

St. Louis Academy

“One of the Happiest Places on Earth”



Student-Parent Handbook 2023 – 2024

St. Louis Academy
8184 Villavaso Street
St. James, Louisiana 70086
(225) 258-4680 (Office)
Cynthia Adams Joseph, Director/Principal
Christy Martinez, Secretary

Academy Colors
Blue and Gold

Academy Mascot
Cougars

Academy Logo
Hands on Learning



Academy Motto
“A Learning Experience Waiting to Happen”

It is **not enough** to simply teach children to read; we have to **give them something worth reading**. Something that will **stretch their imaginations**—something that will help them **make sense of their own lives** and **encourage them to reach** out toward people whose lives are quite different from their own.

—Katherine Patterson

Academy Mission Statement

To provide students with an Integrated Approach to Extensive, Rigorous, Data-driven Instruction Delivered by Qualified Experts in Reading and Math to ensure **ALL** Students Achieve at or Above Grade Level Standards.

Academy Vision Statement

The Vision of the **St. Louis Academy**
Is to Ensure a Nurturing Learning Community where High Expectations Prepare Students for Academic Excellence.

PRINCIPAL'S MESSAGE

Dear Students and Parent/Guardian(s),

Welcome to the 2023 – 2024 school year at St. Louis Academy!! I am excited to begin the new school year as the returning Director/Principal!! It is with honor and enthusiasm to serve this community once again! Whether you are returning or beginning your first year at St. Louis Academy, I am thrilled to unite with you so that we can support the needs and ambitions of all learners. I am extremely excited about working with you, the community, industry, faculty/staff and the scholars to make this year even better than last year! Our programs of study, co-curricular activities, extra-curricular activities, and community involvement will make St. Louis Academy “One of the Happiest Places on Earth” that will help to develop well-rounded scholars.

The faculty and staff hope to become acquainted with you during the school year through conferences, Homeroom Parents Representatives, Open House, and other school activities/events. Our supportive staff will provide a safe, clean, healthy, and caring learning environment. We invite you to become active in your child's education by volunteering your gifts, talents, time, support, and any area of expertise. We welcome your comments about your child's school experiences. The scholars will take part in on-going reflections regarding their learning experiences. This will be used to provide leadership opportunities.

This handbook has been prepared so that you will have important school information and know what is expected of parent/guardian(s) and students. 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.

Our theme this year is: “Disney – SLA One of the Happiest Places on Earth”

By working together, we will have a wonderful, positive and very successful school year!!

Yours in Unity,

Cynthia Adams Joseph

Cynthia Adams Joseph
Director/Principal

"It's a new day. Here at St. Louis Academy we are poised for success because we're turning a potential into a reality."

St. Louis Reading and Math Academy

Purpose:

The purpose of the St. Louis Reading and Math Academy is to provide a caring and safe learning environment, where each individual child is challenged and supported to become self-motivated, independent learners and thinkers. At the Academy, students will exit third grade with reading and math skills on or above their grade level. Our goal is to have each student aware and accepting of the St. Louis Academy's high expectations as preparation for a pathway to college.

The St. James Parish School District will work consistently with the St. Louis Reading and Math Academy to create a diversified and challenging learning environment where reading and math instruction is geared towards each individual student's own strengths and weaknesses.

Objective:

- To build positive relationships with students, parents, and community members
- To use data to guide instruction which will impact student achievement
- To create a safe learning environment to promote student success
- To establish high expectations for students by creating an eagerness and appreciation for reading and learning
- To commit to continuous school improvement so students can become confident, self-directed, lifelong learners
- To ensure developmentally appropriate education in Pre-K through 3rd grade
- To promote engaging and motivational learning activities

St. Louis Academy Vision for Reading

All students attending the St. Louis Academy will exit the 3rd Grade with reading, writing, speaking, listening and viewing skills necessary to interact with a variety of audiences for a variety of reasons. They will understand the characteristics of various types of texts, fiction, poetry, drama, non-fiction, informational texts, experiments, and discoveries. They will read and communicate analytically and thoughtfully.

Arrival, Transportation, Dismissal and Checkout Procedures

Arrival:

Students are permitted on SLA grounds at 7:40 a.m. Parent/guardian(s) should **NOT** drop car riders off in the morning; they are to escort students into the building into the care of an SLA staff member. Once a child is in the care of a staff member, the school becomes responsible for students. The school day begins at 8:05 a.m. Any student arriving after 8:05 a.m. will be considered tardy. In the event that a student is late, it is the responsibility of the parent/guardian to escort their child (ren) to the academy office in order to sign-in the child. Under no circumstances should a child be left alone on the campus before 7:30 a.m. This is for the safety of all students.

Morning and Breakfast Procedure:

Students are to enter the school building in an orderly manner, walk down the hallway, place their book bags in the designated area and proceed to the designated area. **Students may choose to wear a mask. Water fountains are now accessible; therefore, students are not allowed to bring water to school.** Students are expected to follow the PBIS Hallway procedures. Pre-K students' designated area is the PK Classroom. K -3rd Grade students will enter the cafeteria in an orderly manner and begin breakfast. All students are to sit at their designated area, eat their breakfast, and dispose of all waste when finished. Once Kindergarten through 3rd Grade students are finished with breakfast, they are to report to homeroom.

Bus Riders and Car Riders:

Students not riding the school bus must complete a transportation form. The student is in the custody of the school from the time of arrival in the morning until the time released home in the afternoon, this includes field trips. The bus rider is to be obeyed all rules at all times. Conduct himself on the bus in a proper manner and obey all safety rules. **Violators will be disciplined appropriately.** Riding a bus other than the one assigned to you is in violation of SJPSS policy. **If this is necessary, a parent or guardian must complete the bus transfer documentation form, in which Central Office will notify the school of the status, and then the school will inform the parent. No car rider is to be dropped off in front of the academy doors without adult supervision. Any parent dropping off a child without any adult supervision will be contacted by the school's administrative office for transportation violation.**

All students are dismissed at 3:20 p.m. Car riders will dismiss first. When picking up your child for dismissal, please remain in the designated "Parent Pickup Area" which is the secretary's waiting office area. Early dismissal notices will be issued to children and/or parent broadcast as soon as possible so parents can make suitable arrangements for the care of their children.

