

# Boothville-Venice Elementary School

## 2016-2017 Student Handbook



**Learning is our Superpower!**

### Mission Statement

**O**ilers are focused on

**I**ntegrity

**L**earning

**E**xcellence

**R**espect and

**S**uccess for All!

# BVES Information

Plaquemines Parish School Board

Woodland Office                      504-595-6400

Boothville-Venice                      504-595-6455

504-534-2283

Boothville Venice Elementary School

#1 Oiler Road

Boothville, LA 70038

School Starts at 8:06

Tardy Bell 8:10

School Dismisses at 3:15

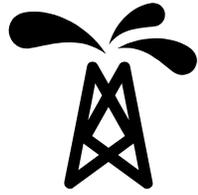
PLC Dismissal 1:45

Early Dismissal at 12:30

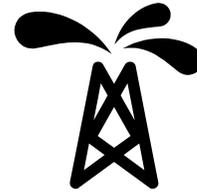
Maria M. Prout - Principal

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.

# BOOTHVILLE-VENICE ELEMENTARY SCHOOL



# 1 Oiler Drive  
Boothville, LA 70038  
www.ppsb.org  
Phone (504) 595-6455  
Fax (504) 534-1799  
*Maria M. Prout, Principal*



August 10, 2016

Dear Parents, Guardians, and Students,

Welcome, welcome, welcome to the 2016-2017 school year! On behalf of the Faculty and Staff of Boothville-Venice Elementary School I would like to say thank you for 10 great years, yes this is my 10<sup>th</sup> year as a principal of the wonderful school. We are adding on to our theme this year is ***“Learning Is Our Superpower, What’s Yours!”*** We look forward to your hard work and efforts for this upcoming year.

This handbook contains very important information concerning discipline, uniform regulations, medication policies, attendance policies, cafeteria prices, as well as several other important items. A calendar of events for the entire school year from Plaquemines Parish School Board has also been included. When you have concerns about procedures here at BVES, this is the first place you should check.

BVES has a strong administration team that believes in fair and consistent discipline. We use the “Positive Behavior Intervention Support” system, or PBIS, that rewards students for exhibiting positive behaviors. We plan to ensure that all students and parents understand exactly what is expected of our students. We feel that it is important to recognize the students who make a positive difference in our school and community. “Achievement is largely the product of steadily raising one’s level of aspiration and expectations.” Jack Nicklaus. We have HIGH EXPECTATIONS for all of our students!

Please read this handbook in its entirety with your child before **signing** the student/parent contract that is attached to the front of the folder. **Return** all forms to your child’s homeroom teacher as soon as possible. The sooner we have these items, the sooner we can get down to serious learning.

I am looking forward to a new and exciting year with each and every one of you as we learn and grow together, remember: ***“Learning Is Our Superpower, What’s Yours!”*** Please join us this year as we take this educational journey!

Your Partner in Education,  
*Maria M. Prout*

# 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 Boothville Venice Elementary School. In accordance with the mission of the Plaquemines Parish School System, Boothville Venice Elementary School strives to provide a fair and equitable education for all students in a safe and comfortable environment.

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.

## RESPONSIBILITIES OF STUDENTS

Boothville-Venice Elementary School advocates that while education is a right of our youth, it is not an absolute right. It is qualified first by eligibility requirements and secondly by performance requirements.

The school must be concerned with the individual and his welfare, but in working with the individual, must at all times be concerned with the welfare of the group.

The following obligations should be assumed by the student:

1. To obey the rules and observe the dress code of his or her school.
2. To apply himself/herself to the established course of study.
  - a. Be prompt and regular in attendance. Students who are tardy for homeroom must have a written excuse from parent/guardian.
  - b. Complete school assignments on time. Be prepared for each class with appropriate materials.
  - c. Pay attention to teachers.
  - d. Be willing to work at self-improvement.
  - e. Learn to criticize fairly and to accept criticism.
3. To respect the authority of his/her teachers.
4. To respect school property.
5. To respect the personal property of others.
6. To conduct oneself properly in school, on school grounds, on buses, and at school functions.

