

# Paulina Elementary/SJP Magnet PK-3<sup>rd</sup> Student Policy Manual 2024-2025



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### **School Colors**

Royal Blue and Yellow

### **School Mascot**

Pelican

### **School Motto**

“Creating a Better World, One Leader At A Time”

### **School Mission Statement**

As a PES family, we will work together to lead, to learn, to grow - showing kindness and respect to everyone we meet. We will embrace challenges and celebrate victories.

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Dear Parents,

Welcome to Paulina Elementary, a **Leader in Me School**. Our programs of study, our co-curricular activities, and our community involvement are exceptional – a fact of which we at Paulina Elementary and you – should be very proud!

The faculty and staff are looking forward to becoming acquainted with you during the school year through conferences, open-houses, P.T.O. meetings, and other school activities. We invite you to discuss with us any concerns, which you may have about your child and the school experiences provided by Paulina Elementary. We also invite you to join our excellent P.T.O., parent volunteer program, and become an active part of your child's education. We need your talents, time, and support. Research shows that children whose parents play an active role in their education are more apt to succeed in school.

This handbook has been prepared so that you will have important school information. The successful implementation of these guidelines requires that each person involved – faculty, staff, students, and parents – recognize and carry out the guidelines set forth. Please read it carefully, review it with your child, and keep it for reference throughout the year. We hope that working “together” we will have a great school year.

Sincerely,

Administrative Staff

## **School Improvement**

Partnering with local industry, this will be year FIVE of our school initiative **LEADER IN ME**. Leader in Me is an evidence-based, comprehensive-school improvement model – developed in partnership with educators – that empowers students with the **leadership** and life skills they need to thrive in the 21<sup>st</sup> century.

Paulina Elementary will continue to use a high quality Tier 1 curriculum to teach the Louisiana Student Standards. These standards in English Language Arts, Math, Science & Social Studies are important for your child's future success! The standards teach children how to think critically and become problem solvers. They are more rigorous, more focused and more relevant to the long-term success of students in school and beyond.

More Rigorous – Louisiana Student Standards ensure our students are prepared to enter college and compete with their peers around the world for high-wage jobs in the increasingly competitive global economy.

More Focused – Louisiana Student Standards are fewer and more focused, providing students with more time to gain a greater depth of knowledge on core concepts that allow them to master increasingly complex material.

More Relevant – Louisiana Student Standards are more relevant to what students need to know to succeed in the next grade and eventually in life after graduation.

With learning focused on the Louisiana Student Standards, students become active-learners – rather than passive – in a dynamic classroom environment. Students will be engaged in self-driven learning, coming up with ideas and concepts through exploration across all curriculum areas. Students will become independent thinkers who can create informed opinions, critique the opinions of their peers and their world, defend their arguments with evidence, and communicate their points of view effectively.

Within our PES school framework, teachers will continue to receive job-embedded professional development on how to instruct students in order to master Louisiana standards. District Instructional Coaches and the Leadership Team will work collaboratively to build teacher capacity and efficacy. Assessments will test student mastery of the standards. Teachers will look at data on a frequent basis and make instructional decisions based on student needs. Various strategies will be implemented in order to increase student achievement.

You may find more information about Louisiana Student Standards at [www.louisianabelieves.com](http://www.louisianabelieves.com)

## **School Hours**

Beginning Time . . . . . 7:50 AM

Dismissal . . . . . 3:05 PM

Students are permitted on the school grounds beginning at 7:25 AM. Students who are dropped off at school **MUST BE DROPPED OFF IN THE FRONT OF THE CAFETERIA.**

The school day begins at 7:50 AM, and any student arriving after 7:55 AM will be considered tardy. The cafeteria doors will be closed and locked at 7:50 AM for car riders. In the event that a student is late, it will be the responsibility of the parent(s) to escort their child(ren) to the school office in order to sign their child in.

## **Dismissal**

All students are dismissed at 3:05 PM. Students will be called to load buses in an organized manner. Upon dismissal, students are to report to the bus loading area in front of the main building to board the bus or report to "Parent Pick Up" in front of the cafeteria circle drive. Students leaving campus via "Parent Pick Up" will follow the instructions given by their teacher. Early dismissal notices will be issued to children as soon as possible so parents can make suitable arrangements for the care of their children.

## **Parent Pick Up/Drop Off**

Parents who drop off their child should proceed to the circle drive and drop off in front of the cafeteria. When picking up your child for dismissal, please remain in your vehicle and wait in the "Parent Pick Up" line in front of the cafeteria. Car riders will be in front of the cafeteria at 3:05. School employees will assist in loading your children to ensure the safety of ALL. "Parent Pick Up" will be called **first in the dismissal process**. Students not picked up by 3:20 PM will report to our Extended Day Program for a fee of \$6.00 per day/per child.

## **Bicycles**

Because of traffic congestion, no student is allowed to ride a bicycle to school.

## **Check Out Procedure**

Any student leaving the school grounds for any reason before dismissal must be signed out in the office. If on occasion you must check your child out of school early, come to the office and your child will be summoned for you. There is a sign-out card in the office for this procedure. No student will be permitted to leave school without verification. Anyone signing out a student must provide a valid ID and be listed on the student information sheet that you were asked to fill out at the beginning of the year.

Students must be signed out by 2:30 PM unless there is an actual emergency. A parent may not go to their child's classroom unless checking with the office first. Where legal custody of a student has been assigned to one parent, legal guardian, or foster parents, a copy of the custody papers will be kept on file with the student's records. If no legal document is on file, either parent may check out a child. It is the parents' responsibility to inform the school of custody issues.

## **Transportation**

If your child must leave school by any means other than his/her usual mode, written parental permission must be given to your child's homeroom teacher. For example, if your child is a bus rider and you want them to change to a car rider for one day, you must send a note to school. The office will not relay messages to a child or teacher via phone call. It is difficult to verify that a parent is making the change. Additionally, instruction is interrupted when the office notifies the teacher of the change.

Please include the following in your note:

1. the date and time of departure,
2. the name of the person who is picking up the student, (designated on information sheet in office)
3. the signature of the parent or guardian, and
4. a telephone number for the purpose of verification.

If your child will need to ride a different bus than his or her usual pick-up or drop-off location, you must submit a transportation request form at least three to five business days in advance of the bus change date to the secretary. This form is located on the district website and copies are available in the school office. A written note for this is not acceptable for bus changes, as this form must be sent to the central office for approval to ensure space is available on the bus and the driver is aware of the change. Once the form is completed, the secretary will notify you when approved. **Parents are asked to follow these procedures to ensure the safety of all children.**

### **Attendance**

A parent or guardian should notify the front office via telephone in advance of the student's absence or on the morning of the absence. All student absences will be entered by teachers into JCAMPUS. Parents will receive an automated call as notification that their child is absent from school.

Students will not be excused from school except in cases of emergencies. All work missed by students must be made up within 5 days after returning to school (unless the period of illness is extensive). Excessive absences often result in poor schoolwork. Students must submit a medical excuse or complete an absentee (SJ2 form) issued by the school board to have their absences excused. Even though an absence is excused, it is still considered as a day not present, because the child is **not** physically at school. You will also receive an automated message on your home phone that your child is absent. Teachers will issue makeup work to students who are absent due to illness or school activity.

**Elementary students may not accumulate more than 10 unexcused absences for the entire school year.** If more than 10, students shall receive a grade of N/F (non-sufficient/failure) for the applicable year. Students may be given the option to recur hours lost for promotion to the next grade.

Exceptions shall be made only in the event of extended personal illness (i.e., excused absences) verified by a physician or other extenuating circumstances verified by the district Administrative Director of Child Welfare and Attendance in consultation with the principal and parents/guardian.

<b>ABSENTEE REPORT</b>	
<b>ST. JAMES PARISH SCHOOL SYSTEM</b>	
<b>SJ2 Form</b>	
<b>Student</b> _____	<b>School</b> <u>PES</u>
<b>Date(s) Absent</b> _____	<b>Reason for</b>
<b>Absence</b> _____	<b>Date</b> _____
<b>Signature of Parent/Guardian</b> _____	
<b>Date</b> _____	
<b>Signature of Principal</b> _____	

A parent must complete and return the above SJ2 form within **two** days of an absence. The principal determines excused absences. A parent/guardian is allowed to use one absentee report (SJ2 form) a semester. Multiple SJ2 forms do not need to be used if a child is absent for 2 consecutive days. This form may also be used for tardy excuses. At the end of this booklet, you will find additional forms for your use.

### Tardies

The cafeteria doors will be closed and locked at 7:50 AM; therefore, a parent must escort any student arriving after 7:55 AM to the office. Students who arrive after 7:55 AM are considered tardy and need a tardy slip to enter their classroom. Students are tardy if they have not crossed the second set of double doors by the office area by 7:55 AM. Students signed out prior to dismissal at 3:05 are also considered tardy. The office will enter tardies (morning and afternoon) in JCampus. Repeated tardies will result in consequences.

