

South Plaquemines Elementary School



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**STUDENT HANDBOOK
2016-2017**

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PLAQUEMINES PARISH NON-DISCRIMINATION STATEMENT

The Plaquemines Parish School System does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or provision of services.

INTRODUCTION

The policies and procedures contained in this handbook have been prepared for the students and parents so that they may know the spirit, ideals, and beliefs of South Plaquemines Elementary School. In accordance with the mission of the Plaquemines Parish School System, South Plaquemines Elementary School strives to provide a fair and equitable education for all students in a safe and comfortable environment.

This handbook contains information on policies and procedures for the operation of South Plaquemines Elementary School. Use it as a general guide. It does not contain every policy of the school or district. If you have specific questions relating to your situation, please ask a member of the administrative team. School Board policies can be found on the district website (www.ppsb.org).

The ultimate purpose of education is to maximize learning experiences for all students, thus enabling them to become reasoning, competent, self-reliant, and contributing citizens in a democratic society.

SOUTH PLAQUEMINES ELEMENTARY SCHOOL CAMPUS

South Plaquemines Elementary School is a closed campus. This means that students are to remain on campus from arrival at school until dismissal. School begins at 8:15 AM and dismisses at 3:15 PM. Students are not allowed to arrive before 7:50 AM. No visitors are allowed in the classrooms unless cleared by the office and given an appropriate pass.

MISSION STATEMENT

Our mission at South Plaquemines Elementary School is to provide all students with the highest quality of teaching and learning in a safe environment.

PLEDGE

United we will stand more than any time before. To build this learning bridge, while achieving so much more!

BELIEFS

1. All students will become proficient readers, writers, thinkers, problem solvers, and communicators.
2. Student's learning needs will be the primary focus of all decisions impacting the work of the school.
3. All students can learn.

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4. To ensure students achievement, on-going self-improvement will take place at all levels of the school.
5. Students learn in different ways and will be provided with a variety of instructional approaches to support their learning.
6. Students learn best when they are actively engaged in the learning process.
7. A student's self esteem is enhanced by positive relationships and mutual respect among and between students and staff.

VISION

At South Plaquemines Elementary School, all our children are attending school in a safe, nurturing place that is the center of our learning community. All students and teachers are actively engaged in a variety of instructional activities that ensure their achievement. They are proficient readers, writers, thinkers, problem-solvers, and communicators. Our children are allowed to master the skills essential for success in life. Parents, community and faculty members freely communicate in order to have a better understanding of needs of the students and communities we serve. At South Plaquemines Elementary School we have professionals who are committed to **DO WHATEVER IT TAKES** to create lifelong learners who are successful.

PHILOSOPHY OF EDUCATION

The faculty and administration of South Plaquemines Elementary School believe our function is to provide the physical and intellectual environment that is conducive to the educational growth and personal development of the students of our community.

Parent-faculty interaction is encouraged to promote better understanding of the needs and concerns of the students and community served. Providing for the socialization of students through planned school activities fosters understanding and acceptance of divergent life-styles and community-oriented activities.

The administration and faculty set the framework to acceptable behavior within which the students are encouraged to develop initiative and self-discipline. Programs are designed to develop pride in achievement at each student's level of ability.

It is our challenge to help the students realize that learning can be desirable and rewarding. It is our responsibility to assist each student in developing his/her self-esteem.

Increasingly, education is becoming a necessity in our economically and socially changing rural community.

SCHOOL PHILOSOPHY

South Plaquemines Elementary, a rural public school, is concerned with education all of its students. Therefore, the school possesses both a comprehensive and flexible curriculum. This curriculum is designed to develop well-rounded individuals who are adequately prepared

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for all of life's experiences and who can function constructively within the community. The administration and faculty stimulate within students the confidence and responsibility necessary to provide for individual differences, to acquire information, to understand the concepts and to relate this understanding to an ever-changing complex world.

Although within a largely limited economic community, the students are given the opportunity of using problem-solving techniques to develop various standards and up-to-date skills to prepare for higher-grade levels and to develop within themselves the physical, mental, emotional, and aesthetic character so vital in the realization of their self-worth. The community in turn, illustrates its responsibilities through various programs implemented to assist in achieving the goals of the school.