7. To refrain from disruption, demonstrations, violence, and forms of incitement.
8. To leave the school grounds immediately upon being dismissed, go to and from school in an orderly manner and without delay, and refrain from interference with other students on the way to and from school. Students shall not be on campus for a sponsor-related activity unless the sponsor is present.
9. To refrain from bringing large amounts of money or valuables to school.

Boothville-Venice Elementary School cannot reasonably write a code of conduct in such detail as to anticipate every type of misconduct that could possibly occur. Generally, those rules of conduct which are considered acceptable in the home, church, and other such places will be considered acceptable conduct in school.

## **RESPONSIBILITIES OF PARENTS/GUARDIANS**

It is the duty of parents and guardians to:

1. Teach the student to assume the responsibility for learning and for conduct that does not infringe upon the rights of others.
2. Insure the student's regular attendance in school.
3. Provide encouragement and discipline aimed at motivating the student toward responsible behavior and participation within the school setting.
4. Insure that their child is appropriately dressed for school in the uniform, which is developed cooperatively at local schools by students, parents, guardians, and school staff. Students who come to school without proper attention to personal cleanliness or appropriateness of dress may be sent home to be properly dressed for school.
5. Provide such books, materials, and equipment as are required for effective participation in the school program.
6. Provide emergency information to the school to insure that the school will have immediate contact with a parent or guardian in case of emergency. Please update this as situations change during the school year.
7. Notify the school immediately if you have a change of address or telephone number during the school year.

8. Show your children that you value their education by visiting the school, joining the PTA, volunteering, etc.
9. Provide the student's birth certificate, physical examination, and record of the completed series of immunizations as required by the code of Louisiana, upon initial entry of school.
10. Inform the school of adults authorized to pick up their children.
11. Request a visitor's pass when visiting the school.
12. Contact the school when withdrawing a child from school, providing the information needed to effectively transfer your child's records to his/her new school.

## **RESPONSIBILITIES OF EDUCATIONAL TEAM**

While discipline is ultimately the responsibility of the individual, the implementation of an effective discipline program requires a cooperative team effort. Whenever possible, a preventive approach to discipline shall be taken in an effort to clarify standards of conduct, effectively assess a student's individual needs, and identify significant factors that may be contributing to a student's misconduct.

The school principal is the instructional leader responsible for the development of a local school handbook that is consistent with the code of behavior. Administrators, teachers and support personnel all work together to insure the rights of each student in the school system.

The educational team is responsible for:

1. Providing an orderly school environment.
2. Providing a favorable psychological environment for learning.
3. Encouraging self-discipline.
4. Providing an atmosphere of mutual respect.
5. Treating each student as an individual in accordance with one's needs.
6. Initiating and attempting to open communication with parents.
7. Discussing the code of behavior with students at the beginning of each school year.

8. Formulating and implementing school rules and regulations in compliance with the code of behavior throughout the school setting.
9. Serving as appropriate role models for the students in accordance with the standards of the profession.
10. Assuming responsibility for leadership of the instructional program.

# General Information

## Activity Shirts

Students are allowed to wear school approved for the current school year activity shirts every Friday and on special days.

## Assemblies

Students at all times will show courtesy and respect for lecturers, speakers and performers at assemblies. Participation on the part of every student will be encouraged as a way to show school spirit or pride. Students cannot be checked out during an assembly.

## Attendance

Students are responsible for attending school regularly; attendance is compulsory until the age of seventeen. Statistical evidence proves that good attendance and high achievement go hand in hand.

- Upon returning to school after an absence, a student must present a note stating the reason for the absence. This note must be signed by the parent/guardian. **Absences are only excused for the purpose of making up class work; it does not void the absence.**
- Students are only allowed a total of 10 days absent. On the 3<sup>rd</sup> day absent a warning letter will be sent. On the 5<sup>th</sup> day absent student will be referred for a hearing with the supervisor of Child Welfare and Attendance.

