



Where our Students Soar

**STUDENT/PARENT/GUARDIAN
HANDBOOK
2026-2027**

**Handbook is subject to change based on additional guidance from the district and state.
All district/state guidelines will dictate changes made.**

NORCO ELEMENTARY SCHOOL

Shannon Diodene, Principal
Annette Blanchard, Assistant Principal
Jessica Gardere, Assistant Principal
Macy LaFleur, Assistant Principal

School Colors

Red and White

School Hours

8:30 AM-3:50 PM

School Mascot

Eddie the Eagle

Office Hours

7:30 AM-4:30 PM

Mailing Address

Norco Elementary School
102 Fifth Street
Norco, LA 70079

Website

<https://norco.wearescpps.org>

Phone Numbers

Main Office	985-764-7079
Fax	985-764-7962

St. Charles Parish Public Schools Credo

Our Core Business: Teaching and Learning
Our Focus: Continuous Improvement
Our Commitment: Learning for Life

Vision

The vision of Norco Elementary school is to ensure a culture and climate where all students SOAR to reach Mastery of life-long skills.

Mission

The mission of Norco Elementary School is to create a safe, loving environment in which there are high levels of learning.

School Belief Statements

We believe...

- all students can learn.
- learning is a life-long process.
- everyone is unique and has value.
- individuals must be prepared for a global society.
- a safe and supportive environment promotes success.
- decisions must be based on what is best for all students.
- education is a partnership between school, family, and community.

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NORCO ELEMENTARY SCHOOL FACULTY 2026-2027

ADMINISTRATION

Shannon Diodene – Principal
Annette Blanchard - Assistant Principal
Jessica Gardere - Assistant Principal
Macy LaFleur – Assistant Principal

STAFF DEVELOPMENT COORDINATOR

Tiffany Webre

SCHOOL OFFICE SPECIALISTS

Sandy David
Haven Duhe
Barbara Taylor

CUSTODIANS

Kevin Cicet
Ryan Duhe
Sheryl Nemeth
Charlene Tucker
Demitra Wells

PK4

Patricia Hebert
Madison St. Pierre
Tiffany Schlumbrecht
Jessica Wagner

KINDERGARTEN

Kami Dufour
Brandi Regan
Kathy Schafer
Kerri Smith

FIRST GRADE

Melissa Billings
Priscilla Brown
Diana Mascarella
Cheney Murray

SECOND GRADE

Camryn Aucoin
Gabrielle Martin
Katie Vitrano
Bailey Weber

THIRD GRADE

Alana Murphy
Jennifer Shelton
Janelle Vicknair

FOURTH GRADE

Tyler Fayard
Natalie Jones
Shelly Naquin
Jessica Thomas

FIFTH GRADE

Susan Burton
Dawn Gill
Destinee LeBlanc
Heather Lozano

SPECIAL EDUCATION

Stephanie Becnel
Orpha Cabigting
Stephanie Chiasson
Ashley Comeaux-Foret
Meagan Faucheux - Speech
Karen Madere
Emily Maurin - Speech
Meredith Owens
Julie Ortego
Linda Plasse
Erika Spengler
Yvette Surla
Miranda Troxler
Kayla Vujnovich
Michelle Wagner
Stefanie West

ENRICHMENT

Daniel Davis – Band
Cindy Garrett – PE
Jennie Hermann - Counselor PK-2
Tanya Joffrion – Art
Amy McNulty – PE
Stacey Noel - Counselor 3-5
Terri Rudiger- Library
Cathy Schexnayder- Keyboarding
Laura Turner - Music

MENTAL HEALTH PROFESSIONAL

Anne Becnel

INTERVENTIONISTS

Math
Christy Donaldson
Literacy
Madeline Evers
Lisa Cain
Ann Snakenberg

SBLC/RTI

Mary Terrell

INSTRUCTIONAL & TECHNOLOGY COACH

Amber Hernandez- Gr. PreK
Krissi Brown - Gr. 3-5 (Math)
Wylena (Marie) Johnson - Gr. 3-5 (ELA)
Payton Ulicsni - Gr. K-2

NURSE

Nicole Schulin

PERMANENT SUB

Bernie Jean Schaller

PARAEDUCATORS

Stephanie Blanchard
Janet Bon
Angela Fabares
Angel Harris
Kirstie Johnson
Trakisha Johnson
Jackeline Lasky
Sharon Matherne
Lisa Ramos
Sara Ramos
Sierra Robinson
Deborah Sampson
Nicole Trepagnier
Jennifer Webb

KINDERGARTEN MONITORS

Amber Barnett
Joanna Bradley
Sonia Duhe
Tracy Elizabeth

CAFETERIA STAFF

Vickie Dozier, Manager
Heling Gutierrez-Centeno
Larissa Chavez
Meagan Maxwell
Kay Baloney

CAFETERIA MONITORS

Eva Adams
Tanisha Isaac
Billie Jo Mitchell
Gail Smith

NORCO ELEMENTARY SCHOOL CALENDAR 2026-2027

August

6	Meet & Greet	1:00-4:00 PM
10	First Day for Students Last Name A-K 1 st Quarter Begins	
11	First Day for Students Last Name L-Z 1 st Quarter Begins	
17	First Day for PreK4 Last Name A-K	
18	First Day for PreK4 Last Name L-Z	
25	Open House	6:00 PM

September

7	No School/Labor Day Holiday	
8-11	1 st Quarter Progress Reports Sent Home	
16	No School/Faculty Professional Learning Day	
18	Breakfast with Bright Ideas - PreK, K, and 1 st grade	9:15 AM