Check Out Procedure:

Any student leaving the academy grounds for any reason before dismissal must be signed out in the office. If you must check your child out of the academy 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 the academy without verification.

Try your best not to sign your child out of school no later than 2:30 p.m. Any child being signed out after 2:30 pm will interfere the normal dismissal procedure for the Academy students and faculty. Only a parent, legal guardian, or names documented on the student's permission list will be allowed to sign the student out in the secretary's office. All early sign-outs count against perfect attendance.

Legal Custody of Students

When the legal custody of a student has been judicially assigned to one parent, a legal guardian, or to the foster parents, a **certified copy** of the judgment shall be submitted to the school admin. A copy of the same shall be kept on file with the student's records. In the absence of a legal document, a child may be released to either parent as indicated on official school records. **For your child's safety and well-being, he/she will not be permitted to leave school without parental consent.**

Attendance Policy

Daily Attendance:

Daily attendance for all students, Kindergarten to Third, is mandatory. All work missed by students must be made up within 5 days of returning to school (unless period of illness is extensive.) Excessive absences often result in poor schoolwork. Students will have to return a SJ-2 form or a doctor's excuse within two days upon their return to school. All absences, excused or unexcused shall be counted as absences for attendance reporting purposes to the State Dept. of Education.

Elementary students are allowed ten (10) absences for the entire academic year. Elementary students with five (5) unexcused absences per nine weeks shall receive a grade of N/F (non-sufficient/failure) for the applicable nine-week grading period. Upon the fifth unexcused day, truancy is notified. Elementary students with unexcused absences of more than 10 days per school year shall receive a grade of N/F (non-sufficient/result in failure) for the applicable year. Students may be given the option to recur hours lost by attending attendance recovery in order to be promoted to the next grade level.

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 Parish Supervisor of Child Welfare and Attendance in consultation with the principal and parents/guardian.

SJ2 Forms The student is allowed 1 SJ2 form per term up to two days. Even though an absence is excused, it is still considered as a day not present because the child is **not** physically at school. A parent/guardian is allowed to use one absentee report (SJ2 Form) a semester. This form can be used if a child is absent for 2 consecutive days and for tardy excuses. Please contact the school to obtain a copy.

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

Tardiness:

Parents must escort and sign in any student arriving after 8:05 a.m. Students who arrive to school after 8:05 a.m. are considered tardy. Students are tardy when they are not in their classrooms by 8:05 a.m. Students signed out prior to 2:30 p.m. are also considered tardy. The office will record tardiness (morning and afternoon). Repeated tardies will result in consequences and/or absences. Three (3) tardies, morning and/or afternoon tardy, constitute one day of absence.

- After 2nd and 5th tardy- Parent Contact
- After 6th Tardy- Administrative Conference/Referral to Truancy Officer

Cancellation of School:

Cancellation of school takes place only during extraordinary circumstances such as extreme weather conditions, equipment failure, or public crisis. The school board and administrators are aware of the hardship that can be caused by an abrupt cancellation; therefore, school will not be cancelled unless a significant safety risk has been created by unusual circumstances. Every practical means is used to notify parents of an impending cancellation. Please use our local radio, TV or newspaper to be advised of any school cancellations. The following news media will be contacted: WAFB Channel 9 in Baton Rouge, WWLTV Channel 4 in New Orleans, Cox Communications, WVUE-TV Fox 8. The following radio stations will be contacted: WJBO 1150 AM and WFMF 102.5 FM in Baton Rouge; WWL 870 AM and WLMG 101.9 FM in New Orleans. You may also visit the District's website at www.stjames.k12.la.us. Also, an automated message will be sent to you via the school's phone messenger.

Perfect Attendance and Perfect Attendance Certificates:

To receive a perfect attendance certificate, a student must attend the academy for 180 days for full term as defined by the St. James Parish School Board of Elementary and Secondary Education.

A student must attend the academy a full day, with the only exception being the following:

- An academy sponsored trip
- Late arrival during homeroom period (not to exceed 2 occasions)
- Leaving the academy because of academy related accident
- Leaving the academy because of illness (not to exceed 2 occasions)
- Death in family- child must be "checked-in" the academy first, then "Checked-out"
- Circumstances approved by the Supervisor of Child Welfare and Attendance
- The number of tardiness and sign-outs may affect parish perfect attendance. Three unexcused late sign-ins or early sign-outs, shall equal to one(1) day absent for parish perfect attendance determination

Truancy Policy**Truancy:**

The St. James Parish School Board recognizes truancy as absence from class or school for any portion of a period of day without permission from the school. Students shall not be allowed to leave campus without proper permission at any time during the school day, including before school begins, or after school while waiting for their bus. Students shall remain on the campus at all times unless granted permission to be off campus or be subject to disciplinary action. Violations of attendance laws and regulations may lead to suspension and/or expulsion from school together with Court Action being taken.

School personnel are expected to make every reasonable effort to assist a child who is habitually absent from school. A student shall be considered habitually absent when the condition continues to exist after all reasonable efforts by the principal and teacher have failed to correct the condition after the third (3rd) unexcused absence is established. The principal or designee shall file before noon on the following Wednesday the attendance of the prior week's third (3rd) unexcused absence report. Any student who is a juvenile and who is habitually absent (3rd unexcused absence) from school shall be reported by the principal or designee to the Administrative Director of Student Services.

