Oak Grove Primary
Student and Parent Handbook
2026 - 2027

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The mission of Oak Grove Primary School is to provide each student the high-quality education necessary to achieve outstanding growth and performance.

Principal's Message

Dear Oak Grove Primary Parents and Students,

Welcome to Oak Grove Primary School, home of the BlueJays and our mascot, Oakley!

Our school motto, "Outstanding Growth and Performance," stands as a testament to the hard work and commitment of every student and staff member at Oak Grove Primary. Our mission is to provide each student with a safe, high-quality, and engaging learning environment necessary to achieve outstanding growth and performance.

Together with my dedicated staff, my goal is to cultivate a school culture where every student grows socially, emotionally, and academically. We are committed to student success and safety, while also building strong partnerships with families, staff, and the broader community to support the needs of all learners.

As the principal of Oak Grove Primary, it is our heartfelt priority that everyone who becomes part of our school community feels welcomed, valued, and proud to be a member of the BlueJay family. When we work together, we can overcome any challenge and create a school environment that is joyful, nurturing, and focused on student achievement. Our faculty and staff are devoted to making this school year a positive and enriching experience for every child.

We look forward to an incredible year of learning, growth, and connection with each of you!

***Bridgett Hudson**, Principal*

DISTRICT CALENDAR

Print-Ready

Accessible Version

GRADES		
Grading Period	**Interim Reports to be sent home**	**Report Cards Issued** (to student or mailed)
1	Wednesday, Sept. 9, 2026	Monday, October 19, 2026
2	Wednesday, Nov. 11, 2026	Friday, January 8, 2027
3	Friday, Feb. 5, 2027	Monday, March 22, 2027
4	Wednesday, Apr. 21, 2027	Monday, May 24, 2027
PARENT-TEACHER CONFERENCE DAYS (PRIMARY AND MIDDLE SCHOOLS)		
Monday, October 19, 2026	Monday, March 22, 2027	

EARLY DISMISSALS/Staff Development

Faculty Meetings & Strategic Planning	Dismissal Time
September 10, 2026	1:30 PM
September 11, 2026	Staff Development Day (no school)
October 6, 2026	1:30 PM
November 10, 2026	1:30 PM
December 8, 2026	1:30 PM
December 18, 2026	1:30 PM
January 4, 2027	Professional Preparation Day (no school)

January 28, 2027	1:30 PM
January 29, 2027	Staff Development Day (no school)
February 16, 2027	1:30 PM
March 9, 2027	1:30 PM
April 13, 2027	1:30 PM
May 4, 2027	1:30 PM
May 19, 2027	2:30 PM
May 20, 2027	1:30 PM
May 21, 2027	12:30 PM

ASCENSION PARISH SCHOOL SYSTEM District Priority: *Embracing Diversity*		
Awareness and/or Celebrations per Month		
Month	**District-wide Recognitions**	**Optional Recognitions**
August	Back to School celebrations	
September	● Suicide Prevention Month ● Hispanic Heritage Month ● Attendance Awareness Month	
October	● Bullying Prevention Month ● Filipino American History Month, ● Italian American Heritage Month, ● German American Heritage Month, ● Polish American Heritage Month	● Boss's Day ● Natl. Custodian Day
November	National American Indian Heritage Month	
December	Holiday celebrations, including Christmas, Kwanzaa, & Hanukkah	

January	New Year celebrations (including Lunar New Year)	● Law Enforcement Appreciation Day (SSO) ● School Board Appreciation Month
February	Black History Month	● Bus Driver Appreciation Day ● Natl. School Counseling Week
March	● Women's History Month, ● Irish American Heritage Month, & ● Disability Awareness Month	Employee Appreciation Week
April	Arab American Heritage Month	● Paraprofessional Appreciation Day ● School Secretary Day ● School Librarian Appreciation Day ● National Assistant Principal Week
May	● Asian American and Pacific Islander Heritage Month & ● Jewish American Heritage Month	● Teacher Appreciation Week ● School Nurse Day ● School Principal Day

Oak Grove Primary
2025-2026 Daily Schedules

8:00…….. Morning Arrival - Breakfast begins

8:17…….. Gate Closes/Car Rider Intake Ends/Breakfast Ends

8:20…….. Tardy Bell Signals Official Start of the School Day

8:27…….. Signals Transition to Interventions

8:30 - 9:00…….. Interventions (K-3rd & 5th)

9:26 - 9:56…….. Interventions (4th)

11:00 - 12:35…….. Rotating Lunch

2:00……..Carpool Gate Opens

3:30…….. Afternoon Dismissal Begins

2026 - 2027 Lunch Schedules

GRADE LEVEL	LUNCH TIME
4th	12:05 - 12:25
2nd	11:55 - 12:15
1st	11:30 - 11:50
K	11:00 - 11:20
3rd	11:10 - 11:30
5th	11:40 - 12:00
PK	12:15 - 12:35

Holiday lunch schedules will be communicated to grade level families invited to participate.

School Rules and Expectations

STUDENT PROFILE INFORMATION

THE IMPORTANCE OF ACCURATE STUDENT PROFILE SHEETS CANNOT BE STRESSED ENOUGH! This is the primary contact source we use to reach you if there is an emergency such as your child getting sick or injured. PLEASE be sure to list anyone (over the age of 18) on your profile sheet that will be allowed to pick up your child from school. **WE CANNOT release a child to anyone that you do not CURRENTLY have listed on the profile sheet.** You may come to the front office to add or remove people from your list at any time. **IF ANY INFORMATION CHANGES DURING THE SCHOOL YEAR, PLEASE NOTIFY THE SCHOOL OFFICE IMMEDIATELY.**

LEGAL CUSTODY

If there is a legal custody dispute involving your child, the parent, foster parent, or caregiver who is awarded legal custody of the child by the court or the state must supply the school with a current copy of the court decree. Release of the child from that point forward will be determined by the instructions in the court or state decree. Without such a legal document in the child's file, in accordance with Louisiana law, the child may be released to either parent upon presenting proper identification. Oak Grove Primary School will not intervene, nor take sides in a disagreement between parents as to who shall have custody, who shall be able to visit the child at the school, or who shall be able to pick up the child, until courts have decided the legalities of the issue. One parent instructing staff that the other parent is not to see or receive the child will

not be accepted without a current legal document or restraining order. School administrators will only use the current document that is on file at the school.

SCHOOL SAFETY

School safety is of utmost importance at Oak Grove Primary. We work with our campus crisis team members, district crisis team personnel, and local authorities to ensure the safety of our students, staff, and campus through frequent practice of crisis safety measures. The team debriefs after each safety audit (formerly called safety drills) to discuss concerns and ways to improve the current practices.