October

2	Student of the Month (August/September SOM)	9:15 AM
9	Breakfast with Bright Ideas - 2 nd and 3 rd grade End of 1 st Quarter	9:15 AM
12-13	Fall Break Holiday/Weather Make-Up Days	
14	2 nd Quarter Begins	
22-23	Early Dismissal Parent/Teacher Conferences 1 st Quarter Report Cards Given at Conferences	12:45 PM
30	Trunk or Treat	

November

2	NES Fun Run Kick-Off	
3	No School/Election Day	
6	Quarter 1 Eagles Excellence Ceremony	
11	No School/Faculty Professional Learning Day	
9-13	2 nd Quarter Progress Reports Sent Home	
13	NES Fun Run Event	
17-18	Talented Theatre Performance (LPAC)	6:30 PM
19	Science and Technology Night	6:00 PM
23-27	Thanksgiving Holidays	
30	Classes Resume	

December

4	Student of the Month (October/November SOM)	9:15 AM
16	NES Choir and Band Performance (NES)	6:30 PM
22	Early Dismissal	12:45 PM
	End of 2 nd Quarter	
23-January 6	Christmas/New Year Holidays	

January

6	No School for Students/Teachers 1 st Day Back	
7	Classes Resume for Students	
	3 rd Quarter Begins	
13	2 nd Quarter Report Cards Sent Home	
	Breakfast with Bright Ideas - 4 th and 5 th grade	9:15 AM
18	No School/Martin Luther King Holiday	
22	Quarter 2 Eagles Excellence Ceremony	

February

3	Student of the Month (December/January SOM)	
5	Krewe de Eagles Parade	
8-12	Mardi Gras Holidays	
15	Classes Resume	
15-19	3 rd Quarter Progress Reports Sent Home	
19	Black History Program	
25-26	Early Dismissal	12:45 PM
	Parent/Teacher Conferences	

March

10	No School/Faculty Professional Learning Day	
16	End of 3 rd Quarter	
17	4 th Quarter Begins	
24	3 rd Report Cards Sent Home	
25	Grandparents' Day	
26 - April 4	Easter Holidays	

April

1-4	Easter Holidays	
5	Classes Resume	
7	Quarter 3 Eagles Excellence Ceremony	
8	Talented Theater Performance (NES)	6:30 PM
9	Student of the Month (February/March SOM)	9:15 AM
19-23	4 th Quarter Progress Reports Sent Home	
19-23	Faculty Appreciation Week	

May

11	Band and Choir Concert (LPAC)	6:30 PM
14	PreK Celebration	9:30 AM
19	Quarter 4 Eagles Excellence Ceremony (1 st - 4 th grade)	
20	K Celebration	9:30 AM
21	Last Day for PreK	
	5 th Grade Transitional Ceremony	9:30 AM
26	Early Dismissal	12:45 PM
	Last Day for Students	
June 1	Report Cards will be mailed home	

ARRIVAL

Norco Elementary's school day is from **8:40 AM to 3:50 PM**. On **Early Dismissal Days**, we will dismiss at **12:45 PM**. All students are expected to attend school regularly.

Students will not be allowed in the building before or after school without permission from the administration. Any student remaining in the building for any purpose must be under the supervision of a faculty member. **Walkers and car riders are not to report to school before 8:30 AM**. Upon arrival at school, students will report to their homeroom. Second and Third grade students purchasing breakfast will go to the cafeteria before going to their homeroom. PreKindergarten, Kindergarten, First, Fourth and Fifth grade students will have "Breakfast on the Go" near their hallway. They will pick up their breakfast first from a designated area each morning before reporting to class. Students will enter and exit the building in a quiet and orderly manner.

- **CAR RIDERS**

Parents/Guardians bringing their children to school in the morning are to park in the parking lot near the spillway levee. The individual bringing the student(s) to school must walk the student across the bridge and to the faculty member near the entrance gate closest to the front office. The child must remain with an adult until an exchange of the child occurs between the adult and a faculty or staff member. A red sign is posted to indicate the drop off point. Students may not enter or be left unattended prior to 8:30 a.m. At 8:30 a.m., a faculty or staff member will be available to monitor the students entering campus. The process will remain the same in the event of rain. Only in the event of heavy rain and after all buses have arrived and departed, may a parent/guardian enter NES parking lot. NES faculty members will help students exit the car and enter the school under the covered area. In order to ensure that all students remain safe, students must exit from the passenger side of the vehicle. Additionally, the Sunvilla parking lot will only be used as an overflow lot for events.

- **LATE ARRIVAL/TARDINESS**

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

ATTENDANCE/PERFECT ATTENDANCE/ABSENCES

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

Children missing school for approved school-related activities will not be considered absent. Absences for religious reasons, duties, or functions will be counted, but students will be allowed to make up work. Any student who feels ill may NOT leave the school's campus without being signed out by a parent/guardian. As per policy, parents/guardians will be notified upon the fifth, tenth, and fifteenth absence of their child. The Director of Child Welfare and Attendance will also be notified of excessive absences. According to the Pupil Progression

Plan, PreK-5th grade students must be in attendance for 167 days to be considered for promotion. PreKindergarten students enrolled in a school are subject to Louisiana Truancy Law R.S. 17:233.

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

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

BACKPACKS

Students may bring traditional book satchels or backpacks to school to carry books, lunches, and other necessary school-related items. **Rolling backpacks, rolling suitcases and/or rolling carts are only allowed in grades 3, 4 and 5.**

BEFORE AND AFTER SCHOOL CHILD CARE PROGRAM

Please contact Child Welfare and Attendance or the school's Before and Aftercare coordinator, Jennifer Dennis—jdennis@wearescpps.org for additional information.

Behavioral Health Services

St. Charles Parish Public Schools recognizes the importance of students' social, emotional, and mental well-being and supports access to appropriate behavioral health services.

In accordance with Louisiana law and School Board policy, parents/guardians may request that an approved behavioral health provider delivers medically necessary behavioral health services to their child during the school day when appropriate. Services must be coordinated with the school and provided in a manner that protects instructional time, student confidentiality, campus safety, and the orderly operation of the school.