Office Information

Money:

Money sent to school for any reason must be in an envelope with child's name, grade, amount, and reason for sending. All monies should be turned in to child's teacher and not to the office. All payments made must be separate. **Exact change is appreciated.** Payments made for fees, field trips, pictures, and etc. cannot be paid together on the same check. All checks should be made payable to St. Louis Academy. Any money sent to the academy must be marked and labeled with the following:

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

Telephone Calls, Deliveries, etc.:

Messages and deliveries from home will be left in the academy office. Please limit these to emergencies. Teach your child responsibility by reminding him/her of his/her needs before leaving home. Students are allowed to use the telephone only when they are sick or in case of emergency.

Students are not allowed to use the telephone for homework, books, money, etc. Students must receive office approval before using the telephone.

Transfers/Withdrawal:

When a child transfers to another school or moves out of town/state, the parents should notify the office and teacher about the child's last day of attendance. Notification should be given at least two days, or 48 hours prior to withdrawal. You will be required to complete a withdrawal form. All iPads, textbooks and library books must be returned. Any financial debt (lunch money, books, etc.) must be paid before withdrawal from school. You must provide the address of the new school and your family's forwarding address. Your child's records will be sent within fourteen days of our receiving a request for records from the new school.

Change of Address:

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

Care of Books/iPads:

Students should take the responsibility in keeping textbooks covered at all times. These books are purchased with tax money and are very costly. Check your children's books to make sure they are covered and kept in good condition. Books that are not usable the next year or become lost will be the responsibility of the student. He/she will be expected to pay for any lost or damaged books. Teachers will conduct book check periodically. It is suggested that workbooks/folders are covered in clear contact paper. This increases the "life" of the item.

Library Policy:

Students are welcome to browse, read magazines, newspapers, use reference materials, or complete assignments in the library. Books may be checked out for a 1-week period and renewed for another week if needed. Each student may check out one item per day. Magazines may be checked out for one day and should be returned the next morning. Reference materials are not to be taken home but 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. Some academy supplies can be purchased in the library.

Personal Items:

Personal items such as **toys, radios, jewelry, purses, or electronic devices (including cell phones, iPods, video game devices, etc.)** are not to be brought to school. We are NOT responsible for their loss.

Label all coats, sweaters or sweatshirts with your child's name. At the end of the school year, we are left with a bundle of unclaimed, lost clothing. Unclaimed clothing will be given to a charitable organization. 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.

Academy Pictures:

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

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 the academy use or to be available to parties outside the academy or the school system. Such items include, but are not 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 the 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 SLA of information about the student as directory information thus providing 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 SLA of information about the student shall not be designated as directory information.

Emergency Drills:

Fire, tornado, and bus evacuation drills are conducted periodically throughout the school year. Detailed escape plans are posted inside each classroom and on the bulletin boards.

- During fire drills, each class has an escape route to an outside area, a safe distance from the school building. Children are moved to these designated areas in a safe, quiet, and orderly manner.
- During tornado drills, each class goes to the designated area within the building. All children kneel with head covered and face toward the wall or with their backs against the wall, knees up, with head and face covered.
- During bus evacuation, students are to follow the directions of the bus driver.

EMERGENCY INFORMATION:

In case of an emergency, each student is required to have a file in the office with the following information:

1. Parent or guardian names,
2. Complete and up-to-date address and phone numbers (home, work, and cell),
3. Emergency contact name and phone number(s) of a relative or friend,
4. Physician's name and phone number, and
5. Medical alert information.

Medical

Illness:

We encourage regular attendance, but children should not be sent to school 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 (home, work, cell, pager, etc.) in the event of an emergency. Notify the school when your number is changed or no longer in service. Students will be sent home from school for the following conditions: temperature above 100°, vomiting, diarrhea, and suspected communicable disease, unexplained rash, and head lice.

Medications:

No medication can be given to any student without a parent/guardian signing a Medical Release Form as required by St. James Parish School Board. You may request a form from the school. Do not send non-prescription drugs (cough drops, aspirin, etc.). This cannot be given. Any medication administered 3 times a day must be taken at home.

Injuries:

Accidents will happen. 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. Therefore, parents are urged to purchase the school system insurance if their private/family coverage is not enough. You will receive a separate notice about this the first week of the academy. Please sign and return it. If a student is injured at the academy, he/she should report the injury to the academy personnel. Once notified, the academy personnel will complete an accident report. A parent will be called if an injury occurs.

First Aid/ School Nurse:

- Clearly stated standards for behavior both in school and on the playground help youngsters avoid accidents. However, should an accident occur, we are only equipped to provide a bandage to cover the wound.
- When a student is seriously injured, the parent is notified by phone immediately. If the parents cannot be located, the child is immediately referred to the doctor or hospital listed on the student information form.
- Insurance is offered at the beginning of school to all students. It is the responsibility of the parents to address all medical obligations of their child.
- The **school nurse** will be available on a limited basis to handle health records and emergencies. In the event an emergency or health problem arises during the absence of the nurse, the student's parent will be called to take him/her home.

Counselor:

The need for expanding school counseling programs has become more acute due to teaching profession's increased understanding of how non-academic forces impact the school's learning environment. SLA offers services of a part-time guidance counselor. We have these services available as needed or requested.

Medication at the Academy

SJPSB follows the State and Federal Legislation's medication guidelines. Legislation states that, **medication that can be given before or after school. Academy medication orders must be limited to medications, which can be administered during academy hours.** However, SJPSB understands that some medications may be necessary during the day, for a child to be able to attend the academy 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 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 complete and signed Medication Order, by **BOTH** the physician and parent, for **EACH** medication to be given at the academy. This form is also required for any over-the-counter medication to be given at the academy.
2. Only oral, pre-measured inhalant, topical ointment for diaper rash, and emergency medications shall be administered at the academy by a (TAP) Trained Authorized Personnel. Eye Drops, antibiotics and other short-term medications, including over-the-counter medications, shall not be given by academy personnel, unless a medication exception has been granted by the Academy RN.
3. Medication **MUST** be delivered to the academy office by a parent/legal guardian or a responsible adult. Students are **NOT** allowed to transport medication to the academy to have medication in their possession without the Academy RN approval. Teachers and the director have the right to take a 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 Academy's RN.
4. The parent/legal guardian must count and sign-in the amount of medication that is delivered to the academy with a (TAP) trained authorized personnel, on the students' medication log.
5. No more than a (35) day supply of medication shall be bought to the academy.