**Absences may fall into four categories:**

	<u>Type of Absence</u>	<u>Definition</u>	<u>Make-up</u>
1.	UNEXCUSED	Cutting class, working, and absences other than those listed under excused.	Not permitted
2.	SUSPENSION	Out of School In School	Not permitted Permitted
3.	EXCUSED	Note from doctor for personal illness, serious illness in the family, death in the family (not to exceed one week) or recognized religious holidays.	Permitted
4.	LEGALLY EXCUSED FOR EXTENUATING	Extenuating circumstances which are verified by the Supervisor of Child Welfare and Attendance.	Permitted

CIRCUMSTANCES

**Extenuating Circumstances are as follows:**

- a. Extended personal physical or emotional illness as verified by a physician.
- b. Extended hospital stay as verified by a physician or dentist.
- c. Extended recuperation from an accident as verified by a physician or dentist.
- d. Extended contagious disease within a family as verified by a physician or dentist.
- e. Prior school system approved travel for education
- f. Death in the immediate family (not to exceed one week).
- g. Natural catastrophe and/or disaster.

**THE FOLLOWING REASONS ARE NOT EXCUSABLE:**

- a. Truancy
- b. Missing the school bus
- c. Trip not approved by the principal
- d. Shopping
- e. Hunting, fishing, trawling
- f. Birthdays or other celebrations
- g. Other personal appointments

**STUDENTS WHO MISS MORE THAN 10 DAYS IN A GRADE/COURSE IN THE FIRST THREE CATEGORIES OF ABSENCES WILL NOT RECEIVE CREDIT FOR THE GRADE/COURSE. IT IS THE RESPONSIBILITY OF THE PARENT AND STUDENT TO OBTAIN AND PRESENT DOCTORS/ THERAPISTS NOTES TO THE SCHOOL AND KEEP A COPY FOR THEIR RECORDS. THEY MUST BE PRESENTED WITHIN FIVE (5) SCHOOL DAYS OF RETURNING TO SCHOOL**

A child must have a legitimate excuse to be absent from school. To obtain an excused absence and be eligible to make up work, the child must submit, upon his/her return to school, a written excuse signed by his/her parent showing days of absence and reason of absence. The note must include date(s) and home phone number.

In lieu of a report card, students with excessive absences will receive a Plaquemines Parish Excessive Absence Report.

Students who have accumulated more than the allowed absences without proof of extenuating circumstances may appeal with their parents to the Supervisor of Child Welfare and Attendance.

## **Behavior Expectations**

Boothville Venice Elementary School strives for excellence in student conduct as well as in academic achievement. Strong discipline is the key to this goal. Discipline is essential to the orderly operation of any school and the maintenance of an environment conducive to quality education. Discipline implies good order as dictated by common sense. A student is required to conduct himself/herself properly while under school supervision and to comply with all policies and regulations governing student conduct. Each student shall be held strictly accountable for any disorderly conduct in school buildings; on school premises; while a passenger on a school bus; on streets or roads while going to or returning from school; during recess; and while attending all school activities. The following behaviors are not allowed at Boothville Venice Elementary School any of these behaviors will be met with disciplinary action: disrespect of authority, willful disobedience, consistent unacceptable behavior: possession of matches, lighters, or tobacco; smoking or use of tobacco products; in off-limits area without a pass; violation of dress code; leaving class without permission; cutting class; leaving campus, truancy, or trespassing; vandalism at school or school function; routine fighting; vicious behavior with harmful intent; gang fighting; stealing, possession of stolen property; possession or use of weapons, drugs, or alcohol; physical abuse of school personnel; verbally threatening or intimidating school personnel; verbally threatening or intimidating students; gambling; profanity, obscenity (verbal or written), obscene gestures, abusive or disrespectful language; indecent behavior; electronic devices; forgery; setting off fire alarm; failure to follow teachers direction; failure to do teacher assigned punish work; and other forms of inappropriate behavior as defined by the administration.

## **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.

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.

## Bus Passes

Students are not allowed to ride buses other than the one assigned except in extreme emergencies. If it is necessary for your child to ride a different bus, we must receive written notification in the office from the parent on the morning of the change. Please include a phone number for verification if needed. As stated, bus passes are issued only in cases of extreme emergencies. Visiting friends, working on school projects, parents going to town and parents working are NOT valid reasons for bus passes. In such cases, other arrangements must be made. **No bus passes over the phone, fax, or Email.**

## Cafeteria

### Lunch Money

Hot meals are served in the school cafeteria. Each student is assigned a code for the computer in the cafeteria. This code provides access to that student's account. Parents are encouraged to send meal money on a weekly or monthly basis, in a well-marked envelope. You may receive a printout of account activity upon request from the cafeteria manager. The cafeteria does sell extras, so please discuss with your child what they have permission to buy in the cafeteria. Sometimes juice is bought with money intended for lunch the next day, and parents end up owing money. **We suggest that you send cash for extras your child may buy.** Students who were on free lunch last year have 30 days in which to reapply for this year. After 30 days, students will be charged for lunch if they have not been approved for this school year.