All behavioral health providers must meet applicable legal, licensing, background-check, training, documentation, and School Board requirements before providing services on a school campus. Providers must also comply with District policies, procedures, and any required Memorandum of Understanding (MOU).

For students enrolled in Pre-K, Early Learning, or Head Start programs, providers may be subject to additional state and federal requirements, including criminal background clearances, program-specific training, supervision, and health and safety standards.

Parents/guardians interested in requesting behavioral health services for their child should contact your child's school administration for information regarding the service coordination process.

For complete requirements, refer to St. Charles Parish School Board Policy 6.06.03: Behavioral Health Services for Students.

BIRTHDAY CELEBRATIONS

We thoroughly enjoy recognizing our students' birthdays. Parents/Guardians may bring store-bought treats for the class to enjoy after lunchtime for a student's birthday. Parents/Guardians will be allowed to pass out the birthday treats during recess if coordinated ahead of time with your child's teacher. Please be sure to include the same treats for all members of the class and pre-cut the slices if a cake is brought. Correspond with the teacher beforehand by e-mail or written notice to make arrangements regarding time, number of students, etc.

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

BULLYING

At Norco Elementary School, our goal is to create a safe, caring, and productive environment for all students to learn. It is our mission to support each child's development in a nurturing and respectful environment free from ridicule and bullying. We do not tolerate bullying of any kind. We teach our students the proper way to interact with each other. We encourage parents/guardians and students to inform teachers and the administration of any instances of bullying. We have included a chart to help you recognize the difference between reporting bullying versus tattling.

Reporting	Tattling
Purpose to keep someone safe Need help from an adult Harmful or Dangerous Behavior is on purpose	To get someone in trouble You can solve the problem Harmless Behavior is an accident

Bullying is defined as a pattern of unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture by a student. Specific acts of bullying are defined as a pattern of any one or more of the following:

- Physical acts, including but not limited to hitting, kicking, pushing, tripping, choking, damaging personal property, or unauthorized use of personal property.
- Gestures, including but not limited to obscene gestures.
- Written or verbal communications, including but not limited to calling names, threatening harm, taunting, malicious teasing, or spreading untrue rumors.
- Repeatedly and purposely shunning or excluding from activities.

Cyberbullying includes harassment, intimidation, and/or bullying of a student on school property, at school-sponsored events, or on school transportation using a computer, phone, or other interactive/digital technology or harassment/intimidation/bullying of a student off school property using such means when the action/actions are intended to have an effect on the student when the student is on school premises. Cyberbullying includes but is not limited to a communication or image transmitted by email, instant message, text message, blog, or social networking website through the use of a telephone, mobile phone, pager, computer, or other electronic device.

IMPACT OF BULLYING

Bullying of or by any student on the basis of race, color, handicap, creed, national origin, age, religion, or gender is prohibited. Harassment, bullying, and cyberbullying are inappropriate, harmful, and offensive. Bullying creates a school climate of fear and disrespect and interferes with student learning. Acts of bullying can be harmful to bystanders as well, causing feelings of fear, guilt, and helplessness.

SPECIFIC BEHAVIORS AND CONSEQUENCES

The behavior has to have occurred more than once by another student or group of students to be considered a pattern. The behavior has to occur or be received by a student while on school property, at a school-sponsored event, or on school transportation.

Must have the effect of:

- Physically and/or emotionally harming a student.
- Placing the student in reasonable fear of physical harm.
- Damaging a student's property.
- Placing the student in reasonable fear of damage to the student's property.

Must be sufficiently severe, persistent, and pervasive enough to:

- Create an intimidating or threatening educational environment,
- Have the effect of substantially interfering with a student's performance in school, or
- Have the effect of substantially disrupting the orderly operation of the school.

Consequences:

- Consequences could result in a range of disciplinary actions, including a recommendation for expulsion. (Please refer to page 21 in the *Student Code of Conduct: District Handbook*.)
- Criminal consequences, including but not limited to loss of driving privileges.
- Intentionally making false reports of bullying to school officials is prohibited conduct and will result in appropriate discipline consequences.

REPORTING AN ACT OF BULLYING

The principal/designee is responsible for receiving complaints alleging violations of the bullying policy. All school employees and parents chaperoning or supervising school sponsored functions and events are required to report alleged violations of this policy to the principal or the principal's designee. A verbal report must be reported on the same day that the employee or parent witnessed or otherwise learned of the incident, and a written report must be filed no later than two days thereafter.

The victim of bullying, anyone who witnessed the bullying, and anyone who has credible information that an act of bullying has taken place may file a report of bullying.

INVESTIGATION

1. Upon receipt of any report of bullying, schools will direct an immediate investigation of the incident.
2. The investigation shall include interviewing the reporter, alleged perpetrator(s) and victim(s), identified witnesses, teacher(s), and staff members. Physical evidence of the bullying incident will be reviewed, if available.
3. The investigator will collect and evaluate the facts using the appropriate forms.
4. The principal/designee may file a complaint with the court of juvenile jurisdiction pursuant to Children's Code Article 730(8) and 731(1), or Children's Code Article 730(1), if the parent or legal guardian refuses to attend a conference or meeting regarding the student's behavior.
5. The highest level of confidentiality possible shall be upheld regarding the submission of a complaint or a report of bullying and the investigative procedures that follow.

Please refer to the Student Offenses and Discipline Chart (page 21) to review consequences.