BROAD GOALS

- To produce independent readers, writers, thinkers, problem-solvers, and communicators.
- To increase parental involvement
- To provide opportunities for staff development
- To fulfill the South Plaquemines Elementary School Mission Statement and Vision

NEEDS ASSESSMENT

To determine educational needs, the following will be analyzed and will serve as a base line for assessment:

- DIBELS
- LEAP
- Local CRT
- Retention/Failure Lists
- Attendance for faculty and students
- Discipline Records
- PBIS

RESPONSIBILITIES OF EDUCATIONAL TEAM

It is the duty of teachers and staff to:

- Participates in professional development and collaborative decisions making that improves teaching and learning, maintains high standards, and supports the formation of partnership with families.
- Monitor student progress update parents monthly.
- Make sure all students get help as soon as it's needed.
- Explain my approach to teaching, expectations, and grading system to students and their families.
- Provide a safe, positive, inviting, and healthy learning environment for **all** students.
- Continually work on my teaching strategies so that I can successfully teach **all** children.

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- Make sure students understand the assignment and what they'll learn from it, and grade it promptly.
- Model and adhere to all school rules and policies.

RESPONSIBILITIES OF THE PARENT/GUARDIANS

It is the duty of parents and guardians to:

- Let the teacher know if my child has any problems with learning.
- Use reading and math materials the school sends home each week to help my child.
- Provide a quiet place for homework and make sure it is completed.
- Read to my child or have my child read 20 minutes a day.
- Keep and review a list of new vocabulary and frequently used vocabulary words.
- Help my child see how to use reading and math to pursue his/her interests and goals.
- Model and adhere to all school rules and policies.

RESPONSIBILITIES OF THE STUDENTS

It is the duty of students to:

- Let my teacher and family know if I need help.
- Read on my own and with my family every day.
- Work on my math and reading skills at home, using the materials my teacher sends home.
- Write down assignments, do my homework every day, and turn it in when it's due.
- Respect the school, staff, classmates, and families by following all school expectations and rules.

POSITIVE BEHAVIOR INTERVENTION SUPPORT PLAN

	BE RESPECTFUL	BE RESPONSIBLE	BE SAFE
CLASSROOM RULES	WE WILL: <ul style="list-style-type: none"> * Listen when others are speaking. * Raise our hand to speak. * Stay seated and on task. * Use polite language. 	WE WILL: <ul style="list-style-type: none"> * Bring all supplies and materials to class. * Turn in completed assignments on time. * Follow directions the first time they are given. * Take care of school property. 	WE WILL: <ul style="list-style-type: none"> * Keep hands, feet, and all other objects to ourselves.
RESTROOM RULES	WE WILL: <ul style="list-style-type: none"> * Give privacy to all. 	WE WILL: <ul style="list-style-type: none"> * Adjust clothing to follow dress code before exiting. * Flush toilet, and put trash in garbage. 	WE WILL: <ul style="list-style-type: none"> * Wash our hands using one pump of soap. * Keep hands, feet, and all other objects to ourselves.

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CAFETERIA RULES	WE WILL: <ul style="list-style-type: none"> * Stand in a straight quiet line. * Exhibit good table manners. * Keep food in cafeteria 	WE WILL: <ul style="list-style-type: none"> * Keep our area clean. * Follow directions the first time they are given. 	WE WILL: <ul style="list-style-type: none"> * Enter and exit through the proper doors. * Keep hands, feet, and all other objects to ourselves.
HALL RULES	WE WILL: <ul style="list-style-type: none"> * Walk on the proper line. Face the front. 	WE WILL: <ul style="list-style-type: none"> * Walk quietly to your destination. * Follow directions the first time they are given. 	WE WILL: <ul style="list-style-type: none"> * Keep hands, feet, and all other objects to ourselves.
PLAYGROUND RULES	WE WILL: <ul style="list-style-type: none"> * Throw trash in the trash cans. * Play and speak nicely. 	WE WILL: <ul style="list-style-type: none"> * Follow directions the first time they are given. * Freeze on signal. 	WE WILL: <ul style="list-style-type: none"> * Keep hands, feet, and all other objects to ourselves. * Use equipment correctly.
BUS RULES	WE WILL: <ul style="list-style-type: none"> * Speak in a low voice. * Use polite language. 	WE WILL: <ul style="list-style-type: none"> * Follow directions the first time they are given. * Do not eat. 	WE WILL: <ul style="list-style-type: none"> * Enter the bus in a single file line and take our seats. * Keep hands, feet, and all other objects to ourselves.