No carbonated beverages are allowed in the cafeteria. Bottled water, fruit juice, and other such beverages are allowed. Beverages in breakable containers such as glass are not allowed in the cafeteria. Non-carbonated beverages in plastic bottles, cans, and paper boxes are allowed.

### Student Charging

- Students are encouraged to pre-pay for their meals and to pre-pay for purchases of extra sale food items.

- Students **MAY NOT** charge breakfast and lunch.

## **Cafeteria Behavior**

Students are to be quiet in the cafeteria and talk in a low tone. They should exhibit politeness and good manners. Students are not permitted to run to the cafeteria. In consideration of other students, pushing, shoving, and cutting ahead of others are not permitted. Tables are to be left clean. All straws, containers, papers, trays, and dishes should be placed in their designated areas. Students who bring their lunch to school will eat in the cafeteria. Good table manners should be practiced at all times. Students are always expected to demonstrate common courtesy towards food service workers. Students must leave the cafeteria as soon as they finish eating breakfast; students are not to loiter in the cafeteria. **No talking is allowed in the service line.**

## **Campus**

BVES is a closed campus. This means that students are to remain on campus from arrival at school until dismissal. No visitors are to be at BVES unless cleared by the office.

## **Care of School Property**

Students should note the following:

- A student destroying, defacing, or marring school property will be expected to pay the repair/replacement cost.
- A student failing to pay the cost is subject to suspension from school until the cost has been paid.

## **Checking Out**

If a student must leave school before dismissal, a parent/guardian must sign him/her out in the office. A student is considered absent for those classes missed. Checkouts do count as absences. **Parents/Guardians will not be allowed to check out students in the primary grades between 2:45 PM and 3:15 PM.** (Adopted by PPSB 8/7/00) Students who checkout will not be considered for perfect attendance.

## **Clubs**

### **Junior Beta**

Junior Beta is open to students on grades 4, 5, and 6 meeting the clubs criteria.

### **4-H**

Students in grades 4 - 6 are eligible to join 4-H.

## **Conduct for Student Activities**

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 as a just cause for elimination from any student activity upon recommendation of the advisor of that activity.

## **Debts 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 transmitted to another agency by a student 18 years or older who owes money and equipment and/or any other school property to the school. Parents of students under 18 years who request student records for a student who owes money to the school will likewise be denied access to or transmittal of the student's records. 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:

- Refuse to allow a student to participate in ceremonies.
- Refuse to allow a student to participate in co-curricular and extra-curricular activities.

## **Detention**

Detention will be used as a disciplinary measure when needed. If detention is assigned the parent will be notified in writing and/or message at least 1 day in advance. Detentions will be held in the morning

starting at 7:20, students will not be allowed to ride the bus to school. Students who fail to serve an assigned detention will be suspended out of school. It is the responsibility of the parent to provide transportation to the detention.

## Deliveries

Deliveries of flowers, balloons, gifts, etc. will not be accepted in the school office or the classroom.

## Dress Code-full policy attached

1. Uniform shirts and pants are required as the dress. Black or Orange piquet, collared, button down shirts with embroidered. **Shirts must be tucked in at all times. Belts must be worn.** Pants, shorts, and skirts must be brown khaki (no cream or off-white) by Dickey's or other uniform brands only, cargo pants or similar multi-pocketed pants/shorts and flare-legged pants are not allowed. Pants or shorts must be worn at the waist. Silt or frayed pant legs are not allowed
2. Shorts and skirts should be no shorter than three inches above the knee.
3. Shoes must be worn with socks or stockings. Students must wear tennis shoes.
4. Outer wear (sweaters, jackets, and coats) must have the school logo and be made up of the school colors. All outerwear must be worn as designed (not tied around the waist etc.) Hoods or hats are not allowed in the building. It will be mandatory for students to wear a school uniform jacket. Sweatshirts with the school logo may be worn, but a collared uniform shirt must be worn underneath.
5. If a shirt is worn underneath the uniform shirt, it must be solid white, black or orange.
6. Headwear (caps, hats, bandannas, etc.) for boys and girls is not allowed. Hoods attached to jackets may not be worn in the building. Sweatbands, wristbands, and leg bands are not allowed.
7. Only moderate hairstyles and colors are permitted. Boy's hair may not extend lower than the top of the shirt collar.
8. Boys are permitted to wear only one stud earring per ear, oversized studs are not allowed. Girls will be allowed to wear only one earring per ear, hoops are not to exceed 1 inch, and all earrings