BUSES

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

Bus ID Cards

Students will be given a bus Identification card and an ID holder to place on your child's school bag at the beginning of the year. If the bus ID is lost, the school will replace the 1st one for free. **Every card thereafter will be a charge of \$3.00.**

REGULATIONS FOR BUS RIDERS

- Arrive at the pick-up spot five minutes before the bus.
- Wait off the roadway, not in the street.
- Avoid horseplay at the bus stop.
- Respect the property and lawns of neighbors.
- Wait for the bus to come to a full stop.
- Be polite and take your turn getting on and off the bus.
- Use the handrail and watch your step.

CONDUCT ON THE BUS

- Follow the directions of the driver.
- Walk to the assigned seat and stay there. Do not stand or move around while the bus is moving.
- Do not talk to the bus operator unless it is an emergency. Drivers need to keep their minds on driving and their eyes on the road. Bus Operators need to remain focused on the road.
- Talk quietly so that the driver can hear traffic sounds.
- Loud yelling or profane language is not permitted.
- Keep arms, feet, books, bags, etc. out of the aisle.
- Never leave the bus without the driver's consent, and exit only at your bus stop.
- Keep hands and head inside the bus. Do not throw anything out of the windows.
- Do not tamper with any safety device or other equipment on the bus.
- Do not deface or litter the bus.
- The bus is an extension of the school day; therefore, students are not allowed to use their cellphones while on the bus.

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

Routes and bus stops are established by the Transportation Department. If you have any questions about a bus stop or a route, refer to the St. Charles Parish Public Schools website, <https://norco.wearescpps.org>, or call the Transportation Department at (985) 785-7206 or (985) 785-7233.

Students who are not greeted by an adult or designee in the afternoon at the bus stop are returned to school unless the parent has completed the permission form and provided it to the driver. Please make arrangements for someone to pick up your child from the bus every day.

CAFETERIA- Child Nutrition (Breakfast & Lunch)

The St. Charles Parish Public School System offers nutritious and affordable breakfast and lunch meals each school day. In addition, a variety of food items are 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.

St. Charles Parish Public Schools will continue to participate in the National School Lunch and School Breakfast Programs for School Year 2026-2027. We will return to the traditional meal application process. All students qualifying for Free or Reduced meals are eligible to receive one healthy breakfast and one healthy lunch at school each day at no charge to your household for the 2026-2027 school year. All other students will be charged for breakfast and lunch based on the meal prices listed below.

- **Free and Reduced-Price Meal Applications**

You can apply for Free/Reduced Price Meals online at www.MySchoolApps.com. Applying online is the fastest and most efficient way to apply for meal benefits. However, paper meal applications may be obtained from the school cafeteria or the Child Nutrition Department. Only ONE online application or paper application is needed per household. Applications may be completed any time during the school year. All applications are confidential. Notification of approval or denial will be mailed to the household address within ten working days of receipt of the application. Students who do not have an approved application on file for the current school year will be required to pay full price until an application is approved.

- **Students Receiving Free or Reduced Meal Price Meals the Previous School Year**

A new application is needed for the 2026-2027 school year regardless of whether a child was receiving free or reduced-price meals the previous school year. To ensure that a child continues to receive free or reduced-price meal benefits in the 2026-2027 school year without interruptions, a new application must be received by September 8, 2026. Parents who do not return an application on time will be required to pay full price for their child’s meal until an application is approved. The application approval process can take up to 10 working days. Please send money for your child’s meal during this period. For additional information, please contact: Jenny DeRoche, Director of Child Nutrition, 13855 River Road Luling, LA 70070, 985-785-3179, jderoche@wearescpss.org

Meal Prices

	Elementary Schools	Middle Schools	High Schools	School Board Employees
Breakfast	\$1.60	\$1.65	\$1.65	\$2.15
Lunch	\$2.00	\$2.15	\$2.35	\$3.50

Please see the links on the Child Nutrition webpage for Extra Sales Prices and Extra Meal/Visitor Prices.

Note: 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. You may also make payments using the MSB Parent, USA app. 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 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 above 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, 2027. There will be a \$15.00 charge for all NSF checks.

- Delinquent Meal Payment and Alternative Meal Procedures

- **Billing Procedures:**

Negative balance letters will be sent weekly for students with negative balances of \$1.50 or more. Telephone Calls and/or messages will be sent weekly to parents for students with negative balances exceeding \$5.00.

- Additional information:

- 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 Soft drinks or energy drinks are not allowed in the school's cafeteria during student meal times by students, staff, or visitors. Only milk, water, 100% juice products, and Smart Snack allowable beverages may be allowed in meal service areas during student meal times for all grade levels.

- District Wellness Policy

The district's wellness policy 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.

Due to children with food allergies in our school, we request that you are careful in the selection of foods that your child brings into the cafeteria. Outside fast food is not permitted. The breakfast and lunch menu can be found on the district website.

For any questions call Vickie Dozier, Cafeteria Manager, at 985-764-7332.

- Visitors at Lunch

To ensure student safety, all lunch visitors must sign in at the front office and present a valid photo ID. Visitors may only eat lunch with students listed as approved on the student's emergency card on file in the front office. The office will verify authorization and issue a Lunch Pass listing the approved student(s). Visitors must present the Lunch Pass to the student's teacher before the student(s) will be released for lunch. Only the student(s) listed on the Lunch Pass may accompany the visitor. Visitors will be allowed to eat lunch on campus with their child/children if the following guidelines are followed:

- Visitor and student will have lunch outside on a picnic table
- Visitors may not take pictures or videos of other children
- Visitors must come during the child's lunchtime
- Visitors are not allowed on Early Release days due to limited time
- Fast-food is not permitted

CELL PHONES

As per the Louisiana Department of Education effective beginning with the 2024-2025 school year and thereafter, no student shall possess, on his person, an electronic telecommunication device throughout the instructional day. If a student brings an electronic telecommunication device in any public elementary or secondary school building or on the grounds thereof during an instructional day, the electronic device shall either be turned off and properly stowed away for the duration of the instructional day or prohibited from being turned on and used during the instructional day. If any student has a cell phone or smartwatch in his/her possession and it is powered on, the consequences will be followed as stated in the St. Charles Parish Public Schools **Student Code of Conduct: District Handbook**. School hours include the time the student boards the school bus in the morning at the bus stop until the time the student exits the bus in the afternoon at the bus stop. If a student brings a cell phone or smartwatch on campus or on the bus, the school will not be liable for lost or stolen property.