RESPONSIBILITIES OF DISCIPLINE AND CONSEQUENCES

Responsible discipline is necessary for learning to take place. South Plaquemines implements a school-wide positive behavior support policy appropriate to every child and the entire school; however, each classroom teacher will be responsible for his/her own classroom discipline rules and consequences. Parents are expected to share and discuss the positive behavior plan with their children.

DUE PROCESS AND APPEALS

A student has the right to present his own evidence and to hear the evidence of others during the investigation of any rules violation. Should the student or parent representing the student desire to appeal any decision made as a result of the findings in a disciplinary matter, the student or parent should follow the appropriate chain-of-command:

1. The principal
2. A hearing officer appointed by the Superintendent (Suspensions and Expulsions only)
3. The Superintendent (Suspensions and Expulsions only)
4. The School Board (Expulsions only)

All Special Education students shall be afforded the disciplinary provisions stipulated by the Louisiana Department of Education.

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For further information on due process and appeals, refer to File: GAE (Complaints and Grievances) in the Plaquemines Parish Policy Manual.

SCHOOL EXPECTATIONS

- **Be Respectful**
- **Be Responsible**
- **Be Safe**

STUDENT INFORMATION

- Parents must provide student information at the time of registration, which is used to verify guardianship and custody, to notify them in case of emergency and is included in the student's permanent record.
- Each year a new emergency card must be filled out and turned in at the beginning of the school year.
- If any of the student's information changes during the school year, it is vital that those changes are reported immediately.

REGISTRATION

Only those children who live within the PPSB attendance zones are allowed to attend. Kindergarten students must be five years old on or before September 30. First grade students **MUST** be six years old on or before September 30. Bus transportation will only be provided to students living within SPES's district in accordance with PPSB's attendance zones.

The following credentials must be furnished in order to register a child at South Plaquemines Elementary School:

- Three proofs of residence with parent's name and address
- A certified copy of the child's birth certificate
- A social security card for the child and a parent
- Current immunization records
- A report card or documentation indicating placement for first through sixth grade students
- Custody papers should be provided if applicable
- A current I.E.P. or evaluations (if applicable) should be presented to assist in your child's placement.

PARENT PORTAL

Parental Portal is a tool designed to enhance the communication and involvement of parents in their child's education in Plaquemines Parish School District. The Parent Portal will allow you to monitor your child's progress in school by providing Internet access to grades, attendance, discipline, and academic history in a secure password protected environment. To receive your child's password, please contact our school counselors.

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TEXTBOOKS & LIBRARY BOOKS

Students are responsible for all textbooks and/or library books issued to them during the year. Each book has a barcode that is electronically checked out to your child. Any lost or damaged books must be paid for in full. If a lost book is found, the money will be refunded. If your child moves to another school and has lost or damaged books, you must pay for the book(s). No "stick on" type book covers are to be used, because they cause damage to the books.

SCHOOL - ARRIVAL AND DEPARTURE

Classroom teachers are involved in preparation prior to the beginning of the school day. Students may not arrive at school until 7:50. Supervision is limited prior to this time. Please make sure your children are dressed appropriately as the weather changes quickly. Students are asked to go directly home to avoid any behavioral problems on school grounds at the time of dismissal.

****At dismissal, students that regularly ride the school bus and do not have a note from home will ride their normal bus. ****

- Car Riders Procedure 1: Cars should get in the line that forms on the blacktop highway facing the rear of the school or bus loading area. They remain in the line until all buses have been unloaded/loaded. Then they proceed to the staircase area, stop, and let the student(s) out the car. Then they continue through the circle without parking for any reason. If you need to park to bring in supplies, etc. you must park in the front parking lot and use the front staircase. Pick up procedures will be the same in the afternoon.
- Car Riders Procedure 2: Car riders may park in the front school circle, get out, and walk the student(s) through the second set of doors into the foyer. They may release them there prior to 8:15 A.M. At the end of the day they may park and come through the foyer to the rear set of steps to pick up student(s).
- Anyone not following the above procedures are considered to have a student in a restricted area and the consequences for that rule will apply.