- must be in the earlobe. Any additional body piercing such as nose rings, tongue rings, lip rings, bellybutton rings, etc. are not allowed.
9. Boys must be clean-shaven. Mohawks are not permitted. Eyebrows or head shaven to create a decorative design or distraction are prohibited.
  10. Jewelry or clothing that can be hazardous to students is prohibited.
  11. The administration will make the final decision determining proper and improper dress.
  12. The school bags accepted for use on school property and/or school buses are to be made of clear plastic or see-through mesh material. Book bags with extension handles and/or wheels are prohibited.

## 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. For further information, refer to File: *GAE (Complaints and Grievances)* in the *Plaquemines Parish Policy Manual*.

## Emergency Procedures

In the event of a crisis at school, parents must be aware of the following:

- Do not attempt to rush to the school since multiple vehicles may block the access of emergency vehicles and personnel.
- Remain at the numbers you have given for emergency contact so you can be contacted if needed.
- Call the following emergency numbers for information: 595-6455 .

- If telephones are jammed, listen to WWL 870 am radio for information.
- The gathering site for parents will be announced as soon as a safe site can be determined.
- Information on students and instructions for release of students will be given at the assigned gathering site.
- The situation may call for evacuation of students or the sheltering of students in place or even a lock down. Be prepared to wait until your child can safely be released.
- Strict release procedures will be enforced. Update the names and numbers of persons on the school emergency contact list.

## Field Trips

Parents/guardians will be asked to sign permission forms before a student will be allowed to participate in field trips. A fee is often required and will usually be collected in advance.

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 Boothville Venice Elementary School, attendance on the field trip may be denied or parental attendance may be required.

Those wishing to attend field trips must attend a chaperone in-service, be cleared by the School Guardian system, complete an emergency information card, be 21 years or older and the parent or legal guardian of the child.

## Guidance Counselor

The role of the school guidance counselor at Boothville-Venice Elementary School is varied to meet the needs of the students from Pre-K - 6. The counselor maintains an "open door" policy for these needs. 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 peer-pressure, and decision-making skills are also addressed.

The counselor, likewise, works with the students in the areas of testing and career guidance. The counselor is available to lend a listening ear to all students, parents, and faculty. If a matter is beyond the counselor's areas of expertise, referral services will be offered.

## **Hall Passes**

Written hall passes are required for all students during class time in all areas other than their classrooms. Failure to have a hall pass will result in a detention. Leaving class is highly discouraged since it reduces learning time.

## **Head lice**

Students are checked periodically for head lice. If lice are found, the child will be excluded from school until an adult/guardian brings them back to school and they clear. When a child is excluded from school, they are also excluded from riding the bus. It is important for parents/guardians to check their children at home on a regular basis. If a child is excluded from school, it is important that everyone in the home be checked as well, and for all bedding, clothing, furniture, carpets, and toys to be thoroughly cleaned. Lice can survive for 24 hours without a human host, so spraying the upholstery and carpet in the car is a good idea. Also, while pets don't carry lice, they have been known to harbor the bug for a period of time. Please don't let an infected child play with family pets. More information is available from the school.

## **Homework Policy**

### **Purpose of Homework**

- To emphasize or reinforce what your child has learned in class.
- To help the teachers to evaluate student's progress.
- To give students a sense of self-discipline, personal responsibility, and independent thinking.
- To enable teachers to determine materials that should be re-taught.
- To help students develop work and study habits that will assist them throughout the years spent in school.