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 personal 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 academy jurisdiction, allowing at least (12) hours of observation of 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 the academy, 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 academy 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 Academy RN, necessary school board employees and health care providers.

*** A NEW Medication order is required at the beginning of EACH Academy Year (cannot be dated prior to July 1st, of that academy year) and anytime during the academy year, if there is a change in 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. ***

Conferences, Visitors, Volunteers and Parental Involvement

Statement of Philosophy

The philosophy of the St. James Parish 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 the academy. The school system recognizes that parents are their children first teachers and valuable partners in educating children. The school system is eager to combine the educational forces of home, academy, and community to improve educational opportunities for all children.

Identification:

All visitors are required to sign in and secure a visitor's pass. To receive a visitor's pass, you must present a picture ID in the office. If you do not have a visitor's pass you will be asked to return to the office waiting area. All visitors need to leave through the main office doors. Visitors will not be allowed into the classrooms during instructional times.

Fieldtrips and Chaperones:

Children will not be allowed to go on the field trip without a signed permission slip. Ample time is given for permission slips to be signed and returned to school along with any fees. **All fieldtrip money and permission slips MUST be turned in by the designated deadline.**

Parents may be asked to help chaperone. Many factors will decide the number of chaperones needed.

Chaperone Restrictions:

- ☐ The purpose of a chaperone is to supervise a class group of 4-6 students. We ask that chaperones give their total attention to the students.
- ☐ May not smoke nor consume alcoholic beverages while on school grounds or while chaperoning on a school field trip.
- ☐ We ask that while on the field trip, that you refrain from taking pictures or videos of any children.

Parent/Teacher Conferences:

Only when a child feels there are understanding, appreciation, and active cooperation between home and school, can he do his best in school. Through conferences, parents and teachers gain a better insight into the child's needs, interests, potential, and growth, as well as any particular difficulties he/she may have.

Parent -Teacher Conferences should be scheduled with the secretary to ensure teacher availability. We recommend conferences to take place during the teacher's planning/conference time so instructional time is not lost.

If at any time a child would benefit from a parent/teacher conference, the faculty is available by appointment before school, after school, or during the classroom teacher's planning/conference time. Please call the office to make an appointment. Please do not ask teachers to conference with you on a "drop-in" basis.

Administration asks that if you have any concerns regarding your child to please **follow the chain of command, which includes asking the child first, conferencing the teacher, and then conferencing with the building administrator.** Please conference with the teacher prior to conferencing with the Administrator.

Parent Volunteers/Helpers

The faculty/staff welcomes your help at any time. 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 the academy, consult your child's teacher about "take-home" work. Parents who actively participate in the support of the classroom and the academy will be first considered for chaperoning field trips, etc. All parents are encouraged to volunteer, even a small amount of time, to make our academy a success. Parents are reminded to dress appropriately while volunteering or chaperoning trips. The Raptor System will be used to screen chaperones and volunteers at SLA to assist us in helping keep students safe. A visitor's driver's license or other state issued ID will be issued 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 identified, the Raptor System sends an alert.

Academy 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 breakfast/lunch/snacks, please call the cafeteria at (225) 258- 4681

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 must be updated annually. Milk substitutes are not done unless specified by the doctor.

Box Lunches:

A student may bring his/her lunch to the academy. 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; the state health department mandates this.** 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 in the cafeteria. Parents choosing to send box lunches are asked to send the lunch with the child in the morning. No energy drinks are allowed on campus.

Special Diet and Food Allergy Request:

The St. Louis Academy secretary, the cafeteria manager, or the nurse may be contacted to receive a DIET PRESCRIPTION REQUEST FOR MEALS 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 the academy. Diet prescription requests must be made each academy year. An individualized Health Plan will not be written for Special Diets and Food Allergies until an Academy 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 the academy on a regular basis or more successful. However, children should remain at home when they are ill. If a child becomes ill enough to go home during the academy 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 academy when your number is changed or no longer in service.

Any child having a communicable disease must remain at home until 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 Academy Nurse notifies you that your child needs immunizations, please cooperate immediately.

St. Louis Academy Discipline Policies and Procedures

Expected Behaviors:

1. Follow Teacher/St. Louis Academy Faculty and Staff Directives.
2. Abide by all Classroom, Hallway, Cafeteria and Gymnasium Rules.
3. Raise your hands and wait for permission to speak.
4. Be in assigned area at all times.
5. Keep hands, feet, and objects to yourself.
6. Refrain from cursing and teasing.
7. No leaving class or designated area without permission
8. No fighting or disruptive behavior inside or outside of the school building.
9. No running or horse playing in the building.
10. Follow the St. Louis Academy Dress Code Policy. (Proper uniform tops, bottoms, belts and shirts must be in pants/shorts at all times. Hoodies should not be worn on the head at any time while the building)

Teacher Hand Signals and Verbal Cues

The following hand signals will be utilized throughout the school year to gain students attention and to signal when it is time to

1. "3-Three Fingers" Clean your Area"
2. "2-Two Fingers" Stand quietly at your place to show that you are ready to move
3. "1-One Finger" Move Out"

Verbal Cues

We use the following verbal cues to gain students' attention during assemblies, outside play, or during any other function involving classes of students.

1. "5-Five"- Gains the students attention
2. "4-four"- Bring voice level down to Zero or One.
3. "3-Three"- Students should position themselves in the direction of the speaker
4. "2-Two"- All eyes on speaker
5. "1-One"- Speaker now speaks

Every Student at the St. Louis Academy is responsible for adhering to the rules explained in the SJPSB Student Handbook. A copy of the SJPSB Student Handbook is given to every student on his/her first day of school or is given to the parent/legal guardian during the Parent/Teacher Meet and Greet. The 2018-2019 SJP Student Handbook is posted on the district and school's webpage. Parents should keep this booklet handy at all times.