Safety training provided for students and staff:

- Fire/Emergency Evacuation
- Chemical Spills
- Weather Emergencies
- Campus Lockdown
- Code Blue (Medical Emergency)
- BUS Emergency Evacuation

Monthly Facility Audits are conducted by crisis team members to ensure safety of the campus facilities, as well as procedures for all activities on campus. Furthermore, we have limited access to the back of our school during school hours, as students may be at recess, PE, or engaged in other activities outside of the classroom.

Daily expectations:

- All exterior and interior doors remain locked at all times. The only doors accessible to visitors are the main entrance to the front office.
- All personnel must wear a school-issued ID badge at all times.
- All campus visitors must check in through the front office with a valid photo ID. Visitors must wear their school-issued ID at all times.

CLEAR BAGS & WEAPON DETECTION

As part of our continued commitment to school safety and security, and in alignment with the district-wide implementation of weapons detection systems on all campuses, Ascension Public Schools will implement new clear backpack guidelines beginning with the 2026-27 school year.

Under the new guidelines, students at all grade levels will be required to use fully transparent backpacks. Colored, tinted, iridescent, or patterned backpacks, as well as backpacks with logos, patches, decals, or stickers that obstruct visibility of the contents, will not be permitted.

TRANSPORTATION

At the beginning of each school year, parents are required to verify transportation for their child (children). This is to confirm that transportation on file for their child (children) is correct. If changes need to be made to a student's regular mode of transportation, those **transportation changes must be made through the office as early as possible**. **WE WILL NOT ACCEPT TRANSPORTATION CHANGES VIA PHONE, EMAIL, MYPOWERHUB,, OR FAX**. This is for the protection of your children.

ARRIVAL AND DEPARTURE

Supervision is NOT provided for students who arrive before 8:00 AM or remain later than 3:40 PM. Students are not allowed to wait outside unsupervised before or after school hours. Likewise, students are not allowed to wait in the front office unsupervised. Although faculty and staff may be on campus before 8:00 AM or after 3:40 PM each day, they have other duties they may be responsible for and cannot commit to supervising students at this time. Parents who pick up their children from school must do so as promptly as possible. These procedures are designed for the safety and well-being of your child. Please adhere to these time frames. **Students who check in late or leave early will be considered absent or tardy from any subjects they miss and a record is kept of all absences or tardies.** A doctor's excuse should be provided to have the absence or tardy excused.

BUS TRANSPORTATION EXPECTATIONS & PROCEDURES

Bus drivers utilize the same discipline program on their buses that teachers use in their classroom. The bus driver must insist on appropriate behavior on the bus. If there is a problem with a student, the driver will contact the parent to help resolve the problem. Parental and student cooperation will help make your transportation safe and comfortable. The school bus is provided for your convenience and is a privilege. The student has the responsibility of following the rules and regulations to enjoy this privilege. If a student misbehaves on the bus, the student may qualify for disciplinary action, suspension, or expulsion from the bus. Determination of suspension or expulsion from the bus will be at the discretion of the principal or assistant principal. Students must follow school rules at all times as well as on the bus.

- A**n adult must be present at the bus stop in the afternoons** in order for the child to be allowed off of the bus. If there is no adult visible to the driver, your child/children will be

brought back to school and will have to be picked up by an adult on his/her check-out list. If this happens habitually, the child may lose bus riding privileges.

- A **bus waiver** may be completed **in the front office** for **students in grades 3-5** to be dropped off in the afternoon without a parent present at the bus stop. Without the waiver on file, students will not be dropped off without a responsible adult or older sibling present at the bus stop.
- Bus pick-up and drop off times are estimates and will likely vary from day to day. In order for you to avoid missing the bus, **please have your child/children waiting at the bus stop at least 15 minutes before the estimated pick-up time** that the driver gives you.
- **Parents and/or other non-employee adults are not permitted to board the bus at any time.**
- Parents are to make sure that bus drivers are aware of any medical conditions experienced by the child.
- No smoking by the driver or students is permitted on the bus at any time.
- Students or the driver may not use cell phones or any electronic device on the bus unless the driver has an emergency and needs to call the school or a parent.
- Misbehavior at the bus stop or while walking to and from the bus stop will be treated the same as misbehavior at school.
- Students must obey and respect the bus driver at all times.
    - Students **must remain seated** on the bus at all times, keeping their hands and feet inside the bus.
    - Students must avoid causing trouble on the bus including teasing others, changing seats, using profanity, engaging in horseplay, etc.
    - Students are expected to keep the bus clean.
    - Screaming, shouting, or excessive rowdiness is not permitted.

Bus drivers may make additional rules regarding the bus in order to ensure safe operation of the bus and safe transportation of the children. Failure to follow bus rules may result in the **loss of the ability to ride the bus** on a **temporary or permanent basis**. Additionally, **property damage to a school bus** owned by any parish or city school board, a pupil suspended for such damage **shall not be permitted to enter or ride any school bus** until **payment in full** has been made **for such damage** or until directed by the superintendent of schools.

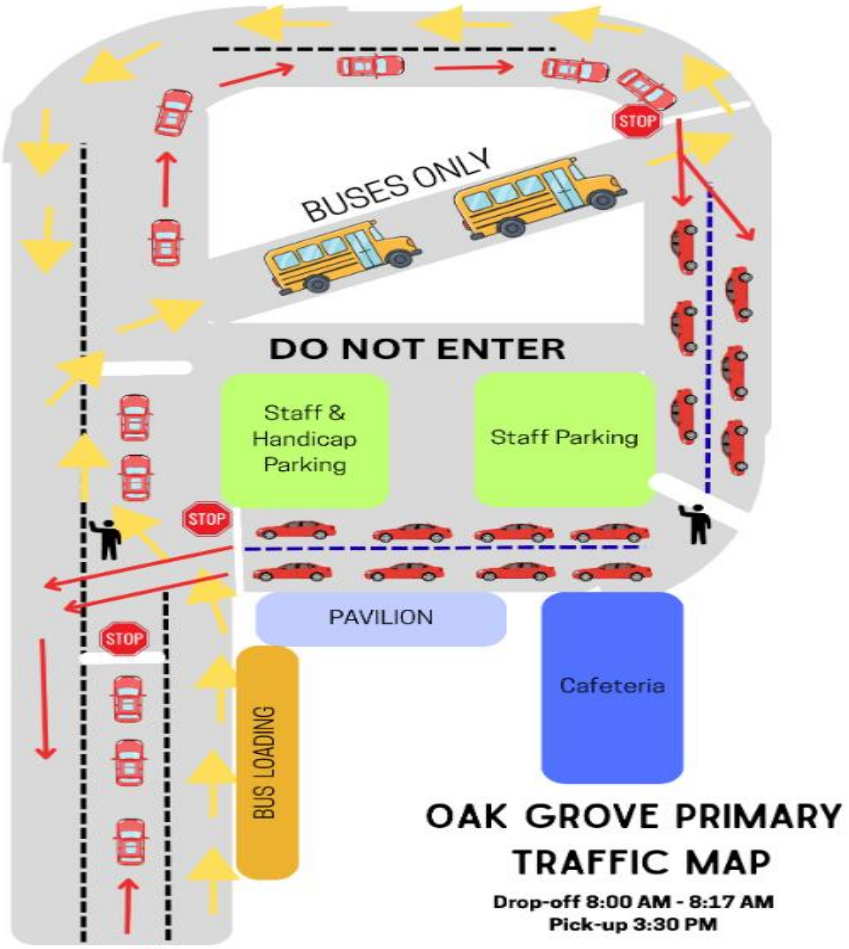
Here Comes The Bus (HCTB) Bus tracking application for parents

RIDING A DIFFERENT BUS HOME

No student is permitted to ride another bus or get off at a different stop unless it is with **written permission** from the parent and approved by the office. **If your child is riding home with another student**, a **note** must be **sent by that child's parent confirming** that **permission** has been granted for the temporary change. This change may only occur if space is available on the bus. Permanent transportation changes must be done through the front office in person on a transportation change form. Again, this is for the safety of your child.