## Honor Roll

Students will be considered "honor roll students" when they receive all A's, B's, and S's on their report cards.

## In-School Suspension Program

Students assigned to in-school suspension will report to school at 7:30 and will leave at 2:30, because these students will not be allowed to ride the bus, parents must provide transportation, if a student rides the bus, and he will be suspended out of school the next school day. Students will need regular classroom supplies. Any student who is disruptive in ISS will be suspended out of school.

## Interim Progress Reports

Interim Reports will be issued in the middle of 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. The Interim Progress Report is to be signed by the parent or guardian and returned to the issuing teacher.

## Make-up Work

It is the student's responsibility to check with each teacher the day he/she returns to school 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 the work; three days absent - 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 a "0." A student shall have the right to make up all assignments and tests for excused absences. Letter for **approved** extenuating circumstances such as **original, signed doctor excuses, death in the family verified by death notice**, letter from the court system, letters regarding religious holidays and others shall be presented within five school days to the appropriate school administrator to be classified as an excused day.

If students are checked out of school during the day, the missed classes will be considered unexcused absences unless an original doctor's excuse is presented upon return to school.

## Medication at School

Medication is to be administered only with written orders from a physician detailing the name of the drug, the dosage, and the time interval 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 required.

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.

## 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 counselor.

## 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**

# Passing for the Year

Please be aware that, in order to pass for the year, students must have a minimum of four quality points, two of which must be earned during the last two quarters. One of these must be earned during the final quarter. IN ORDER TO PASS FOR THE YEAR, STUDENTS **MUST** PASS THE FINAL QUARTER.

## Positive Behavior Support (PBS)

### ❖ Behavior Expectations

#### School Wide Expectations

- Be Respectful
- Be Responsible
- Be Safe

#### Classroom Rules and Reminders

- Arrive quietly, on time, and ready to learn
- Follow directions
- Do your best on all assignments and tests
- Be considerate to everyone
- Raise your hand to speak or get help
- Listen quietly while others speak
- Keep your hands and feet to yourself
- Report problems to an adult

#### Hallway Rules and Reminders

- Walk quietly, to the right, and in line
- Move without stopping
- Keep your hands and feet to yourself
- Don't touch signs or artwork
- Keep hallways clean
- Hold the door for the person behind you
- Get to your classroom on time
- Report problems to an adult

#### Bathroom Rules and Reminders

- Use your quiet voice
- Wait your turn
- Wash your hands with soap and water
- Respect others' privacy. Knock on stall doors before entering
- Leave the bathroom clean and free from litter
- Flush toilets after use
- Do not write on bathroom stalls or walls
- Report problems to an adult

#### Cafeteria Rules and Reminders

- Use your quiet voice

- Eat your own food
- Practice good table manners
- Stay in your seat while eating
- Wait in line patiently
- Be courteous and polite to everyone
- Clean up your space after eating
- Report problems to an adult

#### School Bus Rules and Reminders

- Wait quietly in line for the bus
- Get on and off the bus carefully-use the handrail
- Move directly to your seat
- Use appropriate language and voice level
- Obey the bus driver's directions
- Keep the aisle clear and your hands and feet inside the bus
- Stay seated while the bus is moving
- Report problems to an adult

### ❖ Incentives

BVES will recognize students for doing the right thing as it relates to our School Wide Behavior Expectations. Students will be issued "Derrick Dollars" for meeting our behavior expectations. Any student can earn a Derrick Dollar at anytime from any supervising adult in the school. The adults are encouraged to tell the students why they are getting the Derrick Dollar and congratulate them on a job well done.

Rewards will be given daily, weekly, and quarterly.

- **Daily-** Students can receive Derrick Dollars and are reminded of doing the right thing. Derrick Dollars go into the homeroom box.
- **Weekly-** Derrick Dollars will be drawn out of the homeroom box and those students whose name is drawn will be given small prizes or candy. All names go into the big wheel for the end of the nine weeks drawings.
- **Quarterly-** Every nine weeks BVES will hold a Principal's Party as part of our Positive Behavior Program. The purpose of this activity is to reward the students who meet the BVES school wide behavior expectations. At the Principal's Party students will get free snacks and drinks, play games and/or dance, and we will draw for large prizes.