Positive Behavior Expectations (PBIS)

The Academy implements the “ROAR” philosophy. This philosophy is based upon children choosing to have a “Positive Attitude” or displaying “Positive Behaviors” and using this choice to adhere to needed rules and procedures. Our main goal at the academy is to create a safe and happy learning environment where students treat all students, staff, and SJPSB personnel with respect. Our commitment to School Wide Positive Behavior (PBIS) allows us to encourage students to be their best both academically and socially.

St. Louis Academy PBIS Pledge

At the St Louis Academy, I/we pledge to Remain Safe, Obey the Rules, Act Responsibly, and Respect Everyone. At The Academy I/we ROAR for our school, community, and country.

St. Louis Academy ROAR Expectations



Remain Safe~ Obey the Rules~ Act Responsibly~ Respect Everyone



At the St. Louis Academy, we acknowledge our students for Exhibiting Positive ROAR Behaviors on 3 levels.

Level # 1: Daily Acknowledgement-Students who model ROAR Behaviors and expectations are rewarded with ROAR Cash Tickets where tickets are redeemed at the ROAR Boutique for prizes. The ROAR Store opens one day out of the week and teachers escort students to the boutique for special prizes.

Level #2: Monthly Celebrations- Students can receive up to 3pts daily for good behavior. At the end of the month students receiving at least 85% of the possible points earned can participate in the monthly celebration.

Level #3: End-of-Year Celebration – Students must participate in at least 6 of the monthly PBIS Celebrations where one month has to be achieved in the month of May.

St. Louis Academy Procedures

Arrival Procedures:

Children whose parents bring them to school should not be dropped off until 7:40 a.m. **Under no circumstances should a child be left alone on the school campus before 7:40 a.m. This is for the safety of all students.**

Morning Procedure:

All students will enter the academy through the main entrance. Students are to enter the school building, walk down the hallway quietly following the median black line. Pre-K students will report to ART Classroom while Kindergarten through 3rd Grade place their book bags in the designated area in the atrium and enter the cafeteria quietly. Students are to sit at their designated table and eat their breakfast. Plates and waste are to be disposed of when finished. 1st through 3rd Grade students will proceed to the atrium while Kindergarten students report to the ART Classroom until duty homeroom teachers escort them to class. Then Pre-K students will proceed to the cafeteria for breakfast while being escorted by their teacher.

Breakfast:

Parents who wish for their child to eat breakfast must have their child at school no later than **8:00 a.m.** Classes begin promptly at 8:05 a.m.

Students should be in the cafeteria between 7:40 am and 8:00 a.m.

1. Enter the cafeteria with no talking.
2. Wash hands.
3. Practice Social Distancing.
4. Immediately get in line and remain there until served.
5. Proceed to the assigned table and sit in the next available seat.
6. Refrain from talking.
7. Leave the table when finished and dispose of food and utensils.
8. If not eating, remain in the designated area in the cafeteria.



Morning Assembly:

Morning Assembly will take place the first Friday during the 1st week of school and the first full Friday when all students are to report (PK & K students. It will begin at 8:00 a.m.

- All teachers are to report to the morning assembly at 8:00 a. m.
- All Pre-k teachers are to escort their students to the gym to be seated at 8:00 a.m. in their designated area.
- The morning routine (meditation, pledge, St. Louis Academy pledge, thought for the day, and announcements) will be done. Each grade level will be assigned a month for students to lead the morning assembly. Students are to remain at voice level 1 or 0 at this time.
- After the assembly, teachers are to quietly walk their students to class. Students must follow the hallway procedures while walking to class.
- Following morning assembly, instruction begins.

Other Assemblies:

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

Restrooms:

- 1.
2. The following restrooms are designated for each grade
 - PK - inside their rooms, outside under the supervision of Paraprofessionals and/or Teachers.
 - Kindergarten -3rd Grade- Wing A restrooms
3. Students are to use the appropriate marked restrooms "Boys" or "Girls".
4. Use the toilet/urinals, flush, wash hands and leave.
5. Use toilet paper without unrolling extra paper.
6. Wash hands with soap and water without waste.
7. Dry hands and throw paper immediately in trashcan.
8. Walk out immediately because there will be no loitering in the restrooms.

Classroom/Gym/Library Behavior:

The following appropriate classroom behavior is expected of students:

- Enter the classroom/gym/library in a quiet and orderly manner according to the directions of the teacher.
- Keep desk and surrounding areas neat and clean.
- Refrain from defacing academy property
- Be courteous to fellow pupils, teaches, and other personnel
- Speak only at proper times or when properly recognized.
- Remain seated in the class unless otherwise instructed.
- Leave class in an orderly manner at the directions of the teacher.
- Follow all classroom rules
- Respect all adults and students in voice and actions
- Respect the property and rights of others.
- Any concerns should be discussed with your teacher. The principal should be consulted after the chain-of-command has been followed.
- Talk when permitted, while at voice level 1 while indoors.
- Sunflower seeds are not allowed on campus.

Transitions and Hallway Travel:

Traveling in the halls and on the sidewalks, individually or in a group (Ex: traveling to the cafeteria, library, restrooms, bus area, etc.) the adult in charge will ensure compliance.

Students should walk down the hall in on the center median black line to avoid injury form opening doors. **Running is not allowed in the building or on the sidewalks at any time.**

1. Walk. Don't run.
2. Loitering in the hallways are prohibited
3. Walk in a single file by standing directly behind the person in front.
4. Do not talk except in a whisper (voice level 0 or 1), as needed, to an adult.
5. Students will stop at teacher-designated area.
6. Students will walk without touching one another or their surroundings by keeping arms folded in front of the body, one finger on the lip and hand on hip or pockets, or both hands in pockets.
7. Refrain from touching one another by having arms folded, finger on lips

Lunch Procedures:

Students are to follow the directions of the faculty and staff at all times. Failure to follow these expected behaviors can result in consequences according to the rules and consequences posted.