CHANGE OF CLOTHES

It is strongly recommended that parents of all PreK-2nd grade students send a change of clothes to school. It is also suggested that parents of 3th-5th grade students consider sending a change of clothes if they feel their child might need them. The school will not provide changes of clothes and parents will be called to bring one to school if needed.

Crisis Intervention & Use of Physical Restraint and Seclusion (ACT 479)

St. Charles Parish Public Schools complies with Louisiana's Act 479 (2025) and Bulletin 1706, Sections 540–543, to prioritize student safety and promote positive behavioral development. Each school's guidelines for crisis intervention—including the appropriate use of seclusion and physical restraint—are outlined in this addendum to the student handbook.

Crisis Intervention

The goal of crisis intervention is to prevent and minimize behavioral incidents through proactive strategies.

- **Prevention**: Staff ensure students' basic needs are met in organized, predictable environments. Staff provide engaging activities, meaningful choices, and supportive relationships.
- **Minimization**: Staff learn each student's triggers and early warning signs (body language, tone, engagement) to respond before behavior escalates.
- **De-escalation Techniques**: Staff use the following techniques to prevent a student from moving to the crisis level:
 - Stay calm, respectful, and professional.
 - Maintain personal space and non-threatening body language.
 - Redirect or ignore minor, undesired behavior.
 - Offer clear choices, reasonable limits, and allow students to express feelings verbally.
 - Focus on calming the student and maintaining dignity, not immediate compliance.

Physical Restraint & Seclusion

Every effort should be made by staff to prevent the need for using seclusion or restraint techniques. Environments should be structured and focused on positive interventions and supports to greatly reduce, and in many cases eliminate, the need to use seclusion or restraint. Physical restraint and seclusion should only be used as a last resort when a student poses an imminent risk of harm to self or others.

Physical Restraint

Physical Restraint should only be used when a student's behavior presents a threat of imminent danger of serious physical harm to self or others, and only as a last resort to protect the safety of self or others.

Seclusion

Seclusion should only be used as a last resort, if and when less restrictive crisis intervention techniques such as positive behavioral supports, constructive and non-physical de-escalation, and restructuring of a student's environment have failed to stop a student's actions that pose an imminent risk of harm to self or others.

COMMUNICATION FOLDER

Every student is provided with a communication folder by the Parent Teacher Organization (PTO). We will make every effort to send notices, parent information sheets, calendars, newsletters (upon request), and homework home daily. **Be sure to check the folder daily and use it when sending notes to the teacher.**

CONFERENCES

Parent-Teacher Conferences are a valuable tool to be used in helping children to be happy and successful at school. Report cards will be issued the day before Parent Teacher Conferences. Parents/Guardians are encouraged to attend conferences in-person. If other arrangements need to be made, please contact your child's teacher.

The conference dates are:

Fall -- October 22 and October 23, 2026

Spring -- February 25 and February 26, 2027

If you want to have a conference outside of the scheduled conference days, please follow the procedures listed below.

Make an appointment - call the office at 985-764-7079, write a note or send a School Status message to the teacher, or email the teacher to arrange an appointment time.

Monitor your child's academic and behavior progress, check their communication folders, and progress reports so that you know when to contact your child's teacher.

Watch for test papers, progress reports, etc. that signal trouble areas and contact your child's teacher for clarification when needed.

Please do not drop in for just a minute at the beginning or end of the day. These are especially crucial times when the class needs and deserves the teacher's **full** attention.

All conferences must be scheduled ahead of time. Parents/Guardians have the option to attend conferences in-person, virtually, or have a phone conference.

Please do not ask to have teachers called out of class for a conference. **Instructional time belongs to the students.**

DISCIPLINE

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

Students are given a single reminder about inappropriate behavior.

Following a reminder, a brief positive time-out/thinking time will be arranged for the student to gain self-control. (extreme or repeated misbehavior may eliminate the reminder step)

Logical consequences may be put into effect after a single reminder or positive time-out period. (It is important to note that logical consequences are not the only, or even the best, way to handle all problems.)

Consequences will vary due to the behavior. A consequence creates a *helpful learning experience*. Children learn from logical consequences to help them develop responsibility and accountability with dignity and respect.

Some consequences may include:

Positive time out or thinking time
Teacher and/or peer sharing
Apology of action
Verbal warning

Phone call home
Note home
"You break it, you fix it" rule
Loss of privilege

Other strategies

Social Conference-Problem Solving
Class Meeting
Conflict Resolution
Problem Solving for two or more children
Behavior Contract

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

DISMISSAL

Norco Elementary School has an afternoon dismissal procedure which places students' safety first! All children should be familiar with their personal afternoon dismissal routine. Try to establish a routine that your child understands and can follow. If you must alter the pattern due to a doctor's appointment, etc., be sure your child knows the changes before he/she leaves home in the morning. Students may not ride an alternate bus unless it is for custody reasons. The only transportation changes that will occur for the 26-27 school year would involve changing a student from bus rider to car rider or car rider to bus rider. These changes must be submitted on a Transportation Change Form before 2:30 p.m. on full days and before 11:30 a.m. on Early Dismissal days. Verbal communication between you and your child will not be accepted nor over the telephone to a school office specialist for a change in your child's dismissal procedure.