## Report Cards

Report cards are distributed four times a year. The sections on Effort, Conduct, and Work Habits are very important because the development

of good work habits and attitudes tend to ensure effective learning of the necessary skills. Each child is graded against grade level objectives. Letter grades of A, B, C, D, and F reflect the child's performance against grade level requirements. Students are retained if they do not pass basic skill objectives at their grade levels.

Plaquemines Parish School Board uses the following grading scale:

A-----	93 - 100
B-----	85 - 92
C-----	75 - 84
D-----	67 - 74
F-----	Below 67
I-----	Incomplete

## 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.

## 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 BVES's district in accordance with PPSB's attendance zones.

The following credentials must be furnished in order to register a child:

- Three proofs of residence with parent's name and address, one being the Entergy bill
- 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.
- 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.

## School Arrival

Students should not arrive before 7:50 a.m.; there is no supervision before this time. The school will not be responsible for students arriving earlier than 7:50 a.m. Students are to report to the cafeteria or to the gym. No students are to enter by way of the main entrance. No students are allowed in the main building, for any reason, before 8:06.

## School Hours

School Hours are from 8:06 a.m. until 3:15 p.m. each day. Children can NOT arrive earlier than 7:50 a.m. or remain on the campus later than 3:25 p.m. unless they are participating in a supervised school activity. Supervision **WILL NOT** be provided for students who arrive before 7:50 a.m. or remain later than 3:25 p.m. These procedures are designed for the safety and well-being of your children.

## School Wide Title I

Boothville-Venice Elementary School is a school wide Title I school. This means that all of our students receive services provided by federal funds, and all of our faculty members work hard to provide an excellent education for all of our students. Some of the areas of Title I involvement include the computer lab and family involvement. We encourage all parents and guardians to be involved in their child's education by working with the school.

## Sexual Harassment Policy

The Plaquemines Parish School Board hereby prohibits its students from engaging in any acts of sexual harassment as herein defined. The commission of such acts will be dealt with according to Policy JCDAE. The legal definition of sexual harassment may be defined as: "Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of an individual's education,
2. Submission to or rejection of such conduct by an individual is used as the basis for education decisions affecting such individual, or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's educational performance or creating an intimidating, hostile, or offensive educational environment

## Student Smoking/Tobacco Policy

Students shall not be permitted to have tobacco and/or tobacco paraphernalia in their possession nor are they allowed to use or possess tobacco products on the school grounds, in school buildings after hours, or when riding school buses. Parental permission to use tobacco or have tobacco paraphernalia does not exempt a student from this policy. Upon violation of this policy, students will be suspended according to the Plaquemines Parish Discipline Handbook. Students who violate the prohibition of possession or use of tobacco will be suspended for three days and will be required to attend two educational sessions on Tobacco at the Plaquemines Office of Addictive Disorders in the company of their parents. The sessions will be scheduled at the time of the suspension with representatives of the Plaquemines Office of Addictive Disorders. **Failure to complete the educational sessions will result in further suspensions. Additional refusal to comply will result in the recommendation of a misdemeanor summons through the court.**

### **Procedure:**

The principal/assistant principal will:

1. Confiscate the tobacco/paraphernalia and place it in an evidence collection envelope.
2. Call the parent/legal guardian of the student to come to the school for a conference on the day of the infraction.
3. Suspend the student for the required number of days (three for smoking).
4. Assign and explain the educational session which is mandatory for both student and parent to attend.

5. Schedule the first session with the Plaquemines Office of Addictive Disorders.
6. Have the parent sign the appropriate documentation.
7. Make a copy of the signed documentation.
8. Call and send a copy of the signed documentation to the Safe and Drug-Free Schools Department.

**Note: During any random searches of buses or other school property, if tobacco/paraphernalia is visible or found, the student will be subject to the above policy.**

## Suspension Policy

Any student suspended shall receive half of credit earned for school work missed while suspended. Upon return to school, students will be given a specified amount of time to make up the work equal to the number of days the pupil was suspended. It is up to the student to get the work from the teachers. If a student makes up work after the prescribed time limit, points will be deducted from the credits that would be earned, at the discretion of the principal and teachers.