1. Enter the cafeteria for Lunch according to the travel procedures.
2. Wash hands.
3. Walk to the serving line.
4. Pick up straw, fork, food, and milk or juice.
5. Give the cafeteria manager the lunch card.
6. Walk to the designated table for the class and sit as directed by teacher.
7. Eat and clean up space. Everyone will complete a quick clean up and throw their plate away in the same order in which they were seated. Teachers will check for cleanliness.
8. Use school manners and do not talk.
9. Follow teacher's dismissal hand signals 1, 2, and 3.
10. After lunch, teaches will escort the entire class to use the restroom.

Purchasing Snacks:

- Snacks must be purchased during recess time only in the designated area.
- Use hallway procedures.
- Form an orderly line when purchasing snacks.

Playground procedures:

1. Follow traveling procedures.
2. After using the restroom and getting water, go directly to the playground. Do not return until instructed by duty teacher.
3. 1st bell whistle/teacher call: Stop playing immediately and be quiet.
4. 2nd bell whistle/teacher call: Line up in class order.
5. When duty teacher signals, use traveling procedure to the classroom.

Playground Behavior:

The following playground/recess behavior is expected of all students. Students are responsible for their own actions and are expected to be in control of them. In the event a student commits Category A, B, or C offense during recess, teachers must follow the consequences as outlined in the St James Parish Policy Manual. If a student commits a Category D offense during recess 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 the academy rules.
- Students are to display appropriate behavior when using playground equipment.
- When recess is over and the whistle blows or bullhorn sounds, students will stop playing immediately, hold all equipment (balls), tuck in shirts and quietly line up at their designated class line area.
- Once the teacher begins the countdown (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 in order.

The Playground Boundary:

All students must play inside the fenced yard. Students are not to climb over the fence. Students are only allowed outside the boundary if given permission by an adult supervisor.

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 of someone's coat or clothes is not allowed. Football games shall not be physical in nature (touch only). Tackling or rough pushing shoving or touching is not allowed for safety reasons.
- Be kind and nice to everyone including 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 a game. They will get better with practice.
- Talk nicely rather than arguing with others. Share is promoted at the St. Louis Academy.
- 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 academy setting. When in doubt, there is a general rule: If it could be said to the principal, it can be said to anyone.
- Toys are not allowed on the playground (radios, CD players, video games, trucks, cars, baseballs, stuffed animals, fidget spinners, dolls, purses, etc.)

End of Recess:

- When the whistle is blown, stop playing and walk to the lining up area. Students are not allowed to run. If students run, they will be sent to the back of the line.
- Students are to return any playground equipment to designated area/location.
- Once the countdown begins, Hand signals, students are to tuck in shirts, fold arms and begin to quiet down in line.
- When the entire group gets to 1, students are to be facing forward, lined up quietly ready to walk into the building.

Playground/Recess Emergency Procedures:

- All concerns are to be reported directly to the any adult on duty.
- Students are not to run directly with the secretary's permission only.
- If student is slightly hurt and needs an ice pack or a Band-Aid, report injury to the duty teacher and student is to be walked by another student to the office. If student is hurt badly enough to be moved, another student is sent to the office to contact administration.

Recess Restroom Procedures:

- Student should use the restroom before exiting the building to go onto the playground area. Students are not to play inside the restroom or around the restroom area.
- During recess, in the event of an emergency, students are to ask for permission to use the restroom in the main building.
- Students will be allowed to drink water after recess.

Bus Procedures and Rules:

Students should be on time at the designated academy bus stops and should wait until the bus comes to a complete stop before attempting to enter. Good behavior by all students is expected while waiting for the bus. If possible, parents are encouraged to be at stops before and after the academy day. Younger students will not be dropped off if a parent/adult is not visible.

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 round or on the academy 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, head, 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 pupils and the driver.
- Bus riders must abstain from using profane language.
- Students are under the jurisdiction of the academy from the time they leave home in the morning until they return home in the afternoon. Each student will be held accountable for his/her actions while in route to and from the academy. This also applies to field trips.
- Any child experiencing problems with other students, etc. on the bus 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. Student's consequences are aligned with the SJPSB Discipline policy manual.
- Any child who defaces or destroys bus equipment will be required to repair/replace it.

Student Dress Code/Uniform Policy

PARENTS ARE ENCOURAGED TO LABEL ALL CLOTHING SUCH AS COATS AND SWEATERS WITH PERMANENT MARKERS FOR IDENTIFICATION. St. Louis Academy is not responsible for lost items.

Uniforms:

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

PK- 3 Boys Dress Code: SLA 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), or uniform khaki shorts (not more the 3" above the knee). **NO CARGO PANTS/SHORTS**

PK-3 Girls Dress Code: SLA 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 cuffed; no labels), uniform khaki jumpers, uniform capris, uniform cropped pants or uniform khaki skirts, shorts, or shorts (not more than 3" above the knee). **NO CARGO PANTS/SHORTS**

Sweaters/Vests/Sweatshirts: SLA has selected navy blue or solid white; only school approved monograms; no logos; no name brands; hoods are not allowed; collar of uniform shirt shall be visible.

Coats/Jackets/Wind Breakers: SLA has selected navy blue, solid white, black, gray or khaki; no stripes; only school-approved monograms; no logos; no name brands; hoods are allowed on coats/jackets/wind breakers.