Parents/Guardians coming to pick up their children are to park in the parking lot near the spillway levee. The individual picking up each student is to report to the cafeteria to sign the student out and must be on the student's emergency card. If the individual is NOT on the emergency card, the parents/guardians must send a note or email giving permission for the individual to pick up their child. **A photo I.D. must be presented to sign out students.**

CHECK-OUT -- Students are not allowed to leave campus without clearance from the office. Students who need to leave school for an appointment must be checked out through the office by an individual listed on the student's emergency card. If a student needs to be checked out early, parents should plan to pick students up before **3:30 PM. Students will not be released to anyone not listed on the Student Information Card/Connect-Ed form and the individual checking the student out must report to the front office with a picture ID.**

DRESS CODE

St. Charles Parish Public Schools have adopted an official school uniform. Complete guidelines are provided in the **Student Code of Conduct: District Handbook**. In addition to the **Student Code of Conduct: District Handbook**, the official Norco Elementary School dress code is as follows:

Tops	Bottoms	Dresses
• Red or white polo-style (short or long sleeves) • Polo-style or oxford shirts and non-hooded white or red sweatshirts may have a small logo or school-appropriate pocket-sized design in the upper left side. • Red or white Oxford cloth, button-down collar shirts, short or long sleeves • Undershirts MUST be red or white • The school-designated uniform t-shirt purchased from Skippers or Stich Nola is acceptable to be worn. T-Shirts purchased from other vendors are not allowed. This would include any non-collared shirt.	• Navy or khaki shorts, jumper, skirt, skort, or pants (no cargo shorts/pants allowed) • Pants, skirts, shorts, jumpers, and skorts must fit securely and be hemmed. Side slits above the knee are not permitted. When skirts/dresses/jumpers are worn, shorts should be worn underneath. Pants/shorts/skirts/skorts/jumpers cannot be worn lower than 2 inches below the navel and should not be shorter than 3 inches above the kneecap. • Leggings are not allowed unless they are worn under a school-approved skirt/skort/pant/short.	• Navy or khaki jumper with a white or red school-approved shirt under • Dresses must have a collar • Dresses/Jumpers should not be shorter than 3 inches above the kneecap.
Shoes/Socks • Closed-toe shoes that cover the entire foot are required for PE (also recommended daily due to recess). • Footwear must have soles and restraints for the entire foot. Footwear must fit securely and be slide-resistant. Backless shoes are not allowed. • When wearing socks, crew or ankle-length can be any color. • Socks above crew length (ex. knee-highs or leggings worn under a skirt/dress) must be solid white, red, khaki, or navy. • Jeans and spirit shirts may be worn on Fridays; however, jeans cannot have holes in them or be frayed.		
Outerwear • Pullover sweatshirts other than the school logo sweatshirt should be solid red or white. A small logo or school-appropriate pocket-sized design can be on the upper left side of the shirt. • Pullover sweatshirts can NOT have a hood.		

Any apparel should be worn as designed and fit securely. No garments should be immodestly short and/or small.

- ID Card- All school students must wear appropriate, as designed by grade band.

All students are expected to conform to the official dress code guidelines below at school and on the school bus. The Principal or Principal's designee has final discretion in determining whether attire is appropriate and in compliance with the dress code.

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

It is highly recommended for you to keep an extra set of clothes in your child's school bag. The school will not have a change of clothes to provide if your child needs one for any reason. If your child would need a change of clothes and an extra is not sent to the school, the school will call parents to bring a change of clothes.

EARLY DISMISSAL DAYS

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

ELECTRONIC DEVICES

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

EMERGENCY DRILLS

Fire, tornado, lock-down, and bus evacuation drills are held throughout the year to provide students with an understanding of what to do if a real event occurs.

EMERGENCY PROCEDURES

School Board Policy requires all students to have an up-to-date emergency card on file at the school site. **Be sure that you have a plan for picking your child up during the day should he/she get sick at school.**

Students will not be called out of class to talk on the phone. In emergency cases, messages will be relayed to students. This will not be done for messages that are of a routine nature. There is always the possibility that, without much forewarning, circumstances may force us to dismiss school early. Our major concern at that time will be the safety of students returning home when the parent or another responsible person may not be there to receive them.

To assure that each of our students will know what to do in this situation, we ask that you assume these responsibilities:

- Work out with your child/children a contingency plan should he/she arrive home from an unscheduled early dismissal of school; such as going to a neighbor, entering the house and remaining there, etc.
- Keep a current address and phone number or email on file at the school to receive Connect-Ed and School Status messages.
- Periodically listen to Radio WWL-870 AM, Channel 8, St. Charles Parish app/website/social media for information during any period which might indicate a

possible early dismissal from school, such as freezing weather, flooding rains, or other such natural weather-related conditions.

- Upon learning of any man-made disaster, such as a petrochemical explosion or spill which might indicate an early dismissal of school, immediately tune to WWL-870 AM, Channel 8, and St. Charles Parish app/website/social media to be informed of actions taken by the school.

FIELD TRIPS

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

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

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

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

GRADING

Students in grades prekindergarten through fifth grade will receive report cards at the end of each grading period. The academic grades will consist of formative and summative assessments. These assessments will reflect the classwork, projects, quizzes and tests completed for that period.

Reporting periods will be at the end of every nine weeks - approximately 45 school days. Each grade level has a report card designed to meet their specific needs. Report cards will be sent home with students during the first, second, and third reporting periods. Report cards for the fourth reporting period will be mailed at the end of the year. Parents/Guardians are strongly encouraged to review the report card with the child. Contact the school to set up a conference with the teacher if there are any questions or concerns. The District and school calendar lists the dates for each reporting period. Information about these reports will be shared at meetings and conferences during the first and second nine-week periods.

GRADES PRE-K, KINDERGARTEN, 1ST, AND 2ND

The grade a student receives will reflect the work accomplished in each particular subject. A detailed explanation will be provided prior to the 1st quarter progress report and report card.