## Tardies

Students are expected to be punctual to class. Students arriving after 8:10 will be considered tardy to school. Students must have a signed note from a parent/guardian stating the legitimate reason for tardiness when checking in after 8:10 a.m. Any student coming to school after this time report to the office for a blue slip. Students who are tardy will not be considered for perfect attendance.

## Technology Discipline

Students are responsible for good behavior on school computers and computer networks just as they are in a classroom or anywhere on the school campus. Below is a list of infractions and the consequences that are associated with each level of infraction.

Infraction	Consequence
<ul style="list-style-type: none"> <li>✓ Failing to log out of computer</li> <li>✓ Unauthorized use of printers</li> </ul>	Detention
<ul style="list-style-type: none"> <li>✓ Unacceptable or malicious use of the Internet or e-mail as stated in Acceptable Use Policy and/or prohibited by</li> </ul>	3 - 5 days out of school suspension

<p>instructor.</p> <ul style="list-style-type: none"> <li>✓ Defacing or damaging computer hardware (workstations, printers, etc.) including removing or switching key covers on the keyboard or mouse balls.</li> <li>✓ Successful login in to a system as a user other than one's self</li> <li>✓ Attempting to access any other programs (including games), directories or files on the system without the explicit permission of or direction from the classroom teacher or tech coordinator.</li> </ul>	
<ul style="list-style-type: none"> <li>✓ Use of any unauthorized software.</li> <li>✓ Installing any software or unauthorized downloading of software.</li> </ul>	5 - 9 days out of school suspension
<ul style="list-style-type: none"> <li>✓ Accessing data or programs with malicious intent to cause damage to the network.</li> <li>✓ Severely damaging hardware (vandalism).</li> </ul>	5 - 9 days out of school suspension— recommend expulsion

## Textbooks

All textbooks and library books are provided by the state and loaned to the student. Textbooks must be covered and are to be kept clean and handled carefully. Any lost or destroyed books are to be paid for by the student to which it was issued. Teachers must write student's name in textbook.

## Time Out

Students will be sent to time out for violations of class rules, will remain for 30 minutes. When a student is sent to time out for the second time in one day, parents will be called and the student sent home, a referral will be written based on habitual violations of school rules. If a student must be removed from the time out room for disruptive behavior he/she will be suspended.

## Transportation

The driver is in full charge of the bus and the students. Students are expected to abide by rules and regulations.

Drivers have been instructed to assign students permanent seats on their buses. Students shall occupy the space designated for them by the driver.

Students shall be on time. The bus cannot wait for those who are not on time. Students are to have written permission and be authorized by the principal to get on or off the bus at a stop other than their own. Students shall not mar or deface the bus. Any student causing damage to the bus shall not be allowed to ride a school bus until payment in full has been made for such damages. This includes athletic and other field trips. THE FOLLOWING SAFETY RULES FALL UNDER CATEGORY I:

The rider should

- a. Stand on the shoulder of the road while waiting for the bus.
- b. Enter the bus and be seated as quickly as possible.
- c. Remain seated facing the front while the bus is in motion.
- d. Talk quietly with others sitting near them.
- e. Keep the middle aisle clear for free flow of traffic.
- f. Keep arms feet and head inside the bus windows.
- g. Refrain from eating or drinking on the bus.
- h. Not bring glass objects on the bus (except eyeglasses).
- i. Not bring objects that are too large to be held in lap or put under seat.

Any combination of small incidents that would suggest a pattern of consistent misbehavior would be cause for expulsion from riding the school bus for the remainder of the school year.

THE FOLLOWING OFFENSES FALL UNDER CATEGORY II:

- a. Willful disobedience.
- b. Disrespect to any school bus driver or school bus aide.
- c. Making unfounded, false charges.
- d. Use of unchaste or profane language.
- e. Immoral or vicious practices.
- f. Conduct or habits that are injurious to his/her associates.
- g. Use of tobacco, alcoholic beverages or dangerous substances in any form while on the school bus.
- h. Disturbing the bus driver by basically violating the rules -- creating a disturbance.

**A student may be suspended/expelled from the bus for violating Category II offenses.**

## Use of the Telephone

Students may not use the telephone. Students will be sent to the office and someone will call for them in the event of illness or emergency. No calls will be made for forgotten books or materials.