Dress Code Regulations:

1. All students will wear the designated school uniform clothing as outlined in the uniform policy. Transfer students will be given seven (14) days to acquire a proper uniform.
2. The wearing of socks or tights for girls and socks for boys shall be mandatory and must be white, black, navy blue, gray or khaki. **(SOCKS MUST BE VISIBLE and must not be lower than the ankle.**
3. All students must wear belts (brown, black, navy, gray or khaki) if pants have loops. Belts may not be more than one size larger than the waist. No monogram belt buckles are to be worn.
4. Baggy or over-sized uniforms are not acceptable and are prohibited. Pants must fit at the waist; "low riders" are not allowed. Drawstring pants, cargo pants, and sweat pants are also prohibited. Pants must be hemmed and side slits are not permitted. Pants cannot be made of denim material (jeans).
5. Shirts must be tucked in at all times. Undergarments must not be visible.
6. Turtlenecks or undershirts, if worn, shall be white with no name brands, no logos and may be worn under uniform jumper or a uniform shirt, but cannot be worn alone.
7. Slippers, sandals, or flip-flops are not acceptable. Shoes must have an enclosed back. Heels should be no more than 2 inches high. **Shoes are to be laced and tied.** For safety, zippers on shoes are not recommended.
8. The wearing of earrings by male students will be prohibited. (No bandages)
9. The wearing of earrings by female students will be allowed. Earrings may be one inch in diameter and/or length. Dangling earrings are prohibited.
10. Wearing body-piercing jewelry other than for pierced ears is prohibited.
11. Students will be allowed to wear chains, belt buckles, pendants, or necklaces with the following specifications:
 - a. Rope-type chains shall be no larger than 1/16 inch in diameter.
 - b. Flat chains shall not exceed ½ inch in width.
 - c. Nameplates, pendants and buckles shall not be larger than 2 inches by 1 inch.
12. Jewelry is worn at the student's own risk. The system will not be responsible for lost/stolen items.
13. All headgear (such as caps, hats, bandanas, wraps, curlers, etc.) is prohibited for boys and girls.
14. Only prescription glasses may be worn inside buildings.
15. Clothing with holes is not allowed unless patches cover the holes.
16. Clothing shall be worn on the "right" side and not the inside out.
17. Prohibited items may be confiscated by school officials and returned to the parent/guardian only.
18. Fleece pullover (sweaters, sweatshirts, jackets, etc.) with zippers is not allowed.

Groom and Dress Violations:

Violations of grooming and dress regulations will be handled according to the discipline policies adopted by the School Board.

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 the academy, on the playground, academy bus, and field trips. To assist student's parents, faculty and staff in administering such an environment the following discipline policies/procedures have been developed.

St. Louis Academy Discipline plan

ST. Louis Academy has a strong commitment to implementing the discipline of students in a respectful, firm manner. One of the ultimate goals of St. Louis Academy is to develop a self-disciplined individual. We have established clear limits, and provide consistency in maintaining these limits.

Every child has the right to express their feelings: anger, hurt, frustration, etc. When aggressive behavior occurs, the children involved are taken aside by the **classroom teacher**. The teacher will try to help them express their feelings verbally. With younger children, a teacher assists by giving them the language to communicate their feelings. At no time will excessive discipline measures ever be used, such as corporal punishment or verbal abuse.

In the event of a recurrent problem with aggressive behavior, such that the safety of other children is a concern, the following steps are taken:

1. The administrative team will **schedule a conference** with the child's parent/guardian to discuss the situation, concerns, suggestions and next steps. The principal will be informed about the situation and subsequent status.
2. If the aggressive behavior (including, but not limited to: biting, kicking, hitting, scratching and spitting) continues after a reasonable amount of time and effort, and the teachers are unable to assist the other students as needed due to the disruption, the Classroom Teacher will schedule a **second conference** with the parents. This conference will include the Classroom Teacher and the Principal.

During the conference, **several options will be explored** taking into consideration the specifics of each case. Parents are encouraged to suggest options as well. One or more options chosen might include: requirement for a "shadow to accompany the child at the academy, recommended of psychological consultation, early dismissal from the academy, development and implementation of an Urgent Action Plan, requiring the parent to accompany the child to the academy and remaining with the child during academy hours for a set period of time, or the removal of the child from the academy.

3. If the aggressive behavior continues and all other efforts have been unsuccessful, the academy reserves the right to ask the parents to **consider change in placement**. The academy reserves the right to consider a change in placement if a student whose presence in the academy is considered detrimental to the best interest of the student, or one of their peers, or to the academy in general.

**** Students will receive a Behavioral Referral (pink slip) for infractions in categories A, B and C. These offenses are listed in the St. James Parish Policy Manual. ****

District Disciplinary Actions

Disciplinary problems involving students in grades PK-3 shall be processed through classroom and academy administrative interventions. In the event of excessive and continuous academy and classroom behavior problems by students in grades PK-3, the policies governing students in grades 4-6 shall be applied at the discretion of the principal.

Minor Offense Behavior Consequences (Category D)

Minor Offense (Category D)	Consequences
Minor Offense	Problem Solving Approach to Behavior
Recurrent Offenses	Student is referred to Character Building Classes during lunch/recess Time.

The following are examples of Category D minor offenses. Teachers are to handle Category D behaviors in their classes.

- Talking/blurt out
- Non-compliance (including refusal to do work, failure to complete work, refusing to return a requested item)
- Failing to follow teacher's directives or instructions
- Off Task
- Out of Seat
- Inappropriate noises (including singing, beating, humming, tapping, etc.)
- Sleeping/head down in class
- Disrespectful towards a peer (teasing/harassing, horse playing, pushing/shoving)/ One occurrence (no repeated pattern).
- Not prepared for class (that includes no homework, pens, notebook, etc.)
- Inappropriate hallway or bathroom behavior
- Cellphones /electronic devices or objects (take away from student and call parent to come get device or object)
- Removal of inappropriate toys such as toy gun or toy knife with no harm or threat made to an adult or another student.
- Defacing academy property (graffiti, throwing wet paper towels, standing on sinks, etc.)
- Chewing gum

The only time a behavior referral is written for minor offenses is when the student's discipline becomes a recurrent problem based on observational records. The homeroom teacher must contact the parent. The observational records and behavior referral will be attached and sent to administration the same day or the very next day of the last offense.

1. All teachers shall maintain observational records, which will include discipline information.
2. A judicious attempt will be made to determine the instigator of all fights, scraps, physical altercations etc. When both parties are equally at fault, both will be disciplined. 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 administrator, when possible. In cases where a child is defending him/herself, the reacted behavior should not be extreme to cause inapplicable harm to the other party.
3. Louisiana Law States that the director has the right to suspend or recommend expulsion at any time

Category D- Minor Offense Behavior Consequences

Students who commit minor classroom Category D offenses:

Minor Offense (Category D)	Consequences
Minor Offense	Character Building Classes
Recurrent Offenses	Calming Room Lunch Detention

Problem Solving Approach for Behavior

Character Building Classes

The purpose of Character Building Classes is to provide an alternate to out-of-school suspensions while providing strategies designed to help students improve their behavior. This program shall not prevent the academy's designee from removing a disruptive student from the academy setting and requesting an expulsion hearing. As needed, the Character program will be scheduled during lunch and Recess time on Tuesdays, Thursdays, or Fridays. 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. Parents will receive phone calls as well. Students assigned to the Character Program are to report to the assigned room before going to lunch. Students will have lunch in the Character Building Classroom.

The Calming Room

The principle of the calming room is to create an environment where outside distractions are removed and visual and audio aids are introduced to promote relaxation. If the client leaves the calming room relaxed and ready to work then our job is done. Students who normally act in such a way that is distracting to the learning of others are removed from the regular classroom setting by a team leader. The team leader then acts as catalyst to help deescalate behaviors by finding out what is going on and then bring the child back into the classroom. Students can stay in the calming room from about 5 minutes to about 30minutes depending on the behavior and the specific time needed for that child to return to class ready to continue work. In the c

Major Offenses Category (A, B, or C)

Students who commit major classroom offenses will automatically receive an office referral and will be issued a consequence according to district policy.

Instruction

Homework:

Homework should be a priority. Homework is an extension of learning. It is a necessary part of your child's educational program. It is the responsibility of each pupil to complete all work assigned in the manner described by the teacher. In order to achieve academic success, each student is expected to spend time completing homework in addition to scheduled class work. Depending upon a child's interests, ability, and age, parental involvement in home assignments may be necessary. Guidance, "not doing," is the key. Homework is just practicing or applying what has already been taught. Please try to find time to read to your child or have them read to you.

Homework is a way for parents to keep abreast of child's academic progress. Good communication between home and school and mutual cooperation are imperative to fostering the full development of the student's potential. If your child is having trouble with homework please consult with the teacher.

Student Homework Responsibilities:

- To bring home all assignments and materials
- To complete homework
- To return all completed assignments on time.

Teacher Homework Responsibilities:

- To provide appropriate and meaningful assignments to ensure students understanding of the work.
- To explain homework policy and procedures to students and parents at the beginning of the year
- To place value on completed work by checking and discussing etc. Value is placed in completion.
- Use homework to help keep track of individual student learning and attend to potential problems in a timely way.

Parent Responsibilities:

- Set aside regular time and place for completing homework assignments without distractions.
- Provide necessary materials for completing work.
- Check over completed assignments to see that it has been completed and the concept is understood.
- Sign or initial so the teacher is aware that it has been seen.
-

Grading:

Grading periods shall be four (4) nine weeks. Evaluation shall be a continuous process. Daily, weekly, and unit evaluation 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 shall be assigned for all types of grading. Students in grades 1st – 3rd shall receive S, N, or U grades in music/arts/handwriting. 1st Grade shall receive S, N, or U in Science and Studies as well.

PK and K students receive report cards beginning with the first nine weeks. Grades of "S – Satisfactory", "N – Needs Improvement", and "U – Unsatisfactory" are the assigned grades.

Percentages awarded letter grades are as follows:

93 - 100	=	A	-	4 quality points
85 - 92	=	B	-	3 quality points
72 - 84	=	C	-	2 quality points
65 - 71	=	D	-	1 quality point
0 - 64	=	F	-	0 quality point

Teachers shall identify/refer students who are not able to make satisfactory progress to the School Building Level Committee (SBLC). Final grades shall be computed according to St. James Parish School System's Method for Averaging the Final Grade policy, which follows:

- a. The final grade shall be an average of the 4 nine-week's grades once the second semester is passed.
- b. The final grades shall be determined by the following scale (the higher grade is awarded for fractions $\frac{1}{2}$ or higher once the grade of D is earned):
16-14 =A; 13-10=B; 9-6=C; 5-4=D

A LIST AND GRADE/PERCENTAGE OF GRADED ASSIGNMENTS GO HOME IN A FOLDER ONCE A WEEK FOR YOU TO REVIEW AND SIGN. If you do not receive the graded document, please contact your child's teacher.

Student/Teacher/Parent Compact

Student: To succeed in the academy students agree to carry out the following responsibilities to the best of their ability. To encourage learning and help myself, I pledge to:

- Keep a positive attitude
- Attend school regularly and on time
- Work hard and do my best
- Ask for help when I need it
- Help to keep my school safe
- Come to the academy ready and prepared to learn and work hard
- Bring the necessary materials, completed assignments, and homework
- Know and follow academy and class rules
- Ask for help when needed
- Communicate regularly with parents and teachers about academy experiences to help with success in the academy
- Employ grace and courtesy by respecting the academy, students, staff and family
- Cherish emotional literacy for the well-being of all staff, students, and parents

Parents: To help children meet or exceed the state's high academic standards, a parent or guardian agrees to carry out the following responsibilities to the best of their ability. To encourage and help my child, I pledge to:

- Keep a positive attitude
- Maintain High Expectations for my child
- Help my child to attend school regularly and on time
- Communicate the importance of education and learning to their child
- Provide a quiet time and place for homework
- Provide time and space for their child to read independently for at least 10 minutes without distractions such as television, games and playtime
- Communicate with the teacher for resources to support learning
- Review samples of their child's work weekly
- Ensure that their child attend the academy everyday and gets adequate sleep, regular medical attention, and proper nutrition
- Monitor their child's progress regularly in the academy
- Participate in activities at the academy, such as academy decision-making, volunteer activities, and parent-teacher conferences
- