal law. A student who engages in such activity will be subject to school disciplinary action, lose Internet privileges, and may be prosecuted for criminal violations under applicable state or federal law.
- ▶ A student must accept full responsibility for usage of his or her account. A student's failure to fulfill this responsibility by giving his or her password to another may result in school disciplinary action and/or the loss of Internet privileges.
- ▶ A student must take responsibility for his or her own messages, actions and words on the Internet. Failure to fulfill these responsibilities may result in school disciplinary action and/or loss of Internet privileges.
- ▶ Students have the responsibility to display exemplary behavior when using the Internet, and must conduct themselves as representatives of both their respective schools and the community as a whole. Failure to fulfill this responsibility may result in school disciplinary action and/or loss of Internet privileges.

STUDENT AGREEMENT:

I have read and understand my responsibilities in exercising the privilege of using the Internet Communications System. I agree to follow the rules and regulations of the Jefferson Parish Public School System when using the Internet, and to fulfill my responsibilities as outlined above. I understand that any violation of the school system's rules and regulations, or my failure to fulfill my responsibilities in using the Internet may result in school disciplinary action, loss of my access privilege on the Internet, and/or prosecution under applicable state and/or federal law.

Student User's Signature: _____

Date: _____

CONSENT OF PARENT OR GUARDIAN:

As the parent or guardian of the above-named student, I have read and understand the terms and conditions for my child's use of the Internet Communication System at school, and the possible risks involved in my child's use of the Internet. I have read and understand, and have discussed with my child the school system's rules and regulations, and my child's responsibilities in accessing and using the Internet. I understand that the opportunity being provided to my child to access the Internet at school is designed for educational purposes, and that the Jefferson Parish Public School System is taking reasonable precautions to eliminate materials that may be considered controversial, offensive, objectionable, pornographic or otherwise inappropriate for minors. However, I also recognize that restricting access to all such materials is impossible for the school system. I will not hold the School System responsible for materials acquired by my child on or through the Internet either at school, or away from school using such knowledge and skills in accessing the Internet as my child may acquire at school.

Parent/Guardian (please print) _____

Signature: _____

Date: _____

BUNCHE-WASHINGTON SCHOOL

26-27 Transportation Form

Child's Name _____ Teacher _____

We will continue to make improvements in arrival and dismissal procedures to ensure the safety of all students. Each child must have this completed form on file. Return it to your child's teacher. Each child will have a color-coded tag on his/her book bag to identify the means of afternoon transportation. Duty teachers will use the color tag system to ensure that all students are dismissed safely to the correct location.

Pre-K and Kindergarten Bus Riders

Pre-K and Kindergarten bus riders must have a parent or a designee that is 12 years or older (with the exception of a student with special needs who require a person that is 16 years or older) must be at the bus stop to place the child on the bus in the morning and receive the child in the afternoon.

Pre-K and Kindergarten Walkers

Pre-K and Kindergarten walkers must be signed out at the designated area by a parent or a designee that is 12 years or older.

1st-8th Grade Walkers

Walkers will be dismissed before all car riders and bus riders. Parents may not walk up to the car line to get a student.

Pre-K-8th Grade Car Riders

Parents who transport their children to and from school each day must adhere to the rule that the parent or designee must be on time dropping off and picking up the child to and from school each day. All car riders must be dropped off and picked up in the circle drive located on Macon St. You **cannot** park your car on a side street and let them walk, this is not safe for your child.

Please select your child's AFTERNOON transportation method from the list below:

_____ Walker (In order for your child to be considered a walker, they must live within a mile of the school and **cannot** cross over major highways.)

_____ Carpool

_____ Bus Number _____

_____ Childcare

Parent Signature _____ Date _____



PHOTO RELEASE FOR SCHOOL/DISTRICT USE

During the school year, school and district representatives may take photographs and make audio/video recordings of school activities, field trips, or other school-related events. These images may be used by the school/district to celebrate our students and all of the wonderful things taking place in, and around, the district on:

- The school's website and social media
- The district's website and social media
- District/School video/audio presentations to the Board and public
- District/School brochures and promotional materials; and for
- Internal school use, such as classroom displays and teacher education

☐ The District has my permission to include my child's image/voice in video/audio recordings or photographs for any of the reasons listed in this **Photo/Video Release For School/District Use**.

☐ The District does **NOT** have my permission to include my child's image or voice in any School/District publication or presentation.

PHOTO/VIDEO RELEASE FOR MEDIA/THIRD PARTY USE

From time-to-time, external media outlets and/or other external partners may seek to take photographs and/or videos of our schools and students in order to highlight student activities and other school-related issues. These photos and/or videos may appear in television or radio broadcasts, in online or print publications, or on the outside entity's social media page(s).

☐ Media outlets and/or other entities external to the school system have my permission to use my child's image and/or voice in photographs and/or video/audio recordings for any of the reasons listed in this **Photo/Video Release for Media/Third Party Use**.

☐ Media outlets and/or other entities external to the school system do **NOT** have my permission to include my child's voice or image in any television or radio broadcast, presentation, online or print publication, or social media page.

Where permission has been granted, I expressly waive the right to advance notice of publication or to inspect or approve the finished product and any claims for compensation or royalties related to the use of these images or recordings for the purposes stated herein. I understand that I may revoke this authorization, or any part thereof, at any time, by submitting a written revocation to the principal of my child's school.

Parent/guardian signature: _____

Printed name: _____

Date: _____

Bunche-Washington STEM School

26-27 Library Permission Slip

Dear Parents,

We have a varied selection of reading material for your child's reading enjoyment. We hope that your child's library experience will be both rewarding and educational. It is important for each child to learn how to function in the library, enabling success later in life.

Your child will go to the library to check out books. Below is a permission slip for you to sign if you want/do not want your child to participate in the library program. **Please return even if you have signed a permission form in a prior year.** We ask for your cooperation in seeing that your child returns books on time. The library loan period is one week for Prek-3rd grade and two weeks for grades 4th - 8th grade. If a student has an overdue book, no other books may be checked out from the library. Returning the books on time and if a student loses or damages a library book during the school year, the student's parent/guardian will be responsible for making arrangements for payment. Should the student transfer to another Jefferson Parish school, the student's financial obligations shall be forwarded to the receiving school. Replacement cost for a book can range from \$5.00 - \$30.00.

Sincerely,

Please detach and return to your child's teacher.

☐ I give permission for my child, _____ to check out books from the library and understand that I am responsible for paying the replacement cost for lost books.

☐ I **do not** give permission for my child, _____ to check out books.

Parent Signature _____

Homeroom Teacher _____ Grade _____