CHECK OUT PROCEDURES

Parents are encouraged to leave their children in class until the end of the day if possible to avoid disruption of the learning process. However we realize that there are times when this is necessary. In the event that a child must leave school before the usual dismissal time, we ask that you come to the office to check your child out. Students will not be released from the school to anyone other than the people listed on the emergency card without written permission from the parent/guardian. If a student is to be picked up by someone else, please send a note requesting that the student leave with that person and a phone number where you can be reached for verification of this information. Under normal circumstances, either parent of the student will be allowed to pick up a student from school. In the event the

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parents are separated or divorced, and the school is furnished with a certified copy of a court order wherein one of the parents is granted custody of the child, the child should be released only to the parent who has sole custody. Anyone checking a child out from school may be asked for picture identification.

CONDUCT FOR STUDENTS AT SCHOOL EVENTS

The student who participates in an activity must maintain the highest standards of behavior. As most activities represent the school, each participant will be considered as an ambassador of the school. The students will respect the wishes of any chaperone or advisor during any activity. Poor behavior will be considered a just cause for elimination from any student activity upon recommendation of the teacher and/or sponsor of the activity.

DEBT TO SCHOOL

The Plaquemines Parish School Board authorized the principal to withhold all report cards, progress reports, transcripts, or other student records, which are requested for access or transmittal to another agency by students and/or parents of students who owe money. No records/reports will be accessed or transmitted until all fees have been paid. Upon payment of the debt in full to the school, records requested shall be released in conformity with school board policy.

The principal is also authorized to invoke the following penalties against students who owe money to the school.

1. Refuse to allow a student to participate in end of year ceremonies.
2. Refuse to allow a student to participate in co-curricular and/or extra-curricular activities (including field trips).

FIELD TRIPS

If a student wishes to ride home with his/her parents or another adult, the student must have a note from his/her parent guardian to that effect signed by the principal or assistant principal before the trip.

If a student demonstrates poor behavior in class, which might reflect negatively on the reputation of South Plaquemines Elementary School, attendance on the field trip may be denied or parental attendance may be required.

PUPIL PROGRESSION

Kindergarten - In order for a kindergarten student to be promoted to first grade, he/she must meet the following criteria: 75% on the end-of-the-year Plaquemines Parish Readiness test, and 75% on the kindergarten reading and math tests, must master kindergarten minimum skills (those on the report card), and must meet attendance requirements.

First and Second Grades - In order for a first/second grade student to be promoted, he/she MUST meet the attendance requirements, pass reading and math, and pass the ELA and math local CRT.

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Third Grade - In order for a third grade student to be promoted to the next grade, he/she **MUST** meet the attendance requirements, pass reading AND math, and pass the ELA and math local CRT.

Fourth, Fifth and Sixth Grade - In order for a fourth/fifth/sixth grade student to be promoted to the next grade, he/she **MUST** meet attendance requirement, pass the ELA and math local CRT, and pass three of four major academic subjects.

DRILLS

The instructions for the fire drills are posted on or near the door in each room. Instructions are explained and discussed in each class at the beginning of the year. Drill procedures should be followed in a speedy but orderly fashion. Students will also practice intruder and tornado drills throughout the school year. The school has both announced and unannounced drills throughout the year.

MAKE-UP WORK

It is the student's responsibility to check with his/her teacher the day he/she returns to school after an excused absence to determine the work needed to be done as make-up. A student absent one day has one day to make up the work; a student absent two days has two days to make up work, three days, three days to make up work, etc. This is not to exceed five days. If the work is not made up within this time frame, the grade on that work will be recorded as "F".

MEDICATION STATEMENT

Medication is to be administered only with written orders from a physician detailing the name of the drug, the dosage, and the time intervals medication is to be taken. Also, written request and permission from the parent or legal guardian of the student requesting that the school district comply with the physician's order is requested.