CAR RIDER EXPECTATIONS & PROCEDURES

- Please remember that **instruction begins at 8:20 in the morning**, so car riders should **arrive at school no later than 8:17 AM**. The silver double lane gate will close at 8:30 AM.
- If you arrive **after 8:17 AM, you will be asked to park in our parking lot and come into the school to check in. Your child will be marked TARDY for the day if check-in time is after the 8:20 AM tardy bell.**
- If your child needs to eat breakfast, you should arrive **no later than 8:10 AM**. The cafeteria will close at 8:17 AM to allow all students to eat and get to class prior to the tardy bell at 8:20 AM..
- Students who check in late or leave early will be considered absent or tardy from any subjects they miss.
- Parents/Guardians should **remain in their vehicle at all times**. Duty staff will assist in getting your child in and out of the vehicle. Please understand that this is a safety measure for the security of our children and all those on campus.
- Parents/Guardians should turn on their left blinker or hazards once their child is unloaded in the morning and once they are loaded in the afternoon. This signals to staff that you are ready for departure.
- Students who ride home in a car on a REGULAR basis will be issued two official car tags. Only those who ride home in a car on a REGULAR basis will receive a tag. Additional car tags and/or replacement car tags may be purchased through School Cash Online (SCO) for $2.00.
- **The car tag must be visible at all times** when picking up your child/children. **If you are not able to present a valid car tag, you will be asked to report to the front office to pick up your child.** Consequently, you will be asked to wait until the end of dismissal for the child to be called to meet you in the front office for pick up.
- For students who are occasionally picked up, a parent must send a car rider note to school. The person picking up in the carpool must be on the child's emergency contact list, report to the front office **BEFORE** 3:00 PM, and present an ID before receiving a TEMPORARY CAR TAG.
- The **silver gate for double lanes will not open until 2:00 PM** in the afternoons for cars to line up in the back circle. This is for the safety of our children and our campus. Please note that parking on Old Jefferson Highway may result in a ticket from law enforcement, as this presents a hazard (Louisiana Revised Statute 32:141)



Oak Grove Primary Traffic Map

Morning Drop-Off:

- Enter campus using the main entrance on the right side of the map.
- Follow the designated one-way traffic pattern around the perimeter of the campus to the student drop-off area located in front of the pavilion.
- Stay in the carpool lane and follow directions from staff members.
- Students should exit only in the designated unloading zone.
- After your child exits the vehicle, turn on your left turn signal or hazard flashers to indicate you are ready to depart.
- Continue following the traffic pattern to exit campus.

Afternoon Pickup:

- Enter through the main entrance and proceed to the designated pickup lane in front of the pavilion.
- Display your car rider tag until you leave campus.
- When your child has entered your vehicle, turn on your left turn signal or hazard flashers to notify staff that you are ready to exit.
- Follow staff directions and continue through the designated exit route.

Important Information:

- The center drive is reserved for buses only. Passenger vehicles must not enter this area.
- Staff and handicap parking are located in the center of campus and should not be used for student drop-off or pickup.
- Bus loading occurs along the left side of campus in the designated bus loading zone.
- Please remain in your vehicle during drop-off and pickup, refrain from using your cell phone while in the carpool lane, and follow all staff directions to ensure a safe and efficient traffic flow.

APSB ATTENDANCE POLICY

State requirements cited in Bulletin 741 indicate that elementary students (K-8) must be present a minimum of 167 days to be eligible to receive credit for the courses taken. For Semester 1 (Aug-Dec) at 5 Unexcused Absences, your child will be referred to the Office of Child Welfare and Attendance. For Semester 2 (Jan-May) at 7 Unexcused Absences, your child will be referred to the Office of Child Welfare and Attendance.

For the complete details about the policy, please refer to our parish handbook.

- A student may have an absence excused for the following reasons: personal illness, serious illness in the student's immediate family, death in the student's immediate family, medical appointments, religious holidays, and necessary attendance in court. Documentation can be in the form of a doctor's statement, an obituary, or a copy of the legal summons and must be received within 3 days after returning to school.
- A doctor's excuse is required for a student returning after any contagious disease or illness.
- Make-up work or exams will be allowed for excused absences only. The student or parent must make arrangements with the teacher to complete make-up work within three (3) days of his/her return to school. Days missed because of out-of-school suspension are unexcused; work and tests missed cannot be made up.
- Students missing more than 10 unexcused days per year will not be given credit for that year's work. Special cases will be reviewed at the discretion of the principal.
- If your child does not ride the bus, every effort should be made to have your child at school between 8:00 and 8:17 AM. The school day begins at 8:20 AM and your child's education

starts at that time. It is very important that your child be at school for the entire learning period.

- If your child arrives at school after 8:17 AM, an adult must accompany the child to the office to sign in. Students who check in late or leave early will be considered absent or tardy from any subjects they miss and a record is kept of all absences and tardies which can be found by logging into your PowerSchool account.
- Any student unable to take part in regular physical education classes for an extended period of time must provide a note from his/her physician indicating the extent of activity in which he/she cannot participate. Physical education is a regularly scheduled class required by the State Department of Education.

ILLNESSES/COMMUNICABLE DISEASES

No pupil suffering from any communicable disease shall be permitted to attend public or private schools in Louisiana. The principal shall exclude any child from the school who is suspected of having any communicable disease, pending an examination and report by a registered physician or health officer. This includes ringworms, lice, pinkeye, and any other contagious disease. Any student sent home from school with fever or any type of viral symptoms should not return to school for at least 24 hours after symptoms cease.

MEDICATION

As a general rule, the school will not administer medication. However, when the taking of medication at school is necessary in order for a child to attend school, state law requires that certain conditions be met. Parents should consult with the school nurse in order to determine whether or not their child meets the requirements.

ALL MEDICATION must be checked into the office by an ADULT. Students may NOT have in their possession any medication at any time, unless pre-approved by the school nurse and principal. This includes over the counter medication such as Tylenol, cough medicine, vitamins, supplements, etc. Any student that is found to be in possession of prescription or non-prescription medication / drugs at school or on the bus will be suspended regardless of the reason. This includes a parent sending medication to school in a child's belongings when that child is leaving school with a different parent for the night, etc. Arrangement for the transfer of medication in such instances must be made between the parents/adults outside of the realm of school.

ACCIDENTS

Staff members are assigned to duty posts throughout the school day and at every recess. Your child is appropriately supervised in the classroom and all areas of the campus; however, accidents do happen. In the event that an accident does occur, your child will receive immediate attention. For minor scrapes or bruises, first aid trained personnel will assess and treat the child. The school will contact you or a listed emergency contact as soon as possible for more serious injuries. Your child will be made as comfortable as possible until you arrive at school to take care of the matter. In extreme emergencies, the principal or designee reserves the right to take proper action in assuring that the student receives the medical attention that is necessary.

In the event of a bus accident or if a bus breaks down, parents and guardians will be notified by MyPowerHub and School Messenger. These communication systems are used by the school to contact parents and guardians through telephone, email, and text message. In the event of a bus accident, this includes a fender bender, parents cannot pull students from the bus until paramedics arrive at the scene to assess students.

DRESS CODE

Oak Grove Primary will follow the Ascension Parish Uniform Policy. This includes the sock policy and solid navy sweatshirts, sweaters, and jackets in the instructional setting. Following the uniform policy helps to maintain order on campus, teaches responsibility, and helps students to follow our school- wide expectations on a daily basis. Any family unable to provide the proper uniforms are encouraged to reach out to our school counselor, Mrs. Coleman, for assistance.

Students will be expected to adhere to the following:

PANTS, CAPRI PANTS, SHORTS, SKIRTS, SKORTS, JUMPERS*

- Shall be khaki (no glitter, shimmer, or other color distraction is permitted)
- Shall fit properly at the waist
- Shorts, skirts, and jumpers must be clearly no more than 3 inches above the kneecap

SHIRTS / BLOUSES / DRESSES*

- “Polo style” shirt/dresses must have two, three or four buttons (no snap-up or zippers), with long or short sleeves (no sleeveless or cap sleeves)
- Dresses must be clearly no more than 3 inches above the kneecap
- Shall be solid navy oxford, knit, or broadcloth with a collar
- Cannot have labels/logos
- Shirts and blouses must be tucked in at all times

Khaki dresses with a collar and short sleeves are approved for Oak Grove Primary. Dresses must be no more than 3 inches above the knee cap.

SWEATSHIRTS / SWEATERS / JACKETS (IN INSTRUCTIONAL SETTINGS)

- Shall be solid navy or shall be the designated school jacket or sweatshirt. **School sweatshirts can be purchased through https://trademarkyourschool.myshopify.com/collections/oak-grove-primary for $20.00.**
    - **School-purchased** sweatshirts in **navy, gray, or royal blue** are acceptable.
    - School-approved club sweatshirts are permissible.
    - Families may purchase or "**have made**" Oak Grove Primary/Blue Jays, etc. that are either **navy**, **royal blue**, w**hite, black, or gray.**
- Sweatshirts/sweaters/jackets of any kind may not be worn in any way that creates a distraction.
- 5th grade students will be allowed to wear a Prairieville Middle School sweatshirt. These may be navy, orange, or white with the Prairieville Middle School logo.

SHOES AND SOCKS

- Shall be closed in shoes acceptable for running, and playing safely.
- Socks and/or leggings shall be white, solid black, solid khaki or solid navy..
- Shoes with wheels, noisemakers, lights or hanging tags are not allowed. Crocs, heels, slippers, sandals, and flip-flops are not allowed.

HAIR

- Must be neat, clean, and well groomed.
- No extreme hairstyles (This includes Mohawks, unnatural hair colors, etc.)

JEWELRY / BELTS / ACCESSORIES / BACKPACKS

- Necklaces and bracelets of any type may **NOT** be worn
- No more than one stud type earring may be worn in each earlobe; no dangling earrings
- Hair accessories should not be a distraction (No cat ear or unicorn headbands)
- Belts must be solid brown, black, or navy and they must be worn on any pants, shorts, skirts, or skorts that have belt loops. Belts must be worn appropriately and may not be more than one size larger than the waist.
- Purses are not allowed in Grades Pre-K – 3.
- Only clear backpacks and water bottles are allowed. Clear Bag Guidelines page

DRESS DOWN DAYS

Occasionally, the school will designate specific days as free dress or "dress down" days. Some of these days will be at no cost and some of the days will require a small fee to participate. On these days, students are expected to adhere to the following:

- No backless shirts, tank tops, or spaghetti strap tops
- No midriff baring tops

- No low-rise or extra baggy pants
- Shoes need to be closed toe and have a strap on the back. No heels please.
- No skate shoes (with wheels in soles)
- Proper length shorts (no shorter than 3 inches above the kneecap).
- No offensive logos/t-shirts
- No gang related apparel
- No camouflage can be worn

Unless the specific privilege is “purchased” or otherwise approved:

- No hats/caps
- No sunglasses
- No jewelry or accessories outside of the APSB dress code policy

Students not following the uniform dress code will be required to call home for their uniform/appropriate clothes. Students not in proper dress code will receive dress code infractions.

DISCIPLINE

We believe that it is the ultimate responsibility of the students to control their own behavior and that it is our duty to teach students appropriate behavior as part of our overall educational program. Additionally, it is the daily responsibility of the school to make sure that no single student interferes with the learning of any other student. As prescribed by law, every teacher is authorized to hold every student accountable for any disorderly conduct in the school, on campus, or any street, road, or school bus going to and from school, and during recess (R.S. 17:46) It is the final responsibility of the principal to maintain discipline at each school or any school function. Students at OGP are expected to be familiar with the rules set forth by the Ascension Parish School Board, as defined in the Student’s Rights and Responsibilities Handbook and in this school handbook. Ignorance of a rule does not excuse one from the consequences of breaking a rule.

PBIS

Positive Behavior Interventions and Support (PBIS) is a program supported by Oak Grove Primary School in an effort to reward students for following established expectations and rules. Several initiatives have been put in place to address improving attendance, student transitions, dismissal, and arrival. We hope to create a structured, enthusiastic, supportive, and positive atmosphere for learning that will encourage our students to become responsible, respectful, and safe. By establishing relationships with students and teaching them the correct behavior, we hope that PBIS will help us to decrease the number of disciplinary referrals issued to students. Teachers will track students’ behaviors (positive AND negative) easily and efficiently through our schoolwide app, **PowerSchool Behavior (Kickboard)**. The program is based on dollars, and

students can be given positive points for things like being on task, being respectful, participating, and working hard, just to name a few.. On the other hand, dollars can be taken away if students are off task, talking out, unprepared, etc. The goal is to reward desired behaviors and create motivation for students to behave appropriately.

Student of the Month Breakfast

Every month (starting in September) a student from each homeroom and bus will be chosen to be Student of the Month for the previous month. Students will receive a Student of the Month certificate, along with a Student of the Month button, and a free dress pass that is to be redeemed on the day of the breakfast(the first Thursday of each month, unless stated otherwise). It is the homeroom teacher's responsibility to contact the parent of the SOM to inform them about the free dress. Students will be able to grab a donut in the cafeteria and take a picture with Oakley that will be posted on the school's media page.

Cash-In

Students will use their dollars earned through positive points to cash in for rewards. Cash-in will be once a month. Parents/Guardians can view all dollars received or taken away in the app. If you are not able to view your student in Kickboard, please reach out to the School Counselor, Mrs. Coleman. Students will receive their cash-in sheets typically on a Wednesday and must return them by that Friday. Students will have their reward day the following week, on Thursday **(for example: Students will receive their cash-in sheet on Wednesday, September 30th. Students must return their cash-in sheet to their homeroom teacher no later than Friday, October 2nd. The students will have their reward day, the following Thursday, October 6th.)**

2026-2027 Cash-In & Reward Days

Monthly Cash-In Day	Reward Day
Wednesday, September 9, 2026	Thursday, September 17, 2026
Friday, October 2, 2026	Thursday, October 8, 2026
Friday, November 6, 2026	Thursday, November 12, 2026
Friday, December 4, 2026	Thursday, December 10, 2026
Friday, January 8, 2027	Thursday, January 14, 2027
Friday, February 12, 2027	Thursday, February 18, 2027
Friday, March 5, 2027	Thursday, March 11, 2027
Friday, April 9, 2027	Thursday, April 15, 2027

Friday, May 7, 2027	Thursday, May 13, 2027

Student Cash-In Incentive Rewards

Kickboard Bucks	K-2nd Grade Rewards
10	No Shoes in Class Untuck Shirt
25	Wear a hat Fun headband Crazy Socks
40	Wear favorite jersey/shirt with uniform bottom Desk Buddy
50	Bring a snack to class Bring a toy for recess
60	Buddy Lunch Treasure Chest
80	Snack Cart
100	Free Dress
150 *NEW*	Hall Monitor
200 *NEW*	Extra Recess (15 minutes)
250	Pizza Party
300	Book Vending Machine

Kickboard Bucks	3rd-5th Grade Rewards
10	No Shoes in Class Untuck Shirt
25	Wear a hat/Fun headband Crazy Socks

40	Wear your favorite jersey/shirt with a uniform bottom. Bring a snack to eat in class
50	Bring a toy for recess (sports balls, frisbee, etc.)
60	Buddy Lunch Treasure Chest
80	Snack Cart
100	Free Dress
125	Lead Morning Announcements Reward Day Assistant (student helps with Cash-In on reward days)
150 *NEW*	Hall Monitor
200*NEW*	Extra Recess (15 minutes)
250	Pizza Party
300	Book Vending Machine

Blue Jay Bonanza

Each nine weeks a Blue Jay Bonanza will be held. If a student has received ONE MAJOR REFERRAL, they will NOT attend Bonanza. Likewise, any student with TWO MINOR referrals in a quarter will NOT attend the Blue Jay Bonanza. Even if a student did not receive a referral, he/she must achieve a **positive performance of at least 80% for the quarter** in order to attend. Each Blue Jay Bonanza theme will be decided on by the PBIS team. All students who qualify for the Blue Jay Bonanza will be invited to attend.

Bonanza Dates & Incentives

Quarter 1 October 9, 2026	Camp Bluejay: Adventure Awaits! (Campfire Theme)
Quarter 2 January 8, 2027	Bluejay Winter Games (Winter Theme)
Quarter 3 March 19, 2027	Bluejay Big Top Bash (Carnival Theme)
Quarter 4 May 14, 2027	Bluejay Beach Bash (Summer/Beach Theme)

*****Dates subject to change

Spirit Shirts

Students who achieve a **positive performance of at least 80% for the week** will be allowed to wear our Blue Jay Spirit Shirts or their Blue Jay Squad Shirts on Friday. We encourage parents to monitor PowerSchool Behavior (Kickboard) daily to partner with us in reinforcing the expectations. The teacher will communicate on Thursday afternoon if your child has NOT earned the privilege of wearing their spirit shirt on Friday. Spirit shirts may be purchased for $15.00

DISCIPLINARY ACTION

Our goal in discipline is to provide students with the tools needed to appropriately regulate their behavior. Consequences are given to a student with the purpose of changing behavior, not simply as punitive measures. Determination of consequences will take into account the child's age, developmental level, motivation, intent, and previous discipline history. Depending on the offense, the student may receive time out, counseling, loss of privileges, before school behavior clinic, suspension, or may be made to make restitution for their behavior. All consequences will be at the discretion of the administration in coordination with Ascension Parish School's 2024-2025 Discipline Matrix.

Oak Grove Primary Discipline Levels

Level 1	Level 2	Level 3	Level 4	Level 5
Teacher/Classroom Managed Student Behaviors *Minor disruptions which are considered less serious and are not harmful to others.*	Teacher/Classroom Managed Student Behaviors Minor Offenses *Minor offenses that are considered less serious or harmful to others. Documentation is made.*	Admin.* Managed Major Offenses *Major offenses that may significantly disrupt the learning environment and/or compromise the safety of the school community.*	Admin.* Managed Serious or Severe Offenses *(Principal may Recommend a Student for Expulsion)* *Serious or severe offenses that involve a significant single incident* *offense*	Admin.* Managed Severe Offenses *(Shall Require Mandatory Expulsion and/or Law Enforcement Assistance)* *Severe offenses involving law enforcement intervention and/or requiring a student's arrest. Multiple Offenses=three (3) or more suspensions*
Characteristics ✦ Disruptions that can be handled by the teacher ✦ Not harmful to peers or self ✦ Behavior can easily be retaught/redirected with classroom management	Characteristics ✦ Offenses that can be handled by the teacher ✦ May be mildly harmful to self or others ✦ May be repetition of Level 1 behavior ✦ Behavior needs to be documented with a consequence. ✦ Use of short-term consequences can correct the student's behavior	Characteristics ✦ Offenses that need to be handled by a teacher, an administrator ✦ Aggressive behavior ✦ Harmful to self or others ✦ Repetition of Level 2 behavior	Characteristics ✦ Offenses that need to be handled by an administrator or ISSP ✦ Student offense may involve law enforcement, and the student may be arrested ✦ Threatening or harmful actions to the school community ✦ Vicious practices ✦ Injurious conduct with intent to harm (assault/battery)	Characteristics ✦ Offenses that need to be handled by an administrator ✦ Student offense involves law enforcement, and the student may be arrested ✦ Student is a danger to the school community ✦ Student incites violence (group fights)

Administrator or ISS Presider

TIME-OUT

Time-Out is NOT a suspension. Students may be assigned to Time-Out for a short period of time (no more than 30 minutes). These students will report to the ISSP room for the required length of time. Students are allowed to make up any work missed while in Time-Out. The goal of time-out is to provide time away from the environment where the behavior is occurring, allowing time for the child to reflect, regroup, and problem solve ways to appropriately move forward.

COUNSELING

As previously stated, the goal of discipline is to equip students with the tools necessary to regulate their behavior. Depending on the offense, a student may be required to conference with the counselor in an effort to help students gain tools needed for self regulation and/or support for underlying issues.

LOSS OF PRIVILEGE

Minor and major infractions may result in the temporary loss of student privilege. Some examples of privileges a student may lose:

- All-Star Friday - On Fridays, PE classes play competitive games to culminate the week of lessons. Students may lose 5 or more minutes as a result of an infraction.
- Silent Lunch - Students may lose their privilege to visit with their peers during lunch. This time will be used to encourage reflection on how the child may work to improve their behavior moving forward.
- Walk-n-Think - First 1-5 minutes of recess is spent walking the walking path to encourage reflection on how the child may work to improve their behavior moving forward.

COMMUNITY SERVICE

Minor and major infractions may result in the student being assigned community service where they will perform an act of kindness as restitution for their behavior. The goal of this consequence is to build empathy and allow the student to make amends for their actions. Some examples are:

- Cleaning/organizing an area of the classroom
- Wiping tables in the cafeteria
- Picking up trash around campus
- Assisting a staff member with a task

A child may be assigned to a before-school behavior clinic if a parent/guardian objects to their child participating in community service.

BEFORE-SCHOOL BEHAVIOR CLINIC

The purpose of the before-school behavior clinic is to provide time for reflection and restorative practices in an effort to equip students with the tools necessary to meet the behavioral expectations at school. A parent or guardian must bring the student to the front office **by 7:40 AM**. **If** a student is **late**, he/she will be **rescheduled** for their behavior clinic on the next school day. If the child misses the rescheduled clinic, he/she will be assigned In-School Suspension. Students will not be allowed to ride the bus on mornings assigned to before-school behavior clinic.

IN-SCHOOL SUSPENSION (ISS)

The purpose of the In-School Suspension Program is to provide a sequence of intervention strategies designed to prevent and/or minimize the frequency of inappropriate behavior.

1. As such, an In-School suspension is counted as a suspension toward expulsion. Notice in writing must be provided as outlined in the Student Rights and Responsibility Handbook.
2. A parent or guardian must accompany the student and sign in to the ISSP room by 9:00 AM (through the front office).. The parent must also sign out and pick up the student in the front office at 2:30 PM. Students may only be accompanied to and from school by a parent or guardian. Students will not be allowed to ride the bus on days assigned to ISSP.
3. If a student is unable to attend school due to an emergency or illness, it will be the responsibility of the parent to notify the school (391-6764) that day prior to 8:15 AM. The suspension will then be extended and a normal absentee recorded for that day. If notification is not received from the parent by the time specified, a designee will attempt to contact the parent to discuss changes made to the suspension so that the student is not placed on an Out of School Suspension (see below).
4. At Oak Grove Primary School the ISSP time is 9:00 AM – 2:30 PM. Students must remain for the entire duration of the day (9:00 AM – 2:30 PM). A parent or guardian must sign the student in at **9:00 AM** and sign him/her out at **2:30 PM**. ***Students in ISSP are not allowed to ride the school bus in the morning or afternoon.***
5. Students will be counted as present for all days in the ISSP room, and will receive credit for all work done in the program.
6. The child will remain in the ISSP room for the school day(s) assigned and not be allowed to participate in recess or other settings with their peers.. The student will be under the supervision of the ISS Presider, Mrs. NaSheda Dright-Dennis, for the duration of the suspension..
7. Students should bring all textbooks and materials needed to the ISSP room. The student's teachers will send work assignments. A student must complete all assignments before returning to the classroom.
8. Students referred to the ISSP are suspended students, therefore will not be allowed to participate in any extracurricular activities for the duration of their suspension.

OUT-OF-SCHOOL SUSPENSION

Students receiving out of school suspension are not allowed on the campus of any Ascension Parish School for those days, including extra curricular events. The student will receive a zero on all work missed during the suspension period. An Out-of-School School suspension is counted as a suspension toward expulsion. Notice in writing must be provided as outlined in the Student Rights and Responsibility Handbook.

SCHOOL VISITORS

Oak Grove Primary School strives to provide students, parents, and other visitors with a safe, warm, and welcoming environment. Parents are encouraged to participate in school events and visit the school often. In order to maintain order and protect the safety of our students the following rules exist:

1. Visitors **will not** be granted entry to school and/or will be asked to leave if any of the following should occur:
    a. Wearing of clothing that promotes sex, drugs, alcohol, violence, or hatred
    b. Use of inappropriate language
    c. Making threats or impolite treatment of students, staff, or other visitors
2. All visitors are required to sign in through the front office and wear a visitor's badge. You will be asked to show identification in order to be admitted to the school or to check your child out of school. Please do not be offended or angry if asked to do so. We are only doing so to protect your child. All visitors must be known and accounted for.
3. All visitors must use the restrooms designated for visitors. Please do not use the restrooms designated for students.
4. Please help our students to be responsible about bringing ALL items needed for the school day. It is very disruptive when we must call classrooms many times a day for students to pick up items that were forgotten at home. Before coming to school, please consider the item you are bringing for your child and whether it is truly needed for the day.
5. No outside food, other than a bagged lunch prepared at home, may be brought into the cafeteria to be consumed by the students or visitors. Visitors are welcome to purchase the meal prepared by the school cafeteria or bring a nutritious lunch from home. VIOLATION OF THIS RULE COULD RESULT IN OUR SCHOOL LOSING FEDERAL FUNDING. Please be cooperative in this matter.
6. Parents/Guardians are allowed to have lunch with students on **Tuesdays and Thursdays** with a **limit of two guests** per student. Lunch is an important time for our children to learn to socialize with their peers. The following guidelines will apply to lunch visitation:
    a. Parents/Guardians must check in (get a badge) and wait in the front office before going to the cafeteria.

b. Please refrain from using or allowing your child to use electronic devices during your lunch visit. We encourage you to communicate and interact with your child during this time.
c. Say your good-byes while in the cafeteria. Parents/Guardians are not allowed to walk the child back to the classroom.

7. If you need to pick up your child during the school day, you must come in and sign your child out. Before a child is released to an adult other than a parent/guardian, school personnel will check to verify that the adult is listed as acceptable by the parent/guardian by note or on the student profile sheet and is at least 18 years old.
8. Students may not be checked out of school during the last thirty minutes of school (3:00-3:30) unless it is an extreme emergency.

COMMUNICATION

We believe that maintaining open lines of communication between school and home is of utmost importance. If you have questions or concerns regarding your child, please follow our protocol of contacting your child's teacher first, either via email or by calling our office at (225) 391-6750. The fastest and most efficient method for communicating with teachers is email or ParentSquare. The teachers will not interrupt instructional time to send and receive messages or emails; however we strive to respond in a timely fashion, within at least 24 business hours. Parents are encouraged to check their child's agenda or VIP each day for notes from the teacher and to look for graded papers each week to be reviewed, signed, and returned to school within three school days.

CONFERENCES

It is the goal of the faculty and staff of Oak Grove Primary to work with students and parents as a team. There will be two assigned parent-teacher conference dates. Parents are encouraged to attend these conferences to discuss any academic concerns and learn about his/her child's progress. These conferences are scheduled in 15 minute increments. Any concerns to be discussed beyond that length of time must be scheduled for a different day.

At any time during the school year, parents may request a conference with a teacher and/or administrator. This may be done by calling the school office at (225) 391-6750 or by sending a note, MyPowerHub message, or email. All conferences must be scheduled at an appointed time. If you are unable to attend a scheduled conference, please call in advance to cancel and reschedule. We ask that you present any questions or concerns to your child's teacher before contacting administration.

PEACHJAR

A school calendar will be sent home at the beginning of each month. This includes important school information. Please make sure you look over the calendar carefully and post it in a place where you can refer to it often. Lunch menus, meal prices, school events, early dismissal dates and other important information is included on the monthly calendar. Fliers for various other opportunities, events, and activities are added to MyPowerHub on an ongoing basis.

NEWSLETTERS

Weekly newsletters will be sent home by the teacher each Monday (some grade levels may share the weekly newsletter through digital platforms in lieu of sending home a paper copy). Newsletters will include information about what skills the students are focusing on for the week. Additionally, assessment dates and other important classroom information can be found on the teachers' weekly newsletters.

WEBSITES

Websites maintained by both the district and our school can be found at https://www.ascensionschools.org/. Our school website may be accessed by clicking on our school name under the listing of primary schools. School information, as well as students' grades (**PowerSchool**), may be accessed from the Oak Grove Primary homepage. To set up PowerSchool access, please contact our guidance clerk, Ms. Kayla Bennett, at kayla.bennett@apsb.org.

Unified Classroom Behavior (Kickboard)

Oak Grove Primary is using a school wide app called ***Unified Classroom Behavior (Kickboard)*** to provide our families with strong communication between home and school***. Unified Classroom Behavior (Kickboard)***is a web based program which allows school wide and classroom communication. You can download the ***Unified Classroom Behavior (Kickboard)*** app via the app store. Create a login and find "Oak Grove Primary School." Once students are placed in a class you will receive an email to join the classroom. If you have changed schools, please use the following directions to connect to OGP:

E-MAIL

All employees of Ascension Parish Schools have an assigned email account for communication. In most cases, the email address contains the person's first and last name in the following format: firstname.lastname@aspb.org

We encourage you to reach out to your child's teacher by email should you have any questions or concerns. Please allow the teacher at least one school day to respond to your message, as teachers have little time to communicate during the school day.

OTHER

You may also obtain information via School Messenger call-outs, emails, our school's official Facebook page (Oak Grove Primary School OGP), as well as our parent volunteers' Facebook page (Oak Grove Primary Parent Volunteers). We discourage the use of personal cell phones between a teacher and parent. We hope that by utilizing a variety of media, we will be able to meet the communication needs of all our families.

BIRTHDAYS AND OTHER SPECIAL DAYS

As part of our morning announcements, birthdays of students and staff are recognized each day. Students are invited to come to the front office at the end of the announcements for a special treat. In order to protect our valuable instructional time, the following rules must be adhered to:

- Students are not permitted to receive deliveries of flowers, cookies, balloons, or other gifts during the school day.
- Birthday parties are NOT permitted during school hours. This includes sending cupcakes, cakes, or other treats to the classroom or cafeteria.
- Students may not distribute party invitations at school unless the entire class or all of the boys or all the girls are invited.
- Employees may not give out the phone numbers or addresses of other students to parents or children. (They may send a class list of children's first names only)
- Class parties are limited to CHRISTMAS and EASTER only. (district policy)

PERSONAL ITEMS

- All personal items must be labeled with the student's name. Anything that is lost or found should be reported to the teacher. Anything found should be placed in the LOST and FOUND box. Students should check for lost items at recess or before school. All items in the LOST and FOUND that are not claimed by the last day of the school year will be donated to Goodwill or Fellowship Center.
- Students are not permitted to bring toys, gadgets, electronic devices, or other non-instructional items to school. Such items will be confiscated and parents will be required to pick them up from the school. The school administration will be the final interpreter of any questionable items.

- Cell phone usage by students is prohibited. Cell phones will be confiscated and must be claimed by the parent from the principal. A $10 service fee may be charged. The school is not responsible for the loss of non-permitted materials at school.

MONEY

- All checks should be made out to Oak Grove Primary School and include your address and phone number.
- Parents should never be asked to make out checks payable to teachers.
- All correspondence asking for money from teachers should have the approval of the principal and should have the principal's initials.
- Teachers are not permitted to accept payment for tutorial services provided for the students they currently teach and assign grades to. Teachers may tutor students for pay if they do not currently teach or assign those students grades.
- Concerns about excessive or unusual requests for money by the school should be directed to the principal. These concerns may be made anonymously if the parent so desires.

GRADES

Teachers shall be responsible for evaluating each student's achievement/performance in all subject areas in accordance with the policies and procedures of the Ascension Parish Pupil Progression Plan.

Grades 1-4: a minimum of seven grades dispersed throughout the grading period will be used in averaging grades, with daily, weekly, and unit evaluations forming the basis for the nine-week grades. Grades may include tests, written papers, reports, oral recitations, projects, experiments, and scores on mastery and unit tests, etc.
Grade 5: a minimum of nine grades dispersed throughout the grading period will be used in averaging grades, with daily, weekly, and unit evaluations forming the basis for the nine-week grades.

Grading Scale	
Grade	**Percentage**
A	100 - 90
B	89 - 80
C	79-70
D	69-60

F	59-0

HOMEWORK

We understand that life is busy with football, dance, cheer, soccer, church, and much more. Our students have also worked very hard all day at school and need time to be children. We do not want families spending hours at night on homework. Homework is for practice because, as we all know, practice makes perfect. Teachers will not be sending home new learning with students for homework. We are asking that you provide your child(ren) the time, space, and support to complete homework. If your child is not able to complete assignments in a reasonable amount of time, it is important that you relay that information to the teacher so that appropriate interventions can be put in place in order for your child to experience success. Simply write a note or send an email to your child's teacher informing her of the issue your child is having. Your child will **not** be penalized for missing homework. Students are provided class time for all graded assignments.

If your child does not have homework, encourage them to read, study notes, or show you what they learned at school each day. Ask students questions and encourage them to talk about what they are doing at school so that you may help them apply this learning to real life scenarios. This will help the child to see the importance of the skills they are learning.

HONOR ROLL

Oak Grove Primary recognizes students in grades 2-5* for their academic achievements at the end of each grading period.

- Principal's List – 3.61 to 4.0 with no C's
- Distinguished Student's List – 3.0 to 3.60 with only 1 C allowed

*First grade students will be recognized during the third and fourth nine weeks only. Invitations will be sent out by your child's homeroom teacher closer to the date of each Honor Roll Ceremony. The invitations will include the times and locations for the ceremony.

2026-2027 HONOR ROLL DATES	
QUARTER 1: EVENING	Monday, October 26, 2026
QUARTER 2: MORNING	Friday, January 22, 2027
QUARTER 3: EVENING	Tuesday, April 6, 2027

SCHOOL-SPONSORED EDUCATIONAL FIELD TRIPS

The purpose of the educational field trip is to extend the learning experience of our students outside of the classroom. The child's teacher will provide information regarding all scheduled field trips, along with a permission slip to be signed by the child's parent or guardian. Depending on the cost and destination of the educational trip, families may be asked to cover the child's expenses. The goal when planning educational trips is to keep the cost low enough that all students can participate. If your family is experiencing hardship, please reach out to your child's teacher or the school for assistance.

All school rules apply to field trips and other school sponsored functions. Any child in violation of the rules may be subject to disciplinary action. Upon request of the principal, parents may be required to attend their child's field trips or school sponsored activities. It will be the responsibility of the parent to assign an adult to accompany the child if he/she cannot attend. Please adhere to the profile sheet requirements for anyone attending a school-sponsored activity in the absence of the parent/guardian..

CAFETERIA

The Ascension Parish School Board has adopted a Prepayment Policy for full and reduced price students purchasing school meals. The following procedures will ensure that we are in full compliance of this policy.

- Oak Grove Primary offers a complete breakfast and lunch meal program. Students have the option of eating the meal provided by the cafeteria or bringing a bagged lunch from home. No outside food, other than a bagged lunch prepared at home may be brought into the cafeteria to be consumed by the students. A bagged lunch does not include food items that must be heated, nor does it include items that are purchased from restaurants or fast food chains. In addition, carbonated beverages are not allowed at school. **VIOLATIONS OF THESE RULES COULD RESULT IN OUR SCHOOL LOSING FEDERAL FUNDING.** Please be cooperative in this matter.
- Application for free or reduced lunch must be filled out for those participating in the program. These applications are given to each family on prep day and again on the first day of school by homeroom teachers. It is important that all information be provided on the application in order for it to be processed.
- Breakfast and lunch are served daily. All students will eat lunch with their class. Students must refrain from loud talking, running, horseplay, hitting or teasing one another in the

cafeteria. Additionally, students are responsible for keeping the area around their place clean. Any student deliberately dirtying the cafeteria will be asked to clean the cafeteria for a period of time assigned by an administrator.

- All car riders that eat breakfast are expected to be in the serving line by 8:10 AM so that adequate time can be provided for them to eat. The bus driver will notify the school in the event that arrival time to the school is later than 8:10 AM. In such cases, those students that ride the bus will be granted permission to eat breakfast.
- **Sharing of food and condiments brought from home is strictly prohibited.** Please understand that this is for the safety of our students. Violation of this rule may result in disciplinary action.
- All school meals must be paid in advance of the meal service. The cafeteria's computer software allows for prepayment of meals by the day, week, month and even year. Prepayment of meals often results in the students spending less time in line. Parents should access My School Bucks on the district website to prepay for meals. Meal payment notices sent home with the students serve as a reminder to send money for school meals. In an effort to ensure that every child receives a meal, the Child Nutrition Program will extend a three-day grace period to students in Pre-K – 8th grade with no money in their accounts. This is for lunch only. Breakfast will not be served if there is no money in the child's account. The parent/guardian will be notified of the zero balance and reminded to send money to be deposited into the student's account. After the third day of the grace period, balances must be paid in full or the student's plate will be pulled and an alternate lunch will be provided. Contact the school cafeteria manager to acknowledge and/or make arrangements for payment of the lunch fee. Check or money orders will be accepted as payment of meals or you may utilize the online payment system. An established cut-off date for acceptance of checks for the last month of school will be determined each year. Please check your school calendar for the cut-off date in May. If a student transfers within the parish, the student's lunch account balance will also transfer.
- Snacks will be sold 2-3 days per week at the cost of $1.00 per snack. If the child has money in the lunch account, they will be allowed to use it after purchasing a full meal. Only students who purchase lunch in the cafeteria will be allowed to purchase snacks. Parents may also send cash in lieu of using money from their lunch account. If you do not want your child to purchase snacks, you must directly send a request in writing to the school, attention Ms. Mona Nelson.

APSB Prices	Breakfast	Lunch
Free/Reduced	$.00	$.00
Primary Full Pay	$1.75	$3.25
Visitor	$4.00	$5.85

Extras	
Milk	$0.50
Juice	$0.50

If you have questions concerning the meal program or policies, please contact the School Food Service Department at (225) 391-7334. For questions concerning student accounts, please contact the Oak Grove Primary School Food Service Manager, Mona Nelson, at (225) 391-6760.

SCHOOL COUNSELOR

Our school counselor is available to students who need assistance with any problem they may have. Issues the counselor may address include interpersonal skills, challenges with adjusting, loneliness, problem solving, death, and divorce, just to name a few. Parents are invited to discuss with the counselor any difficulties that they feel may be hindering the progress of their child. Our school counselor, Mrs.Kieara Steib Coleman, can be reached at (225) 391-6758. Mrs. Coleman can also be reached by emailing kieara.steib@apsb.org. Parents should make an appointment to be sure the counselor is available when they visit the school.

MISCELLANEOUS

- Students are not allowed to bring any items to school to sell or trade for personal profit. Items will be held in the office until a parent picks them up.
- Students are not allowed to bring food or snacks from home to share with others without the direct permission and supervision of the teacher.
- Vending machines are not allowed for student use.
- Students are not allowed in teacher workspaces.
- All students will be expected to abide by the rules and regulations particular to each class.
- No student is to leave school premises during school hours for any reason unless permission is granted from the office.
- No student is to leave the classroom during school hours for any reason unless permission is granted by the teacher.
- Weather permitting, all students will remain out of the building during recess.
- Students are responsible for the use of electronic devices, textbooks, library books and any other equipment furnished by the school. Proper care must be exercised in their use and the student will be required to compensate for unnecessary damage.
- Teachers are instructed to confiscate any weapon that a student might bring to school. A weapon is any object that may be used to inflict bodily injury or damage to property.
- A student must pay for any act of vandalism that results in destroyed or damaged property.

BLUE JAY PLEDGE

I am a special person

I will do my best all day

I will be kind to everyone

I will think before I act

I will be responsible

I will be respectful

And I will be safe all day!