- After 2<sup>nd</sup> & 5<sup>th</sup> tardy – Parent Contact
- After 5<sup>th</sup> tardy –Administrative Conference/Referral to Truancy Officer

### Perfect Attendance

To receive a perfect attendance certificate, a student must attend school for 177 days or full term as defined by the St. James Parish School Board and/or State Board of Elementary & Secondary Education. A student must attend school a full day, with the only exception being the following:

1. A school sponsored trip
2. Late arrival during homeroom period (not to exceed 2 occasions)
3. Leaving school because of illness (not to exceed 2 occasions)
4. Death in family – Child must “check-in” school first, then “check-out”
5. Other circumstances approved by the Administrative Director of Child Welfare and Attendance in consultation with the principal
6. The number of tardies and sign-outs may affect parish perfect attendance. **Three unexcused late sign-ins, after official homeroom, shall equal one (1) day absent for parish perfect attendance determination.**

### Dress Policy

It is the obligation of the School Board to provide an educational atmosphere, which shall be conducive to the learning process. Students, teachers, and administrators have the right to be free from distracting influences, which hinder the learning process. No mode of attire will be considered proper for school wear that distracts from or disrupts classroom and school decorum. The principal of each school will make the final decision as to what is considered proper or improper dress according to the guidelines provided. It is the responsibility of each student to use good judgment in one's total appearance so that the attention of others is not distracted from the purpose of the school. Cleanliness shall be a basic consideration. Any substantial complaint concerning the dress code will be dealt with by the school administration. (Note: Jackets are not to be worn tied around the waist. Keys attached to a chain must not be worn around the neck, around the wrist, or hanging out of pockets. Shirts are to be tucked in so belts are clearly visible. **PARENTS ARE ENCOURAGED TO LABEL ALL CLOTHING SUCH AS COATS AND SWEATERS WITH PERMANENT MARKERS FOR IDENTIFICATION.**

### Uniforms

Students in St. James Parish (Grades PK-12) will be required to wear uniforms to school. Parents/Guardians will be responsible for purchasing uniforms. Uniforms shall be worn as follows:

- PK-3 Boys Dress Code: School – approved color (PES has selected Navy Blue) or white shirt (oxford or knit with collar: no labels), school approved logo is optional, uniform khaki pants (can be pleated, not pleated or cuffed: no labels; no mustard, off white, or putty color), or shorts (not more than 3” above the knee).
- PK-3 Girls Dress Code: School-approved color (PES has selected Navy Blue) or white shirt (oxford, knit with collar, or broadcloth; no labels), school approved logo is optional, uniform khaki pants (can be pleated, not pleated or cuffed; no labels; no labels; no mustard, off white, or putty color), skirts, skorts, jumpers or shorts (not more than 3” above the knee).
- Sweaters/Vests/Sweatshirts: School-approved color (PES has selected Navy Blue) or solid white (school-approved means the principal has given his/her approval); only school approved monograms; no logos: no name brands; hoods are not allowed on campus (on jackets or sweatshirts); collar of uniform shirt shall be visible.



- Coats/Jackets/WindBreakers: Solid navy blue, white, black, gray, brown, or khaki; no stripes or designs; only school-approved monograms; no logos; no name brands; no hoods are allowed on coats/jackets/windbreakers.
- **In addition, students also have the option of wearing a school spirit shirt with a uniform bottom. The shirt can be worn on a daily basis.**
- **SJP Magnet students also have the option of wearing the lime green magnet shirt with a uniform bottom.**

### Dress Code Regulations

- All students will wear the designated school uniform clothing as outlined in the uniform policy. Transfer students will be given seven (7) days to acquire a proper uniform.
- The wearing of socks or tights for girls and socks for boys shall be mandatory and must be white, khaki, gray, black, or navy blue. Socks are to be visible and must not be lower than the ankle. Tights or leggings must have feet. No mid-calf tights or leggings.
- All students must wear belts (solid navy, solid gray, solid khaki, solid black, solid white, or solid brown) if pants have loops. Belts may not be more than one size larger than the waist. No belts are to be worn with beads, stones, sequins, words, or designs.
- Baggy or over-sized uniforms are not acceptable and are prohibited. Pants must fit at the waist; “lowriders” are not allowed. Drawstring pants, cargo pants, joggers, and sweatpants are also prohibited.
- Pants must be hemmed and side slits are not permitted. Pants cannot be made of denim material (jeans).
- Shirts must be tucked in at all times. Undergarments must not be visible. T-shirts are to be white without any print.
- Turtlenecks, if worn, shall be white with no name brands, and no logos. White turtlenecks may be worn under uniform jumpers and may be worn under a uniform shirt, but cannot be worn alone.
- Slippers, thongs, sandals, flip-flops, Croc-type, foam-type, and light-up shoes are not acceptable. Shoes must be completely enclosed. Shoes are to be laced and tied. Please consider purchasing Velcro shoes if your child is unable to tie his/her shoes.
- Should your child elect to wear a wristband to school, be advised that each student is allowed to wear only one wristband/bracelet, which is to be worn on the wrist. No child shall wear a hairband/rubber band as a wristband/bracelet. If a child chooses to use the wristband in an inappropriate manner, the child will be asked to remove the wristband and the child’s privilege to wear wristbands in the future will be revoked.
- The wearing of earrings by female students will be allowed, earrings should be no longer than 1” from piercing. The wearing of more than two pairs of earrings will not be allowed.
- Wearing body-piercing jewelry other than for pierced ears is prohibited.
- Students will be allowed to wear chains, pendants, belt buckles, or necklaces with the following specifications:
  - o Rope-type chains shall be no larger than 1/6 inch in diameter.
  - o Flat chains shall not exceed ½ inch in width.
  - o Name plates, pendants etc. shall not be larger than 2 inches by 1 inch.
- Jewelry is worn at the student’s own risk. The system will not be responsible for lost/stolen items.
- Only prescription glasses may be worn inside buildings.
- Blankets and headgear, such as caps, hats, bandannas, etc., are prohibited (boys and girls).
- Clothing with holes is not allowed unless patches cover the holes.
- Clothing shall be worn on the “right” side and not the inside out.
- Prohibited items may be confiscated by school officials and returned to the parent/guardian only.

It is also the obligation of the school to enforce the attributes of cleanliness, personal hygiene and neatness. Therefore, all students must maintain a physical appearance, which is indicative of attention to personal hygiene and cleanliness. The school system cannot allow the failure of students to maintain basic standards of body cleanliness nor can it allow indecency in dress. Teachers/principal have an obligation to enforce the regulations governing these objectives. Parents should “check” a student’s dress **before** they leave for school in the morning to ensure it complies with the parish code. “Dress Down” opportunities will be provided throughout the school year as noted on the monthly calendar/special memo.

# School Procedures

## Bus Rider Rules

Students should be on time at the designated school bus stops and should wait until the bus comes to a complete stop before attempting to enter. The bus will only stop for riders on the right side of the road (The student cannot cross in front of or behind the bus to get on/off of the bus). Good behavior by all students is expected while waiting for the bus. If possible, parents are encouraged to be at stops before and after school. Younger students will not be dropped off if a parent/adult is not visible. **Bus riders brought back to school will be placed in the Extended Day Program at a rate of \$6 per child.**

While on the bus, students should keep hands and head inside the bus at all times. Remember that loud talking and laughing may divert the driver's attention and make safe driving difficult. Disruptive behavior is not permitted around or on the school bus.

- Bus riders should never tamper with the bus.
- Do not leave books or other articles on the bus.
- Do not put anything out of the window. This includes spitting, arms, heads, hands, paper, etc.
- Bus riders are to remain seated while the bus is in motion. Students are not allowed to leave their seats while the bus is moving.
- Bus riders are expected to be courteous to fellow students and the driver.
- Bus riders must abstain from profane language.
- Students are under the jurisdiction of school from the time they leave home in the morning until they return home in the afternoon. Each student will be held accountable for his actions while in route to and from school. This also applies to field trips.
- Any child experiencing problems with other students, etc., on the bus should report them immediately to the driver. If the problem continues, the child and/or parent should report the problem to the office immediately.
- Children causing problems serious enough to be reported to the office by the driver will be issued a warning for the first offense. Repeated offenses will warrant action in accordance with school board policy. This may result in a student being removed from the bus. Students may also receive additional consequences as well.
- Any child who defaces or destroys bus equipment will be required to repair/replace it.

## Morning Routines

- Car riders will enter through the side cafeteria door. Breakfast eaters will place their school bags in the hallway and proceed to breakfast. Non-breakfast eaters will report to the designated class area.
- Bus riders will enter through the front office doors. All PK-3<sup>rd</sup> grade students will place their school bags in the hallway near their classrooms and either proceed to breakfast or walk to designated morning areas.
- Pre-Kindergarten students will report directly to the hallway near the cafeteria.
- Kindergarten – 3<sup>rd</sup> grade students will place their school bag in the hallway. Students eating breakfast will report to the cafeteria immediately. Students not eating breakfast will report to their designated area.
- At 7:50 AM, a bell will sound. Teachers will direct their students to line up and walk into class. Instruction starts at 7:55 AM..

## Breakfast

- Students must arrive at school by 7:40 AM if they are eating breakfast.
- Students will put school bags down in designated hall areas.
- Each grade level will have a table designated for breakfast.
- Students are to follow the directions of the faculty and staff at all times.
- Enter the cafeteria through the "in" door and exit through the "out" door.