Over the counter drugs designed to give temporary relief should not be administered at school, unless prescribed by a physician or administered by the parent or legal guardian at school. Parents may pick up a **MEDICATION HANDBOOK** in the main office.

SPECIAL ASSEMBLIES

Students at all times will show courtesy and respect for lecturers, speakers, and performers at pep rallies and special events and appropriate participation on the part of every student will be encouraged as a way to show school spirit and pride.

REPORT CARDS

Report cards are issued four times a year to all students. Report cards must be signed and returned the next school day. South Plaquemines Elementary School follows the Plaquemines Parish Pupil Progression Plan. Teachers must have at least 9 grades per quarter, none of which can be a homework grade. If a teacher should like to give a homework grade, it should be an

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additional grade that is a cumulative grade worth no more than 100 points. More information is available in the office. Letter grades are used to record grades in all subjects:

93-100=A 92-85=B 84-75=C 74-67=D 66-0= F
S=Satisfactory U=Unsatisfactory

INTERIM PROGRESS REPORTS

Interim Progress Reports will be issued between each grading period. It is the school's desire that every student work to the best of his/her ability at all times. It is desirable to inform parents or guardians of a student's unsatisfactory progress in time for the student to improve his/her work before the report card is prepared. This Interim Progress Report is expected to be signed by the parent or guardian and returned to the issuing teacher.

RESPECT FOR TEACHERS

Teachers have complete authority at all times, whether inside the classroom, on the campus, or at school-sponsored activities. Students failing to respect directives from any teacher in the school will be considered insubordinate and subject to disciplinary action. Complete respect for teachers or people in authority must be shown at all times. Rudeness or discourtesy toward any school official or person in authority will not be tolerated at any time.

SCHOOL GUIDANCE COUNSELOR

The role of the school guidance counselor at South Plaquemines is varied to meet the needs of the students. Some of the needs addressed by the counselor are in assisting students with social, emotional, and academic problems. Emphasis is placed on developing self-esteem, study skills, dealing with peers, peer pressure and decision-making.

STUDENT RELATIONSHIPS

Absolutely no appearance of tangible courtship shall take place on the school campus. No misunderstandings can result on this point if all students interpret this to mean that students are to keep their hands and arms off each other.

SUPPORT SERVICES

South Plaquemines prides itself in providing a safe, healthy school climate for all who come to the school. To help the school meet this goal, two very important services are a vital part of the school; The Cafeteria Services and Safe-School Services.

CAFETERIA SERVICES

The cafeteria staff provides nutritional meals for hot/cold breakfast and hot lunch. The staff works hard planning meals the students like and makes changes as needed through informal questions and surveys. Meals can be purchased at qualifying free, reduced, and regular rates.

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HALL PASSES

Before leaving class, students are responsible for obtaining a hall pass with the teacher's signature or signing out (according to teacher policy). Leaving class is highly discouraged since it reduces learning time.

LOST AND FOUND

Students finding any items at school should turn them in to their teachers. The teacher will make sure it gets to the lost and found which is located in the office. Please mark all belongings including coats and sweaters.

DELIVERIES

Deliveries of flowers, balloons, gifts, etc. will not be accepted in the school office or the classroom. No food will be delivered to school unless approved by the principal or assistant principal.

TARDY POLICY

The purpose of this policy is to reduce excessive classroom disruptions due to student late arrival to school and class. Showing up and on time is one of the best ways to show that you care. Other people are affected by what you do and don't do. If you don't arrive on time, you adversely affect others. By showing up on time, you allow other people to get things done on time as well. Everybody wins.

The school day begins at 8:15 AM. Students arriving after this time will be considered tardy and must be signed in to school, in the front office, by a parent, guardian, or approved adult. Students not being signed in correctly will be placed in ISS until an adult comes to sign them in.

Please note that we are required to furnish all truancy records to the Juvenile Court after a total of 5 unexcused absences, tardies, and check-outs.

OFFENSE

1ST	2ND	3RD	4 TH & UP	5TH
Warning	Warning	1 Detention	1 Detention/ Letter	Letter Referral to District Warning Attendance Officer

PROHIBITED ITEMS

Any items that disrupt the educational process are prohibited. Examples include but are not limited to the following:

Radios, stereos, tape players, noise makers, pocket chains, video games, laser devices/pointers, game/playing cards, correction fluid/white out, **GUM AND/OR SUNFLOWER SEEDS WILL NOT BE ALLOWED ON SCHOOL GROUNDS OR IN THE CLASSROOM.** CD's/players, recording devices, iPods, cell phones, or anything representative of a beeper are prohibited. These items will be confiscated and kept until the end of the

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school year or until released to a parent. These items should not be brought to school or used on the bus. Selling products on campus, such as candy, chips, etc. is not allowed. ALL printed literature must be approved by the principal and permission given prior to distribution and/or posting.

DETENTION

Morning Detention will be held from 7:15 AM until 8:15 AM. After-School Detention will be held from 3:15 PM until 4:15 PM. Saturday Detention can be held from 8:00 AM until 12:00 AM. ALL students must wear full uniforms. Failure to attend an assigned detention will result in further discipline actions.

DEFINITION OF BULLYING

The Plaquemines Parish School Board is committed to maintaining a safe, orderly, civil and positive learning environment so that no student feels bullied, threatened, or harassed while in school or participating in school-related activities. Students and their parents/guardians shall be notified that the school, school bus, and all other school environments are to be safe and secure for all. Therefore, all statements or actions of bullying, hazing, terrorizing, or similar behavior such as threatening or harassment made on campus, at school-sponsored activities or events, on school buses, at school bus stops, and on the way to and from school shall not be tolerated. Even if made in a joking manner, these statements or actions of bullying, hazing, terrorizing or similar behavior towards other students, school personnel, or school property shall be unacceptable. All students, teachers, and other school employees shall take responsible measures within the scope of their individual authority to prevent violations of this policy

Bullying means a pattern of any one or more of the following: **1.** Gestures, including but not limited to obscene gestures and making faces. **2.** Written, electronic, or verbal communications, including but not limited to calling names, threatening harm, taunting, malicious teasing, or spreading untrue rumors. **3.** Electronic communication includes but is not limited to a communication or image transmitted by email, instant message, text message, blog, or social networking website through the use of a telephone, mobile phone, pager, computer, or other electronic device. **4.** Physical acts, including but not limited to hitting, kicking, pushing, tripping, choking, damaging personal property, or unauthorized use of personal property. **5.** Repeatedly and purposefully shunning or excluding from activities. Where the pattern of behavior as provided in paragraph 2 is exhibited toward a student, more than once, by another student or group of students and occurs, or is received by, a student while on school property, at a school-sponsored or school-related function or activity, in any school bus or van, at any designated school bus stop, in any other school or private vehicle used to transport students to and from schools, or any school-sponsored activity or event, the school is obligated to act in accordance with state law and Plaquemines Parish School Board Policy.

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The pattern of behavior as provided in paragraph 2 must have the effect of physically harming a student, placing the student in reasonable fear of physical harm, damaging a student's property, placing the student in reasonable fear of damage to their property, or must be sufficiently severe, persistent, and pervasive enough to either create an intimidating or threatening educational environment, have the effect of substantially interfering with a student's performance in school, or have the effect of substantially disrupting the orderly operation of the school.

STUDENTS & PARENTS: WHAT SHOULD I DO IF.....

- **I feel sick or have hurt myself at school?** Notify your teacher and they will have the office contact the nurse or your parent/guardian.
- **I moved to a different address during the school year?** Contact the school counselor with the new information.
- **I found something?** Give it to your teacher. The teacher will make sure it gets to the lost and found located in the front office.
- **I lost a library book or textbook?** After checking "Lost & Found", see the librarian or your teacher.
- **I have a dental or doctor appointment?** You are encouraged to make doctor and dental appointments outside the normal school day. However, if this is not possible, bring a note from your doctor.
- **I need to ride a different bus?** You will need to receive a bus pass from the office. In order to get a bus pass from the office you must bring in a bus note, from your parent, to the office as soon as you arrive at school. The bus note must include the date, your original bus, the address of where you are going, the dates of the bus change, and a number where your parents can be contacted.
- **I need to leave the classroom for any reason?** Get permission from your teacher and a hall pass. You must have a hall pass before you leave the classroom.

PARENT-TEACHER CONFERENCES

Conferences with school staff regarding your child are highly encouraged. The teacher may request the opportunity to formally meet with you to review your child's progress. Conferences will be scheduled as needed. Two parent-teacher conferences have been scheduled for the year. Check your enclosed calendar for these dates. We request that all parents attend these conferences.

An Open House will be held early in the school year in order for you to meet your child's teacher. Please take the opportunity to attend all of these events.

Should you need to meet with a teacher during the school year, please call or send a written note for an appointment. **Please do not expect teachers to meet with you during class time or first thing in the morning without prior notice.**

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TRANSPORTATION

- Students should be on time at the designated bus stop and should wait until the bus comes to a complete stop before attempting to board. While on the bus, students should keep hands and heads inside the bus at all times and not unnecessarily distract the driver by boisterous behavior.
- Students are not allowed to cross the main highway to board the bus.
- Electronic devices are not allowed on the bus.

Some helpful guidelines are:

1. Do not throw any objects out of the window.
2. Do not throw paper or trash on the floor of the bus.
3. Do not mark or deface the bus.
4. Do not leave your seat while the bus is in motion.
5. Do not use profanity while on the bus.
6. Be cooperative and report any damage to the bus driver.

The Plaquemines Parish Schools Transportation Department also sends a letter to parents at the beginning of the year.

A student who becomes a discipline problem on the bus will be reported to the school administration. Consequences given will be in accordance with the school bus policy. **If a student is put off the bus, the parent will be notified in writing, and it becomes the parent's responsibility to provide the student with transportation to and from school.**

When a parent request that their child ride another bus for any reason; the parent must either write a note requesting the change or visit the school to request the change. In any event, we will need the following information to process the request:

1. Child's name, grade, and homeroom teacher.
2. Parent's name and phone number (home or work).
3. Name, address and phone number where the child is going.
4. If in written form, parent's signature and date. Also, a phone number where the parent can be reached to verify information on the note.

Please understand that it is against school board policy to allow a student to ride a bus other than their usual bus without the express written consent of parent/guardian. No bus notes will be written after 2:00 pm.

South Plaquemines Elementary School
Student Handbook 2016-2017

SOUTH PLAQUEMINES ELEMENTARY SCHOOL
2016-2017 SCHOOL YEAR

THE FOLLOWING ITEMS DESCRIBE THE POLICIES AND PROCEDURES TO BE FOLLOWED AT SOUTH PLAQUEMINES ELEMENTARY SCHOOL. USE IT AS A GENERAL GUIDE. IT DOES NOT CONTAIN EVERY POLICY OF THE SCHOOL OR DISTRICT. IF YOU HAVE SPECIFIC QUESTIONS RELATING TO YOUR SITUATION, PLEASE ASK A MEMBER OF THE ADMINISTRATIVE\ TEAM. SCHOOL BOARD POLICIES CAN BE FOUND ON THE DISTRICT WEBSITE (WWW.PPSB.ORG). I AGREE TO UPHOLD ALL POLICIES SET FORTH BY THE PLAQUEMINES PARISH SCHOOL BOARD.

I HAVE RECEIVED, READ, AND UNDERSTAND THE FOLLOWING ITEMS:

- STUDENT HANDBOOK
- STUDENT DRESSCODE
- ELEMENTARY GRADING POLICIES
- LEARNING COMPACT
- PARENT INVOLVEMENT POLICY
- FERPA NOTICE
- ATTENDANCE GUIDELINES
- STUDENT TECHNOLOGY ACCEPTABLE USE
- TECHNOLOGY DISCIPLINE POLICY
- PPSB CALENDAR
- SPES PARENT CALENDAR

South Plaquemines Elementary School Student Handbook 2016-2017

□ PLC EARLY DISMISSAL DAYS (1:45 PM)

Aug. 24 Sept. 14 & 28	Oct. 26 Nov. 16	Jan. 18 Feb. 1 & 22	Mar. 8 & 22 April 12 & 26
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_____ STUDENT'S NAME

_____ HOMEROOM TEACHER/GRADE

_____ PARENT'S SIGNATURE

_____ DATE