GRADES 3RD, 4TH, AND 5TH

The grade a student receives each nine-week period will reflect an average of all the work accomplished in each particular subject. The grade is weighted using the following: 40% formative and 60% summative. Formative assessments include daily grades and quizzes, while summative assessments include tests and projects.

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

A grade of a “D” or “F” indicates that the student is at risk of failing that subject.

All K-5th graders will receive a letter indicating progress on Personal and Social Development. Students will receive either an S for satisfactory or an N for needs improvement. Personal and Social Development indicators will also be reported on at progress report time. Please reach out to your child’s teacher with any questions or concerns.

Listed below are examples of the types of behaviors that students might demonstrate to indicate successful personal and social development.

Listens attentively

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

Speaks at appropriate times

- Waits for his/her turn to speak
- Uses appropriate tone and volume
- Asks appropriate questions

Follows directions

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

Completes tasks in a reasonable amount of time

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

Works well independently

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

Completes and returns homework

- Copies assignments
- Completes daily and long-range assignments
- Monitors progress on long-range assignments
- Returns homework on time
- Does own homework

Produces quality work

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

Exhibits self-motivation for learning

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

Works cooperatively

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

Interacts appropriately with peers

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

Takes care of personal and school property

- Does not waste materials
- Does not vandalize school property
- Manages belongings
- Keeps personal and school areas neat
- Has all necessary materials
- Picks up after himself/herself
- Takes pride in school environment
- Handles books and technology properly

Respects rights and property of others

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

Respects authority

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

Demonstrates self-control

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

Accepts responsibility for actions

- Identifies own inappropriate actions
- Problem-solves
- Accepts consequences

Observes rules and regulations

- Follows school, classroom, bus, playground, lunchroom, and enrichment rules
- Realizes that following rules creates a safe and orderly learning environment

HOMEWORK

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

The following are guidelines regarding time and specific subject assignments:

- Homework will be assigned at each teacher's discretion.
- The time needed to complete homework will vary by student based on their ability to focus on the homework and work steadily. Based on individual needs, parents may need to divide the homework time into smaller segments.

It is the responsibility of the students to:

- Acquaint themselves with the homework expectations of the school.
- Bring all materials home which are necessary for completion of the assignment.
- Practice good study habits.
- Complete their own work and not expect others to do the work for them.
- Keep up with daily and long-range assignments and submit them to the teacher when they are due.

It is the responsibility of the parents to:

- Acquaint themselves with the homework expectations of the school.
- Provide materials and a comfortable, quiet, and well-lit place in which the student may complete homework.
- Establish a consistent schedule for the student to complete homework.
- Encourage, motivate, and prompt the student to complete homework.
- Check with the student daily regarding the expectations of their homework assignments.
- Confer with the classroom teacher if the student does not consistently bring home assignments or has difficulty in completing homework.

LIBRARY

The mission of the Norco Elementary School Library is to:

- Foster the love of reading.
- Ensure that all members of the learning community are engaged and effective users of information and technology.
- Support the school curriculum.

Library Checkout Policy

- Pre-K students will visit the library weekly but will not check out books.
- Kindergarten students may check out one book each week.
- Students in Grades 1–5 may check out up to two books at a time.

Loan Periods and Renewals

- Library books may be borrowed for one week and should be returned on the student's next scheduled library day.
- Students may renew fiction chapter books if additional time is needed.

Overdue, Lost, and Damaged Books

- Students may not check out additional library books until all overdue books have been returned or payment has been made for any lost or damaged books.
- Overdue notices will be sent home every two weeks.
- Students are responsible for the cost of any library book that is lost or damaged.

LOST AND FOUND

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

MAKE-UP WORK

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

MEDIA RELEASE

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

MEDICAL INFORMATION

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

MEDICAL RELEASE/SCALES FORMS

If there is a need for the school to fill out medical scales from your child's doctor, you must come to the office to sign a Medical Release Form. This document stands as permission for Norco Elementary School to release this information to the doctor(s) listed on the form. The medical scales can only be mailed back to the doctor. They cannot be released back to the parent, faxed or emailed. A medical release form must be submitted each year, if it is still needed. At times, medical professionals are requesting feedback via email through digital scales. **Parents/guardians must come to the office to sign a Medical Release Form before a faculty member can complete the digital scale as well.**

MONEY

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

NURSE

A registered nurse is assigned to our school. The nurse monitors student health records, informs the parent/guardian if medical attention is needed, and conducts vision and hearing screenings, among many other roles. A health record is kept for each student. Current results of screening programs are recorded on these records. Louisiana Statute 16:170 makes it mandatory that every child attending St. Charles Parish Public Schools be properly immunized. **Any student who has not submitted valid immunization records will be excluded from school.** For the safety and protection of all students, medications (prescription or over the counter) may not be brought and kept by students to be taken during the school day. This includes, but is not limited to, basic over the counter medications such as cough drops, lip balm, Chapstick, etc.

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

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

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

If any of the above conditions occur, the parent/guardian is notified and asked to remove the child from school to seek medical attention.

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

A parent/guardian must contact the school to notify administration that the student is unable to participate in physical education activities.

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

PARENT TEACHER ORGANIZATION (PTO)

The PTO invites you to become an active member. The yearly membership drive begins in August. The cost is \$5.00 per family. You can also donate any monetary amount to this organization as well. Grandparents, aunts, uncles, and neighbors are welcome to join. PTO General Membership Meetings will be held quarterly. All PTO information, membership, and order forms are on the school's website.

PARTIES - HOLIDAY LEARNING EVENTS

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

Please be sure to include the same treats for all members of the class. Please pre-cut the slices if a cake is brought. Also, contact the teacher to become aware of any food allergies a student may have in the class.

PARTNER-IN-EDUCATION

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

PROMOTION POLICY

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

Parent/Guardian Notification:

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

RIGHTS OF PARENTS

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

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

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

SBLC (SCHOOL BUILDING LEVEL COMMITTEE)/RTI – (RESPONSE TO INTERVENTION)

If your child should experience special needs in achievement, behavior, health, or communication, and they cannot be resolved at the classroom level; concerns are to be referred by a parent or the teacher to the RTI/SBLC in an attempt to resolve the problem. The RTI/SBLC meets weekly to provide assistance for teachers, parents/guardians, and students. The committee is composed of administrators, teachers, counselors, and pupil appraisal members. Parents/Guardians are notified in advance and encouraged to attend. The overall goal of the SBLC is the coordination of services among the committee, agencies, and individuals responsible for learning, in order to assist individual students in obtaining a successful education.

If at any time a child would benefit from a parent-teacher conference, please call-in advance to be assured of an appointment. Please do not ask teachers to conference with you on a "drop-in" basis before, after, or during school without a scheduled conference time. The administration asks that if you have concerns regarding your child, please conference with the teacher first before contacting the principal or assistant principal(s).

SCHOOL STATUS

St. Charles Parish utilizes SchoolStatus to communicate with families. Teachers are encouraged to use this means for phone calls and text messages. SchoolStatus keeps a record of all communication between teachers and parents. Teachers are unable to respond during instructional time with the students. Teachers will make every attempt to return parent/guardian phone calls, texts, and/or emails within 24 work hours. Please remember that

teachers do not have access to School Status while teaching. They listen to voice messages and view text messages/emails during their planning/meeting time, after school or in the morning. In some cases, calls, text messages, and emails are sent after the teacher's planning time and may not be seen or heard until the following day. Please be respectful of our faculty's personal time and not expect responses in the evening hours.

STUDENT ACCIDENT INSURANCE

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

TECHNOLOGY FEE

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

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

TEXTS/BOOKS/STUDENT RESOURCES

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

TRANSPORTATION CHANGES

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

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

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

Send an email at norcobus@wearescpss.org

Send a fax to 985-764-7962

Send information on the Transportation Change Form (located in appendix and on school's website)

Send a handwritten note (include a working number)

VISITORS

To ensure the safety of all, we have a visitor screening procedure in place. All visitors must check-in at the office upon arrival, provide a photo I.D. and secure a visitor's pass. **Visitors must wear a visitor's pass at all times when in the building.** The visitor's pass must be returned upon signing out. All visitors/volunteers are required to produce a photo I.D., to sign in, and to secure a visitor's pass. If you do not have a visitor's pass, you will be asked to return to the office.

VOLUNTEER OPPORTUNITIES

We want and need Norco Elementary School parents and guardians to be involved in our school and their own child's educational process. Parents/Guardians interested in volunteering may contact PTO, complete our Guardian Eagles' form, and/or your child's teacher.

WALKERS (Grades 3-5 only)

Students are strongly encouraged to ride the school bus in order to ensure continuous adult supervision; however, **parents/guardians must request and complete a permission slip from the office granting their child permission to walk to and from school.** Walkers must reside within a safe distance from the school. Due to safety concerns, students will not be allowed to ride bikes to school. On rainy dismissal days, students will be expected to ride buses home

WATER BOTTLES

Only clear containers (transparent, clear/non-colored) of water only are allowed at school. Sports drinks and beverages other than water are allowed in the cafeteria during lunch only if they fit inside the lunch kit.

WITHDRAWAL FROM SCHOOL

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

DAILY SCHEDULE

Regular Day 8:30 - 3:50		Half Day 8:30 - 12:50	
Bus Arrival	8:30-8:40	Bus Arrival	8:30-8:40
Tardy	After 8:40	Tardy	After 8:40
Bus Dismissal	3:40-3:50	Bus Dismissal	12:45

Regular Day Schedule			
Grade Level	Enrichment	Lunch	Recess
PreK	11:35 - 12:30	10:55 - 11:20	3:00 - 3:35
Kindergarten	2:40 - 3:30	12:10 - 12:35	11:40 - 12:10
1st Grade	12:40 - 1:35	11:40 - 12:05	2:05 - 2:35
2nd Grade	1:40 - 2:35	11:15 - 11:40	11:40 - 12:10
3rd Grade	11:35 - 12:30	12:30 - 12:55	12:55 - 1:20
4th Grade	10:10 - 11:05	1:00 - 1:25	1:25 - 1:50
5th Grade	9:10 - 10:05	12:50 - 1:15	12:25 - 12:50

Half Day Schedule		
Grade Level	Enrichment	Lunch
PreK	10:10-10:40	10:50 - 11:15
Kindergarten	11:20 - 11:50	10:50 - 11:15
1st Grade	10:45 - 11:15	11:20 - 11:45
2nd Grade	11:55 - 12:25	11:00 - 11:25
3rd Grade	10:10 - 10:40	11:30 - 11:55
4th Grade	9:35 - 10:05	11:50 - 12:15
5th Grade	9:00 - 9:30	12:00 - 12:25

TRANSPORTATION CHANGE FORM

Today's Date _____

Parent's Name _____

Student's Name _____

Teacher's Name _____

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

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

_____ **Car Rider (Must be on student's emergency card)**

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

Parent/Guardian Signature _____

Parent/Guardian Phone Number _____

ALL NOTES MUST BE IN THE OFFICE BY 2:30 p.m. ON REGULAR DAYS AND BY 11:30 a.m. ON EARLY DISMISSAL DAYS

- * This note can be sent to school with your child.
- * This note can be faxed to 985-764-7962.
- * This note can be scanned & emailed to norcobus@wearescpps.org (expect an email confirmation and resend if you do not receive confirmation). Please do NOT email directly to a School Office Specialist. All School Office Specialists need access to the request.