- Walk in a single file line to the sink areas (no pushing, shoving, or running). Wash and dry hands (3 pumps and 2 pulls). Towels are to be placed in the trash can near the sink area.
- Students will proceed to the serving line and pick up a fork/napkin, straw, and plate of food. If the line is short, students will proceed to the serving line. If the line is too long, students have to stop and wait.
- Students will walk to and sit at their assigned tables.
- While eating, students are to use school manners and Voice Level 1.
- \*\*If noise level becomes unacceptable, the duty teacher or administration can assign **occasional** silent breakfast days.
- Students' eating area is to be left clean and free from food and paper. Any food or milk left over is to be discarded. Duty teacher will check for cleanliness.
- Students will exit through the "out" door, use the restroom in designated areas and report to their morning area.

### **Lunch**

- Students are to follow the directions of the faculty and staff at all times.
- Enter the cafeteria through the "in" door and exit through the "out" door.
- Walk in a single file line to the sink area, wash and dry hands (3 pumps and 2 pulls). Towels are to be placed in the trash can near the sink area.
- Students will proceed to the serving line, grab a fork/napkin, straw and plate of food. If the line is short students will proceed to the serving line. If the line is too long, students are to stop and wait.
- Students will sit by class and teachers will monitor and eat with their class.
- When the last student in the class sits down, the teacher allows approximately 20 minutes for eating. (Lunch period is a total of 25 minutes.)
- Students will eat and clean up their space. While eating, students are to use school manners and Voice Level 1.
- \*\*If noise level becomes unacceptable, the teacher or administration can assign **occasional** silent lunch days.
- When students are ready, tables are dismissed one side at a time. Everyone completes a quick clean up and throws their plate away in the same order in which they were seated. Teachers will check for cleanliness.
- After lunch, teachers will escort the entire class to use the restroom in designated areas.

### **Restrooms**

The following restroom areas are designated for each grade:

- Pre-K – PK classrooms/PK hallway
- K – K classrooms/ front hallway
- 1st grade – back hallway
- 2nd grade – hallway near classrooms/cafeteria
- 3rd grade – hallway near classrooms/cafeteria
- Students are to use the appropriate marked restrooms "boys" or "girls".
- Duty teachers inside the main building and gym will monitor restrooms.
- Students are to use the restroom and flush the toilet. Toilet paper is to be used appropriately.
- Students are to wash and dry hands (3 pumps and two pulls). Paper is to be thrown in the trash can.
- Students are to walk out immediately when finished.
- There is to be no loitering in the restrooms and lights should remain on at all times.

### **Classroom / Hall Behavior**

The following appropriate classroom behavior is expected of all students:

- Enter the classroom/hall in a quiet and orderly manner according to the directions of the teacher. When entering the building following recess, classes should use the door closest to their classroom.
- Keep the desks and surrounding areas neat and clean.
- Refrain from defacing school property.
- Be courteous to fellow pupils, teachers, and other personnel.
- Speak only at proper times or when properly recognized.

- Remain seated in class unless otherwise instructed.
- Leave class in an orderly manner at the direction of the teacher.
- Follow all classroom rules.
- Respect **all** adults and students in voice and action.
- Respect the property and rights of others.
- Any concerns should be discussed with your teacher. The principal should be consulted only after chain-of-command has been followed.
- Loitering in the restrooms, halls and classrooms is prohibited. Passes are to be used at all times when traveling without an adult.
- Private party invitations are not to be distributed at school unless the entire class is invited. Private solicitations on school campus are also prohibited.
- Talking, when permitted, should be Voice Level 1 while indoors.
- Students should walk down the hall in the center block to avoid injury from opening doors. **Running is not allowed in the building or on the sidewalks.**
- Gum chewing is not allowed on campus.

### **Walking in the halls and on paved areas**

- Students will walk in the halls on the silver line and on paved areas at all times.
- Students will walk in single file line by staying behind the person walking in front. Adults may walk beside the line.
- Students will stop at teacher-designated places.
- Students will walk without touching one another or their surroundings by keeping arms folded in front of the body or hands in pants pockets.
- Students will complete the procedures with no talking except in whisper if there is a need to speak to an adult.

### **Assemblies**

- Students will sit facing forward on the floor or in chairs following these rules:
  - Chairs – Students will sit with their backs against the chair with feet hanging in front of them.
  - Floor – Students will sit on the floor with legs crossed like a pretzel and hands in their lap.
- Students will face forward at all times, respect the personal space of others and practice active listening.
- Students will respect all speakers and performers by not talking, socializing, booing or disturbing anyone at any time during the assembly.
- The principal or other school personnel will dismiss classes.
- Students are to leave the assembly quietly and immediately return to their classroom.
- The misbehavior of any student during an assembly will result in the consequence of removal from the assembly to the office area.

### **Afternoon Dismissal**

- Dismissal is at 3:05. Students will leave the classroom when their dismissal group is called.
- When the bell rings, all personnel are to report to their duty post. Homeroom teachers are to stand in their doorway to monitor hallways and students.
- Car riders will be called first. Students are to walk single file on the silver line down the hallway and proceed to the cafeteria hallway. These students will sit in their designated area until they are picked up. Car riders will continuously load in the circle drive keeping traffic flowing.
- Bus riders will be called after the first set of car riders. These students are to walk single file on the silver line down the hallway and exit through the front office doors onto their bus.
- There will be NO running allowed during dismissal.

# **Playground Rules and Procedures**

## **Behavior**

The following playground/recess behavior is expected of all Paulina Elementary School students. Students are responsible for their own actions. In the event a student commits a Level 2, 3 or 4 offense during recess, teachers must follow the consequences as outlined in the St. James Parish District Policy Manual. If a student commits a Level 1 offense during recess, the teachers will use suggested interventions.

- Students are to walk on any paved areas and walk to the playground area. Students who run may cause injury to themselves or others.
- Students will play safely following school rules.
- Playing or loitering in the restrooms is not allowed.
- Students are not allowed to bring snacks from home to eat at recess. Gum chewing is not allowed.
- Students are not permitted between the gym and main building during brain break.
- Students are to display appropriate behavior when using playground equipment.
- When the recess bell rings, students will stop playing immediately, hold all equipment (balls), tuck in shirts and quietly line up at their designated class line area.
- Once the duty teachers begin to count down (10, 9, 8, 7, etc.) all movement and noise is to stop after number 1.
- Duty teachers will signal students to walk to their classrooms.

## **The Playground Boundary**

- All students must stay inside the fenced yard. Students are not to climb over a fence. Students are only allowed outside the boundary if given permission by an adult supervisor.
- Girls will play on the right side of the playground and boys on the left (All grades). This will rotate based on instructions by duty teachers.

## **Basic Rules of Student Conduct**

- Keep all hands and feet to self. This means no one should karate, push, pull, grab, trip, hit or kick anyone. Playing games where grabbing someone's coat or clothes is not allowed. Football games shall not be physical in nature. Tackling or rough pushing/shoving/touching is not allowed.
- Be kind and nice to everyone. Include other people in games. Say something nice to a person when he/she is playing a game even though they may not be good at the game. They will get better with practice.
- Talk nicely rather than arguing with others. Share rather than demand everything for yourself.
- Treat other people the same way you want to be treated.
- Throwing rocks, sticks or any other injurious object is prohibited.
- Language and gestures need to be appropriate in the school setting. When in doubt, there is a general rule: If it could be said to the principal, it can be said to anyone.
- Toys and electronics are not allowed on the playground (radios, CD players, video games, trucks, cars, baseballs, stuffed animals, dolls, purses, etc...).

## **Playground Equipment**

- Slides
  - Sit down on the slide. Do not stand up.
  - Slide with your feet first.
  - Do not walk or run up the slide from the bottom.
  - Do not put anything on the slides.
  - Keep your legs and arms inside the slide while sliding down. Do not jump off the slide while sliding down.
  - Only one person at a time is allowed to slide down.
  - No flips under the slide.
- Zip line Equipment
  - Form one line beginning near the fence.
  - One student at a time can walk through the "maze".

- o When getting to the zip line at the end, hold handles with two hands and glide to the end of the course. Get off of equipment and proceed to the back of the line at the start area.
- o Do not push any students while holding on to the zipline.
- Playground Balls (yard area past tree)
  - o Do not throw balls at anyone with intent to harm.
  - o Throw footballs only while you are on the playing field.
  - o Bring in any balls that you take outside. If you see any “stray” balls, bring them in also.
  - o Return the balls to the designated bag.
  - o Anyone can play if he/she wants to play. When choosing sides, choose one player at a time.
  - o Only touch football is allowed. Grabbing, tackling, or pushing someone down is not allowed when playing touch football.
  - o Soccer is played with the feet, not the hands. Do not push or trip others when playing soccer.
  - o Once a game is started, the person bringing out the ball may not take the ball away from the game.
  - o When the recess bell rings, all ball playing must come to an immediate halt, and balls are to be walked in.
- Jump Ropes/Hop-Skips/Hula Hoops
  - o Jump ropes are to be used for jumping only.
  - o Do not swing them around, play tug of war, tie up other students or wrap jump ropes around other people.
  - o All ropes are to remain near the front area of the playground. Do not take them out into other areas.
  - o Return ropes at the end of recess.
- Pavilion
  - o No running or horse playing allowed.

#### End of Recess

- When the bell rings or when the megaphone siren sounds, stop playing and **walk** to the lining up area. Students are not allowed to run. If students run, they will be sent back to the spot they started running and will practice the walking procedure.
- Students are to return any playground equipment to designated area/bag.
- Once the countdown begins (10, 9, 8, etc.) students are to tuck in shirts, fold arms and begin to quiet down in line.
- When the entire group gets to 1, all students are to be facing forward, lined up quietly ready to walk into the building.

#### Emergency Procedure During Recess

- All concerns are to be reported directly to the duty teacher.
- Students are not to run directly to the office without permission from a duty teacher.
- Students use the office phone with the secretary's permission only.
- If a student is slightly hurt and needs an ice pack or a Band-Aid, report injury to the teacher on duty and the student is to be walked by another student to the office. If a student is hurt badly enough not to be moved, another student is sent to the office to contact administration. The intercom in the gym can also be utilized.

#### Restroom Procedures for Recess

- Students should use the restroom before exiting the building.
- Students are not to play in and around the restrooms.
- During recess, in the event of an emergency, students are to ask for permission to use the restroom in the main building.
- Students are not to use the restroom in the gym due to classes.
- Students will be allowed to drink water after recess.

## **Discipline Policies and Procedures**

Education is a process that requires reasonable behavior. Conduct is the manner in which students are expected to act so that order, safety and decorum can be maintained. Every student is strictly accountable for any disorderly conduct in school, on the playground, school bus, and field trips. To assist students, parents, faculty and staff in maintaining such an environment, the following discipline policies / procedures have been developed.

### **Paulina Elementary School-Wide Discipline Plan**

We at Paulina Elementary School agree that a well-defined, well-organized, and documented discipline system works and has helped us all maintain a well-disciplined school which maximizes learning and makes the students accountable for their own behavior. In order to maintain a classroom that allows all children to learn, Paulina Elementary School has a school-wide discipline plan. This plan involves rules, rewards and consequences for offenses that will be used in all classrooms. Please read and discuss the following with your child:

#### **Rules**

1. As a leader, I will keep my hands, feet, and objects to myself.
2. As a leader, I will respect students and adults.
3. As a leader, I will respect the property of others.
4. As a leader, I will follow all directions given.
5. As a leader, I will be kind to everyone.

\*These rules relate to Level 1 offenses in the St. James Parish Student Policy Manual. All Level 2, 3, and 4 behaviors and consequences will follow the St. James Parish Student Code of Conduct.

Minor disciplinary problems involving students in grades PreK through third shall be processed through classroom and school administrative interventions.

#### **Minor Behavior Offenses & Consequences (Level 1 Infractions)**

The following are some examples of Level 1 **minor** offenses. Teachers are to handle Level 1 behaviors in their classes.

- o Talking/blurting out
- o Non-compliance (including refusal to do work, failure to complete work, refusing to return a requested item)
- o Off task
- o Out of seat
- o Inappropriate noises (including singing, beating, tapping, etc.)
- o Sleeping/head down in class
- o Disrespectful body language (including eye rolling, lip smacking, hand gestures, mumbling, etc.)
- o Disrespect towards a peer (teasing/harassing, horse playing, pushing/shoving)/ One occurrence (no repeated pattern)
- o Not prepared for class (that includes no homework, pens, pencils, notebook, etc.)
- o Inappropriate hallway behavior
- o Cell phones/electronic devices or objects (take from student and call parent to come get device or object)
- o Defacing school property (graffiti, throwing wet paper towels, standing on sinks, etc.)
- o Chewing gum

The student is referred to the office for **minor** offenses after all 5 steps on a student's **Consequence Ladder** have been completed. The Consequence Ladder is sent to administration the same day, and administration will work with your child to assist in changing behaviors as well.

## **Consequences**

When a student chooses not to follow school rules, consequences will be given. Card flips will be visible in the classroom on a pocket chart utilizing a colored card system. Students will begin each day on a plain green card (starting over). Cards are flipped from one color to another for each offense. Cards are not to be flipped more than one color at a time nor should they be flipped automatically to a certain color. (For example, a student's card cannot be flipped from green straight to blue.)

Below are consequences that correspond with each color. Teachers will notify the student of each infraction, record the offense on a consequence ladder and on the student's behavior calendar. Offenses are sent home daily/weekly in graded paper folders. Below are consequences that correspond with each color that should be followed. Teachers will record the infraction on the student's Consequence Ladder and on the student's behavior calendar at the end of the day.

Consequence Ladder Steps	Consequence Ladder Action For Each Step	Corresponding Card/Calendar Color
First Infraction	Class intervention	Light Green (Warning)
Second Infraction	Class intervention	Yellow
Third Infraction	Class intervention & parent contact **	Blue
Fourth Infraction	Class intervention & 1:1 conference with teacher and/or counselor ***	Orange
Fifth Infraction	Office Referral	Pink

## **Classroom Interventions**

Depending on the infraction, teachers will choose a classroom intervention for each of the offenses. Examples of infractions they may choose include (but are not limited to) the following: Acknowledge positive behavior, praise when on task, provide non-verbal cues, have the child write a written reflection/apology, take away unstructured time, verbally remind the child of desired behavior, provide restorative practices, move the student, have the child complete work during recess, take away privileges, have a 1-1 conference with the teacher/administrator/counselor, redirect the child, etc.

In the event of excessive and continuous school and classroom behavior problems by students, students will receive a Behavioral Referral for Level 2, 3, and 4 infractions. These offenses are listed in the St. James Parish Student Code of Conduct.

The library media specialist and the PE, dance, art, and music teachers will be allowed to issue infractions as well. Daily behavior tracking charts for students will be transferred to activity teachers to mark minor behavior infractions if needed. Only one infraction allowed per student. If this infraction places the student on blue, a telephone call to parents is required. If this infraction places the student on pink, a consequence ladder report must be completed by this teacher as well as a phone call to parents. If a child earns four consequence ladders in a month, he or she earns a major referral.

## **Rewards**

All students will begin each day with a green card. Students can earn Pelican Bucks from any staff member and use the bucks to purchase items in our Pelican Bucks Store at the end of each month. In addition, students will receive incentives weekly, monthly, and each nine weeks for exhibiting model student behavior. A student will be removed from the Good Behavior List and not participate in monthly PBIS rewards if he or she has earned more than two yellow infractions, more than one blue, or a major referral within that month. In order to attend the semester rewards, he or she is required to remain in good standing and earn the monthly PBIS rewards for 4 out of the 5 months (August - December; January - May).



## ***Major Behavior Offenses & Consequences (Level 2, 3, and 4 Infractions)***

Students who commit major classroom offenses will automatically receive an office referral and will be issued a consequence according to district policy that can be found in the St. James Parish Schools Student Code of Conduct.

### **Disciplinary Policies**

Notes about PES discipline:

1. The students are to receive a copy of the classroom rules/regulations and consequences/procedures and rewards so parents will be aware of what is expected of their child (This particular section of this student handbook serves this purpose).
2. When a student violates a classroom and/or school rule, the procedure that has been set forth will be enforced.
3. The teacher is required to inform the student when a consequence has been given.
4. Parents will be made aware of their child's offense by the discipline/conduct folder that is sent home daily by the homeroom teacher. Teachers will also attempt parental contact in the form of a phone call, email, or text.
5. A judicious attempt will be made to determine the instigator of all fights, scraps, etc. When both parties are equally at fault, both will receive consequences. No child will be disciplined for defending him/herself if the child is threatened with forceful bodily harm—the child, however, must make an attempt to report the problem to the supervising adult or principal, when possible.
6. Students are not allowed to download illegal or inappropriate material for use on their device. Any student who violates the District Technology Use Policy will be subject to disciplinary actions and/or subject to having their device revoked. Paulina Elementary School reserves the right to charge a student for defacing any device including the laptop case. The policies that govern the use of technology can be found in the St. James Parish Schools Student Code of Conduct.
7. Administrative discretion applies to behavior, consequences, and rewards.
8. Louisiana Law states that the principal has the right to suspend or recommend expulsion at any time.

Substitutes are not to issue consequences (flip cards). Substitutes will leave teachers notes/logs about student behavior on the “**Substitute Log**”. The teacher will determine whether or not to issue consequences upon his/her return. However, long term substitutes will be allowed to follow the PBIS Plan.

### **In- School Detention**

The purpose of in-school detention is to provide an alternative to in-school suspensions and out-of-school suspensions while providing strategies designed to help students improve their behavior. In-school detention shall not prevent the school principal or designee from assigning in-school suspension or removing a disruptive student from the school setting and requesting an expulsion hearing. In-school detention will be scheduled as needed. A copy of the office referral form will be given to each student to give to his or her parents. The referring teacher will also be given a copy notifying him or her of the date and time of the detention. Parents will receive phone calls as well.

### **Field Trips, Assemblies, Extra and Co-Curricular Activities**

PES tries to provide a number of outside activities to enrich and supplement a child's academic, social, and cultural development. To maximize student benefits and to ensure the safety and well-being for all individuals involved, it often becomes necessary to restrict a student's attendance or participation at/in these activities based upon a student's willingness and ability to cooperate with school officials and comply with school rules. When the safety of an individual or a group may be jeopardized by a student because of chronic failure to abide by school rules, it becomes the responsibility of the school's administration to request a parent to accompany his/her child on a field trip to ensure the child's safety and well-being. Such extenuating conditions will be at the discretion of the school's administration. Parents asked to serve as chaperones are required to obtain a name tag through the front office. The Raptor System will be used to screen

chaperones and volunteers at Paulina to assist us in helping keep students safe. Please see the section on parent volunteers found in the handbook for more information. All students must ride the bus to and from field trips.

## **Parental Involvement Policy**

### **Statement of Philosophy**

The philosophy of the St. James Parish Public School System is based on the underlying belief that a child's education is vitally affected by the quality and character of the relationship between home and school. The school system recognizes that parents are their children's first teachers and valuable partners in educating children. The school system is eager to combine the educational forces of home, school, and community to improve educational opportunities for all children.

### **Development and Review of School Involvement**

Paulina Elementary has developed this parental involvement policy with the collaboration and input from parents of participating children. This policy is in direct alignment with the district policy and serves as the basis for parental involvement and is an integral part of the school improvement plan. Each school year a meeting of the school improvement team, including parents and students with representatives from the identified subgroups listed in the No Child Left Behind Act of 2002, will be held. Also, the school improvement team will address concerns expressed by parents through a review and update of the School Parental Involvement Policy annually. Parents serving on the School Improvement Team provide input on parental involvement policies and activities to be implemented at Paulina Elementary School. Paulina Elementary will provide agendas and sign-in sheets to the LEA to insure parents are involved in the process. Copies of the policy will be sent home to all families enrolled in the school. Throughout the school year, additional meetings will be conducted at various times to provide parents and community members an ample opportunity to review and comment on the School Parental Involvement Policy.

### **High Student Academic Achievement**

1. At the beginning of each school year, a student/parent/teacher compact is signed by all stakeholders in order to build and develop a partnership to help children achieve the State's high standards.
2. The compact describes the school's responsibility to provide a high-quality curriculum and instruction in a supportive and effective learning environment. It also describes ways in which parents can assist in supporting their children's learning, and ways parents may volunteer and participate in decisions relating to the education of their children.
3. Issues of open communication between parents and teachers are also addressed in the compact.
4. To help foster a home-school partnership, Paulina Elementary teachers will help students achieve academic success by sending weekly homework sheets home or documenting homework in assignment pads. Homework, project, tests, class news and other home-school information will also be posted on the school's website.

### **Building Capacity for Involvement**

1. Paulina Elementary will conduct an Open House parent orientation in the fall, conduct parent/teacher conferences at the beginning of the second semester, and provide periodic meetings during the year to inform parents of the State's achievement standards, state and local academic assessments, and instructional programs provided in the school.
2. Paulina Elementary, in collaboration with the district, will provide materials to help parents work with their children to improve their children's academic achievement.

### **Louisiana Parent Information Resources Center**

In addition, parents will be notified of the Instructional Resource Center provided to all parents in St. James Parish. The IRC is located at the St. James Parish School Board building. If you have any questions, comments, concerns, or suggestions regarding this policy, please write them in the space below and return it to school at your convenience. Our School Improvement Team will address all feedback. Thank you for being active partners in your child's academic achievement!

# **Student/Teacher/Parent Compact**

## **Parent/ Guardian Agreement**

I want my child to have a successful school experience; therefore, I will do the following:

- \*\*See that my child attends school regularly and is punctual.
- \*\*See that my child has all necessary supplies for school each day.
- \*\*Support the principal and teachers in their efforts to maintain discipline.
- \*\*See that my child reads at home. (Accelerated Reader Books, Recreational Books)
- \*\*Establish open lines of communication with the teachers and administration.
- \*\*Establish a quiet and well-lighted area for home learning and study.
- \*\*Make sure home assignments are completed by the student and returned.
- \*\*Encourage and praise my child for his/her efforts.
- \*\*See that my child returns assigned textbooks at the end of the school year.

## **Student Agreement**

I want to be successful in school; therefore, I will strive to do the following:

- \*\*Attend school regularly.
- \*\*Bring necessary school supplies each day.
- \*\*Complete all home learning assignments.
- \*\*Obey school and bus rules.
- \*\*Be courteous and respectful to adults and to other students.
- \*\*Be sure to care for textbooks and other school materials.

## **Teacher Agreement**

I want my students to be successful; therefore, I will strive to do the following:

- \*\*Provide home learning assignments for students.
- \*\*Provide assistance to parents to support students' learning.
- \*\*Communicate students' progress to parents.
- \*\*Show respect and concern for all students.
- \*\*Discipline students in a fair and appropriate manner.
- \*\*Encourage and praise students' efforts.
- \*\*Assign students' textbooks and materials necessary for instruction.

## **Principal Agreement**

I support this form of parental involvement; therefore, I will strive to do the following:

- \*\*Provide a safe environment that allows for positive communication between the teacher, parent and student.
- \*\*Show that I care for all students.

## **Title IX Coordinator**

Kelly Cook

1876 West Main St. Lutch, LA 70071 225-258-4500

kcook@sjpsb.org

## **Parent Communications**

Communications to all parents related to school and parent programs, meetings, and other activities will be in one or more of the following forms and in the parent's native language, when practical: monthly calendars, upcoming events on flyers, phone calls, Facebook posts, newspaper articles/advertisements, conferences, district/school website posting, daily take home folders, progress reports/report cards, and PTO meetings.

PES faculty and staff will be working to build stronger relationships with those who are engaged in a student's success. They have access to communication tools through an online program/app called SchoolStatus. Faculty and staff will be able to call, text, send emails, and send out broadcast messages (ex: to the entire class at once) and receive calls, texts, and emails from you by using the SchoolStatus program from their laptop/iPad. Once you receive a message from your child's teacher, you will have the option to save the teacher's number into your contacts so that you can continue to communicate throughout the year. All communication through the SchoolStatus program will be recorded.

Parents may make appointments for conferences with teachers and administration by telephoning the school office at 258-4700. Teacher conferences must be scheduled during non-teaching periods/times. However, accommodations will be made for those parents who work or may have difficulty with transportation. Parents who come to school for a conference with a teacher must stop at the office. The office will notify the teacher of a parent's arrival. Parent-teacher conferences are to be held in the teacher's classroom unless an administrator is asked to be present. In this case, conferences will be held in an administrator's office. Parent conferences must be documented and signatures must be obtained from all participants.

### **Parent Volunteers/Helpers**

The faculty/staff welcomes your help at any time. However, we ask that preschool children, infants, and toddlers not accompany parents who come to school to assist. You will be given an opportunity to sign-up for volunteer work so that we can make a work schedule. If you do not have the time or do not wish to volunteer at school, consult your child's teacher about "take-home" work. Parents who actively participate in the support of the classroom and school will be the first considered for chaperoning field trips, etc. All parents are encouraged to volunteer a small amount of time to make our two major functions (Halloween Carnival and Field Day) a success. Parents are reminded to dress appropriately while volunteering or chaperoning trips and are asked to follow the same ethics and dress code to which teachers adhere. The Raptor System will be used to screen chaperones and volunteers at Paulina to assist us in helping keep students safe. A visitor's Driver's License or other state issued ID will be used to scan individuals for being a registered sex offender. When a visitor is cleared, the Raptor System prints a badge including the visitor's name, photo, date, time and destination. If a potential threat is identified, the Raptor System sends an alert.

### **Grading Policies (See District Pupil Progression Plan)**

Report card grades are averaged every nine weeks. There are 4 nine weeks in a school year. Evaluation shall be a continuous process. Daily, weekly, and unit evaluations shall determine the nine-week's grade. These grades may include tests, written papers, reports, oral recitations, projects, experiments, and nine-week's examinations.

Letter grades, percentages, or points shall be assigned for all types of work. Students in grades 1-3 shall receive **S**, **N** or **U** grades in music/art/handwriting.

PK and K students receive report cards beginning with the first nine weeks and receive ratings.

Percentages awarded/letter grades are as follows:

90 – 100 = A

80 - 89 = B

70 - 79 = C

69 - 60 = D

0 - 59 = F

Final grades shall be an average of the 4 nine-weeks grades and computed according to St. James Parish School System's Method for Averaging the Final Grade.

Teachers shall identify/refer students who are not able to make satisfactory progress to the Response to Intervention (RtI) and/or School Building Level Committee (SBLC).

Graded papers are sent home in a folder once a week for you to review and sign. Parents are also able to view their child's grades via jCampus. Additionally, you will receive your child's weekly behavior chart. If a week goes by and you do not see a graded paper folder, please contact your child's teacher.

### **Homework**

Homework study is a necessary part of each child's educational program. It is the responsibility of each student to complete all work assigned in the manner described by the teacher. Each student is expected to spend time in addition to scheduled class instruction to achieve satisfactory work. Some assignments are long range in nature and require planned study time for their completion.

Homework sheets for the week will be sent home with students. Parents are expected to monitor completeness and accuracy of home assignments. Depending upon a child's interests, ability, and age, parental involvement in home assignments may be necessary. Guidance, "not doing" is the key here. Homework is just practicing or applying what already has been taught. Please try to find time to read to your child or have them read to you. Discussing the student's day at school should be a routine at evening meals.

**The State Library of Louisiana offers After-School Online Homework Assistance services for all students in Louisiana.**

**You can access this service at the following Website: <http://homeworkla.org>**

### **Honor Roll**

St. James Parish Public School System's Honor Roll Policies are as follows:

#### **Elementary School Policy**

##### **A. Superintendent's Honor Roll**

Grades 1-3

1. All **A's** in all subjects
2. All **S's** in all grade-level applicable subjects

##### **B. Principal's Honor Roll**

Grades 1-3

1. **A's** and **B's** in all subjects that require letter grades, and
2. All **S's** in all grade-level applicable subjects

##### **C. School's Honor Roll**

Grades 1-3

1. A minimum of a 3.0 average, and
2. **A's** and **B's**
3. **C** in any one subject
4. All **S's** in all grade-level applicable subjects

**\*\* A student must be on grade level to be eligible for honor roll.**

## **School Food Service**

The cafeteria provides the students with well-balanced meals. Students are encouraged to take advantage of the meals served daily. Encouraging your child to eat in the cafeteria fosters good eating habits for a lifetime. If you have any questions or concerns about lunch/breakfast, please call the cafeteria manager at 258-4706 before 1:30 p.m.

## **Food Allergies**

If your child has any type of food/milk allergies, a doctor's excuse is to be turned in to the office and updated annually. Milk substitutions are not allowed unless specified by the doctor.

## **Box Lunches**

A student may bring his/her lunch to school. Parents are asked to ensure that lunches are nutritious and children are able to open lunch items without assistance. Food items in lunch boxes may not be shared with other students. This is mandated by the state health department. We regret that we do not have the facilities to warm or chill foods brought in lunch boxes. **Canned or bottled soft drinks** and **candy** are not allowed. Students may only bring water in a clear water bottle. Parents choosing to send box lunches are asked to send the lunch with the child in the morning. No energy drinks allowed on campus.

## **Special Diet and Food Allergy Request**

The school secretary, the cafeteria manager, or the nurse may be contacted to receive a ***DIET PRESCRIPTION REQUEST FOR MEALS AT SCHOOL*** form. When the form is returned and correctly completed by the physician, the diet request will be forwarded to the Child Nutrition Department for evaluation. A determination will be made as to whether or not substitutions will be made. Until such determination is made, parents may be required to send their child's meals to schools. Diet prescription request must be made each school year. An Individualized Health Plan will not be written for Special Diets and Food Allergies until a School RN receives a Diet prescription that has been received and approved by the Child Nutrition Department. If you have any questions, please contact the Child Nutrition Department at 225-258-4561.

## **Illness and Immunizations**

Students who attend school on a regular basis are more successful. However, children should remain at home when they are ill. If a child becomes ill enough to go home during the school day, the parent/guardian will be notified. It is important that we have your correct phone number and other numbers (work, cell, etc.) in the event of an emergency. Please notify the school when your number is changed or no longer in service.

Any child having a communicable disease must remain at home until the communicability period is ended upon presentation of a doctor's certificate. Please make sure your child's immunization records are up to date. If a teacher, office personnel, or the School Nurse notifies you that your child needs immunizations, please cooperate immediately.

## **Head Lice**

Lice outbreaks are common among school children, and all children can easily become infested. Lice can come from almost anywhere - - a classmate, an upholstered seat in a movie theater, or another child's sweater or hat. Parents are requested to take immediate action to prevent the spread of lice to others.

Please check your child's hair for lice and nits; look for the silvery or whitish oval-shaped eggs attached to the hair shaft near the scalp, usually behind the ears and at the back of the head and neck. Although these eggs may look like dandruff, dandruff can easily be removed. Head lice should be suspected if your child is experiencing intense itching and scratching of the scalp and back of the neck.

If you suspect lice:

1. Notify the principal immediately; your name will be kept confidential.

2. Several safe products are available from your doctor or drugstore. When used as directed, these products will kill the lice and eggs. In many instances, only 1 treatment will be needed, but a repeat treatment in 1 week is recommended. Be sure to remove all nits.
3. Inspect each member of your family for at least 2 weeks.
4. Sterilize all personal belongings (underwear, pajamas) and bedding (sheets, blankets, and pillowcases) of your child and other infested items in hot water or by dry cleaning. A spray is available at the drugstore for use on non-washable items. (wash school bags too)
5. Thoroughly wash combs and brushes in hot water to disinfect.
6. Vacuum carpets, sofas, and mattresses well and spray with insecticide spray from the drugstore.
7. Returning to school is dependent on treatment with medicated shampoo that kills lice and removal of all nits (eggs).

### Medications

No medications may be given to any student without a parent/guardian signing a medical release form as required by the St. James Parish School Board. You may request a form from the school, sign it, and return it to school; or you may come to school and sign the form. **We do not administer prescription medication that can be taken at home 3 times a day (before school, after school, bedtime).** Please do not send non-prescription drugs such as aspirin, cough drops, medicated lip balm etc. to school. We are asking that you respectfully follow the guidelines listed below:

#### Lip Balm and Cough Drops

1. If lip balm/cough drops are labeled “medicated”, it cannot be brought to, or used, at school without a doctor note.
2. If a lip balm/cough drops require a recommended usage of every so many hours, or so many times a day, it cannot be brought to, or used at school without a doctor note.
3. There are many products available over the counter for a dry lip problem. “Vaseline” would provide the maximum amount of prevention with the least amount of problems.
4. Please educate your child about no sharing, playing or excessive use of lip balm during class.

### Medication At School

SJPSB follows State and Federal legislation’s medication guidelines. Legislation states that medication ***that can be given before or after school, shall not be given at school. School medication orders must be limited to medications, which can be administered during school hours.*** However, SJPSB understands that some medications may be necessary during the school day, for a child to be able to attend school or to allow a student to participate equally in the education setting. Louisiana State Legislation has put into place some required conditions to insure the health, safety, and welfare of children who need medicine ***during the school day.***

**A few of these requirements are as follows** (SJPSB Medication Administration Policy and Procedures may be viewed, in its entirety, on the school board website):

1. The parent/legal guardian must provide a completed and signed *Medication Order*, by **BOTH** the physician and parent, for **EACH** medication to be given at school. This form is also **required** for any over-the-counter medication to be given at school.
2. Only oral, pre-measured inhalant, topical ointment for diaper rash, and emergency medications shall be administered at school by a (TAP) Trained Authorized Personnel. Eye drops, antibiotics, and other short-term medications, including over-the-counter medications, shall not be given by school personnel, unless a *medication exception* has been granted by the school RN.
3. Medication **MUST** be delivered to the school office by a parent/legal guardian or a responsible adult. Students are **NOT** allowed to transport medication to school or have medication in their possession without the School RN approval. Teachers and principals have the right to take medication from a student and contact the parent. Emergency medications such as asthma inhalers, EpiPens, and glucagon can be carried and self-administered by a student, **ONLY** if it has been approved by the physician, parent/legal guardian, and the School RN.
4. The parent/legal guardian must count and sign-in the amount of medication that is delivered to the school with a (TAP) trained authorized personnel, on the student’s medication log.
5. No more than a **(35) day supply** of medication shall be brought to school.

6. Medication **MUST** be in a container properly labeled from a pharmacy and **MUST** match the *Medication Order*.
7. The parent/legal guardian **MUST** provide the names and working telephone numbers of persons to be contacted in case of a medication emergency. Emergency phone numbers should be updated **immediately** if there is a change in contact information.
8. The parent/legal guardian shall provide a statement, stating that the initial dose of medication was administered outside of the school jurisdiction, allowing at least **(12) hours** of observation for adverse reactions, with the exception of emergency medications such as, an asthma inhaler, EpiPen, or glucagon.
9. Time Release/Extended Release (XR) capsules will **NOT** be opened or the contents emptied into food or liquid.
10. Medication tablets will **NOT** be halved or crushed at school, this **MUST** be done by a pharmacist or the parent/legal guardian.
11. Medication not retrieved by a parent/legal guardian or responsible adult, will be destroyed **(2) weeks** after the expiration date, if the order is discontinued, or at the end of the school year, following notification to the parent/legal guardian.
12. *All student information shall be kept confidential.* The parent/legal guardian shall be required to sign an authorization, for the exchange and release of confidential information, so that health information can be shared between the School RN, necessary school board employees and health care providers.

\*\*\*A **NEW Medication Order** is required at the **beginning of EACH school year** (cannot be dated prior to July 1st, of that school year) and anytime **DURING the school year**, if there is a change in the medication (i.e. Name, Time, Dose, Route). A parent/legal guardian is **NOT** allowed to make changes in a medication, a new *Medication Order* **MUST** be given. \*\*\*

Revised 5/2016

### **Injuries**

Any accident, which results in injury, requiring medical treatment beyond "first-aid" is the responsibility of the parent. The school system will not pay for treatment unless negligence on the part of the system or its employees can be proven. If a student is injured at school, he/she should report the injury to any school personnel. Once notified, the school personnel will complete an accident report. A parent will be called if an injury occurs.

### **Money Sent to School**

Money sent to school for any reason (fees, field trips, pictures, etc.) must be in an envelope with the child's name, grade, amount, and reason for sending. All monies should be turned in to the child's teacher and not the office. Payments made for fees, field trips, pictures, lunch money can NOT be paid together on the same check. All checks should be made payable to Paulina Elementary School. Any money sent to school must be marked and labeled with the following:

- o Child's name
- o Amount of money/what for
- o Grade and Teacher

Tech fees can be paid through SchoolCash Online.

### **Library Policy**

Students are welcome to browse, use reference materials, or complete assignments in the library. Books can be checked out for a 1-week period and renewed for another week if needed. Each kindergarten student may check out one book per week beginning second semester, and students in grades 1 through 3 may check out two books per library visit. Reference materials are not to be taken home and may be used in the classroom.

Pupils are not fined for overdue materials, but library privileges are taken away until materials are returned. Any lost or badly damaged items are the responsibility of the student, and must be paid for by the parent/guardian.



### **School Pictures**

School pictures will be taken throughout the school year. Available packages and price ranges will be forwarded to you as soon as the office is notified of them.

### **Newly Enrolled Students**

Any new student who enrolls at Paulina Elementary School will receive an orientation conducted by the school secretary. If a student is enrolled prior to the start of school, parents will also have the opportunity to attend an open house.

### **School Organizations/Clubs**

Paulina offers 4-H to third grade students. Please keep in mind this organization requires “out-of-school” time and extra money. Parental assistance is most often required. Encourage your child to participate. If they so choose, make certain they fulfill the responsibilities of the organization. Remember that we are molding future leaders and citizens.

### **4-H Club**

The major goal of the 4-H club is to learn about and carry out the six pillars of character. The goals of the club are:

- a. Always compete with pride and good sportsmanship.
- b. Learn to be leaders and members our school is proud of.
- c. Get parents involved in helping our club throughout the year.
- d. Have fun and be proud to be a Paulina 4-H'er!

Eligibility – Open to 3<sup>rd</sup> graders. Members turn in an enrollment card. No enrollment fee. Meetings are held once a month during elective time. AG awareness is the focus for our 3<sup>rd</sup> grade students. Students can participate in all 4-H activities; however, they will only receive a participation award. Good behavior is always expected of 4-H'ers at school and at contests held outside of school. Students will receive one warning for serious offenses before being dismissed from the club.

It is the policy of the St. James Parish School Board that students of all races are encouraged to participate in all extracurricular activities offered and that no student shall be denied participation in extracurricular activities on the basis of race, color, national origin, sex, or disability. In furtherance of this policy, racially diverse panels of judges will be utilized whenever students are required to audition or try out for extracurricular activities.

### **Parent – Teacher Organization**

PTO is open to all parents. Parents are encouraged to join and attend meetings. PTO Membership dues will be determined on an annual basis. The meetings are an excellent means to learn about upcoming events in the school, to assist in school-level decisions, recommend changes in the instructional program, and become an active participant in your child's education. Meetings are held various times throughout the school year. Please check monthly school calendars for meeting updates. You need not be a member to attend, but you must be a member to vote. The PTO has proven to be very beneficial to the students, faculty, and the entire school community. PTO provides numerous activities that benefit every child. The PTO's major fundraisers are: Halloween Carnival, Santa's Secret Workshop, and Field Day. All are successful, but parents are needed to help. Without the support of everyone, the PTO would be unable to provide these important materials and services.

### **Physical Education**

Our physical education program provides our students with learning experiences that are developmentally age appropriate, challenging and fun. Students are provided with opportunities to participate in various activities such as Field Day and rigorous physical education activities several times a week. Through these activities our students learn to make physical fitness a part of life. It is suggested that tennis shoes be worn for P.E. Girls should wear shorts under skirts/dresses.

### **Change of Address/Telephone Numbers**

Inform your child's teacher if you change your address, telephone number, cell number, and any emergency numbers, and the teacher will inform the office. Please do so as soon as possible.

### **Transfers**

When a child transfers to another school or moves out of town/state, the parents should notify the office and teacher of the child's last day of attendance. At least 48 hour notice should be given to the school prior to withdrawal. All textbooks and library books must be returned. Any financial debt (lunch money, workbook fees, tech fees, lost library books, technology fees, etc.) must be paid before withdrawal. It is also mandatory that parents fill out a drop form when dis-enrolling a child from PES. Students going to other schools within the district will not be added until a drop form has been completed.

### **Lost and Found**

Students who find lost articles are asked to take them to the office where the owner can claim them. Each year we have a number of unclaimed coats, sweaters, raincoats, etc. **Please mark all of your child's clothing with a permanent marker.**

Students' personal items not needed at school (toys, games, etc.) are to be left at home. This will eliminate the use of valuable class time to keep up with them. Please tell your child to check the lost and found box in the office to look for lost items. Items not claimed by the end of the school year will be discarded.

### **Telephone Calls, Deliveries, etc.**

Messages and deliveries from home should be left in the school office. Please limit these to emergencies. Teach your child responsibility by reminding him/her of their needs before they leave home. Students are allowed to use the telephone only when they are sick or in case of an emergency. Students are not allowed to use the telephone for homework, books, candy money, etc. Students are not allowed to receive flowers or balloons at school.

### **Student Records**

Student records are defined to be all official records, files, and data directly related to children, including all material that is incorporated into each student's cumulative record folder, and intended for school use or to be available to parties outside the school or school system. Such items include, but are not necessarily limited to, identifying data, academic work completed, grades, standardized test scores, attendance data, scores on standardized intelligence, aptitude psychological tests and health data.

Information classified as directory information may be disclosed from a student's record without the written consent of the parent or eligible student. Directory information has been designated by the Board to include the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, most recent previous school attended and photograph. A parent or eligible student may refuse to allow the Board to designate any or all of the types of information about the student as directory information thus prohibiting its release to the public. After proper notice, a parent or eligible student shall have two weeks in which to notify the School Board as to which types of information about the student shall not be designated as directory information.

## **EMERGENCY DISMISSAL AND SCHOOL CLOSING**

During the school year it may become necessary to dismiss the students early or to close the schools due to an emergency situation. Our primary concern will be to ensure the safety of all students. The full cooperation of all students and parents is required should an early dismissal or school closing occur.

1. Please be sure that your child has accurate and current emergency information on file and that you inform the support teacher whenever the information needs to be revised.
2. Please make sure that your child knows both your home and work phone number or a working emergency number. Attach this information securely to a notebook or other item that your child uses frequently.
3. Please make emergency arrangements NOW and discuss them with your child so that the child will know what to do if such a situation arises.
4. The news media will be notified of emergency closure. Stay tuned to your local radio station and the school and district social media outlets. If the St. James Parish Public Schools are closed due to an emergency situation, there will be no after school care.



## St. James Parish Academic, Visual & Performing Arts Magnet Program

St. James Parish Academic, Visual and Performing Arts Magnet Program will lead students toward becoming happy and successful learners by immersing children in a rich arts-integrated program that enhances brain development and produces strong academic students.

We invite you to take an active role in your child's education by visiting our campus, conferencing with teachers, volunteering, attending performances and sharing sessions, and partaking in the many activities throughout the school year. You are your child's greatest role model and advocate.

We look forward to working with you to make this a rewarding school year for your most precious possession – your child!

SJP Magnet Program students are expected to demonstrate and maintain good conduct in order to remain in the program as stated in the behavior contract. Probation letters will be given to students receiving office referrals. Students who receive two or more probation letters will be dismissed from the program.

SJP Magnet Program students are expected to maintain a 2.5 grade point average in core subjects. Academic contracts between parent/student/school will uphold this expectation. Academic notification letters will be given quarterly to students not maintaining a 2.5 GPA. Any student who ends the current school year with less than a final 2.5 GPA will be placed on academic probation for the following year. Failure to maintain a final GPA of 2.5 for a second time will result in an automatic dismissal from the program.



## Lagniappe



**SJP Magnet Program students in grades 1 – 6 are eligible to audition for various Lagniappe activities such as Mini-Pelicans, Pelican Pom Squad, Keysters, Choristers, Mini-Monets, Pelican Athletic Troupe, Pelican World Travelers, Pelican Productions, Yoga, etc. However, any student who is in need of RTI based on district assessments and/or academic performance will forfeit the right to participate in Lagniappe activities in order to receive additional academic intervention.**

**SJP Magnet students will have several nightly performances throughout the school year. Some performances may require after school practices. Students must participate in at least two after school performances.**

## SJP Magnet Uniforms

**Magnet students in grades PK – 3 are allowed to wear:  
SJP Magnet lime green spirit shirt, PES spirit shirt, and navy or white polo-style shirt with khaki bottoms. Please see the district handbook for other outerwear color options.**



# Before School Care/Extended Day 2024-2025 Parent Handbook Paulina Elementary School

## INTRODUCTION

The Before School Care/Extended Day Program is a service provided program of the St. James Parish School System. It is a program for children to remain in the safe, secure, and familiar environment of their school while enjoying some activities such as arts, crafts, and indoor/outdoor games. Time is also set aside each day for the child to complete homework under adult supervision.

All profits, after expenses, are shared with the participating school. This allows the school to purchase materials and equipment for the school. In summary, this program is designed to assist working parents through the convenience of an in-house Extended Day Program while at the same time, making it possible for our school to purchase much needed materials and equipment.

## BEFORE SCHOOL CARE/EXTENDED DAY PROGRAM FEES

	<u>1<sup>st</sup> Child</u>	<u>Each Additional Child</u>
Morning Weekly Tuition (5 days a week)	\$25	\$25
Afternoon Weekly Tuition (5 days a week)	\$30	\$30

- No daily drop-in rate.

**Before School Care/Extended Day students will be charged the full weekly or daily fee, whether they attend or not.**

A **registration fee of \$5.00** shall be obtained before the child is allowed to enter the Before School Care/Extended Day Program. The registration fee is required for every child enrolled in the program. **Payments must be made the first day of the week the child attends. No carry over balances will be allowed.**

Before Hours- 6:00 AM – 7:25 AM  
Extended Hours- 3:20 PM – 5:30 PM

**\*\*\*\*\*Before School Care/Extended Day will begin the first day of school.\*\*\*\*\***

**Please note: There will be no after school care on early dismissal days.**

## **GENERAL INFORMATION**

1. The afternoon Extended Day Program begins when the last bus is called at 3:20 PM and ends at 5:30 PM. **Please be prompt when picking up your child/children.**
2. The Before School Care/Extended Day Program operates Monday through Friday on regular school days. (6:00 AM-7:25 AM) and (3:20 PM-5:30 PM)
3. The Before School Care/Extended Day Program will not open on holidays.
4. The Before School Care/Extended Day Program will not be held on designated St. James Parish Professional Days. Parents will be notified of these days on the monthly school calendar. There will be no afternoon extended day on early dismissal days.
5. The Before School Care/Extended Day Program will be held in the Paulina Elementary Cafeteria. Occasionally, the program will move to the library in the event of an after school event being held in the cafeteria. A sign will be posted indicating such.
6. **Refer to program fees on the previous page. Payments must be made on the first day of the week the child attends Before School/Extended Day.**
7. Registration – A **\$5.00 registration** is required before the student starts the program. **A child must be registered in order to participate in the Before School Care/Extended Day Program.**
8. **Late fee - Students picked up after 5:30 PM will pay a late fee of \$1.00 for each minute beyond 5:30 PM. This will be enforced.**
9. **Bus riders brought back to school will be placed in the Extended Day Program at a rate of \$6 per child.**
10. **All fees are non-refundable; no refunds if absent.**
11. **No partial payment will be accepted.**
12. All fees must be paid on the first day of the school week. If payment is not received within two days, your child will not receive services. Payment must be received in the morning of the second day.
13. Children must be picked up and signed out in the afternoon by the parent/designated person. Only persons listed on the emergency form may sign out children. If this is impossible, the Before School Care/Extended Day support teacher must be notified by a signed statement listing the person given responsibility for signing out the child. If the person picking up the child is not listed on the child's emergency sheet, the support teacher must be notified by a signed statement listing the person given responsibility for signing out the child. If the person picking up the child is not listed on the child's emergency sheet, the support teacher must make a copy of the individual's driver's license before dismissing the child. **No one under the age of 18 may sign out any student.**
14. **Activities:** A designated time will be allowed each day for homework. **It is the responsibility of the student to know what homework is to be done and to have all supplies.** The supervised homework time is not a tutoring service, but questions will be answered and homework will be monitored.

## **CONDUCT POLICY AND DISCIPLINE PROCEDURE**

It shall be the policy of Before School Care/Extended Day Program to promote a safe, secure and orderly environment. Under no circumstances will violent or disruptive behavior be tolerated. Violent behavior will be defined as anyone hitting another person, using vulgarities, throwing objects in any direction or at another person and destroying property. Students will be expected to act in an orderly and safe manner at all times.

Depending on the severity of the problem, there will be three (3) steps taken to alleviate a behavior situation.

1. On the first offense, the principal is informed of the problem. The support teacher will call or notify the parent when he/she picks up the child and advise him/her of the situation and send home a written disciplinary report for the parent to sign.
2. On the second offense, the principal is informed of the problem. The support teacher will again notify the parent by phone or in person and inform the parent of the situation. A written disciplinary report for the parent to sign will be sent home and a possibility of suspension will be discussed.
3. On the third offense, the principal is informed of the problem. The support teacher will call the child's parent to immediately pick up the child from the Before School Care/Extended Day Program. No refunds will be made.

Any of the above procedures may be waived, depending upon the seriousness of the offense. The principal has the ultimate authority for disciplinary action.

Parents are responsible for any damage to school property. Parents will be notified of the cost of any such damages in writing and will be required to sign a notice of disciplinary action.



# PAULINA ELEMENTARY SCHOOL

## 2024-2025 BEFORE SCHOOL/EXTENDED DAY PROGRAM REGISTRATION FORM

Registration Form must be filled out completely by the parent or guardian and returned to school with a \$5.00 registration fee. This form must be completed for **every** child that attends the Before School Care/Extended Day Program.

CHILD'S NAME \_\_\_\_\_ BIRTHDATE \_\_\_\_\_

AGE \_\_\_\_\_ SEX \_\_\_\_\_ GRADE \_\_\_\_\_ TEACHER \_\_\_\_\_

HOME PHONE \_\_\_\_\_ CELL PHONE \_\_\_\_\_

FATHER'S NAME \_\_\_\_\_ BUSINESS PHONE \_\_\_\_\_

MOTHER'S NAME \_\_\_\_\_ BUSINESS PHONE \_\_\_\_\_

### IN CASE OF AN EMERGENCY, IF PARENT CANNOT BE REACHED, PLEASE CONTACT

1. NAME \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_

ADDRESS \_\_\_\_\_

HOME PHONE \_\_\_\_\_ WORK \_\_\_\_\_ CELL \_\_\_\_\_

2. NAME \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_

ADDRESS \_\_\_\_\_

HOME PHONE \_\_\_\_\_ WORK \_\_\_\_\_ CELL \_\_\_\_\_

### NAME OF DOCTOR OR HOSPITAL TO BE CONTACTED IN CASE OF EMERGENCY:

NAME \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_ HOSPITAL \_\_\_\_\_

If there are any other medical problems our staff should know about, such as allergies, diabetes, etc., please indicate.

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I have read and understand these policies and will cooperate with the staff of the Paulina Elementary Before Care/Extended Day Program. I understand that failure on the part of my child to behave appropriately may result in expulsion and no refund will be made.

Parent's Signature \_\_\_\_\_ Name of Child \_\_\_\_\_ Date \_\_\_\_\_

### *For Office Use*

Total Collected \$ \_\_\_\_\_ Check # \_\_\_\_\_ Cash \_\_\_\_\_

**Please list names and phone numbers of persons authorized to sign out your child. No one under the age of 18 is allowed to sign out a student.**

NAME	PHONE
NAME	PHONE
NAME	PHONE
NAME	PHONE
NAME	PHONE
NAME	PHONE

**ABSENTEE REPORT  
ST. JAMES PARISH SCHOOL SYSTEM  
SJ 2 Form**

Student \_\_\_\_\_ PES

**Date(s) Absent** \_\_\_\_\_

**Reason for Absence** \_\_\_\_\_

\_\_\_\_\_  
Date \_\_\_\_\_

Signature of Parent/Guardian

\_\_\_\_\_  
Date \_\_\_\_\_

Signature of Principal

This form should be completed by the parent when the student is absent. Excused absences must be determined by the principal. The student is allowed 2 SJ2 forms a school year with up to 2 consecutive days on one form. Any other unexcused absences should be appealed through the Student Services Department.

**ABSENTEE REPORT  
ST. JAMES PARISH SCHOOL SYSTEM  
SJ 2 Form**

Student \_\_\_\_\_ PES

**Date(s) Absent** \_\_\_\_\_

**Reason for Absence** \_\_\_\_\_

\_\_\_\_\_  
Date \_\_\_\_\_

Signature of Parent/Guardian

\_\_\_\_\_  
Date \_\_\_\_\_

Signature of Principal

This form should be completed by the parent when the student is absent. Excused absences must be determined by the principal. The student is allowed 2 SJ2 forms a school year with up to 2 consecutive days on one form. Any other unexcused absences should be appealed through the Student Services Department.

Paulina Elementary/SJP Magnet  
Student Policy Manual Statement of Compliance  
2024-2025

As a student, I agree to attend school regularly, be at school on time, work diligently toward completion of homework assignments, and follow school policies and procedures.

Student

Grade

Date \_\_\_\_\_

As a parent/guardian, I have read and understood the contents of Paulina Elementary's Student Policy Manual, School-Wide Discipline Plan, Student/Teacher/Parent Compact, School Improvement Activities/Strategies, and Parental Involvement Policy. I have reviewed this document and understand that I have the opportunity to pose questions, comments, or concerns at any time. I also agree to adhere to the rules set forth in this document. The document can be found on our school's website:

[www.stjamespes.sharpschool.net](http://www.stjamespes.sharpschool.net)

### Parent/Guardian

Date

Please check the appropriate box below:

I do want a hard copy of Paulina Elementary's Student Policy Manual. \_\_\_\_\_

I do not want a hard copy of Paulina Elementary's Student Policy Manual. \_\_\_\_\_

Comments:

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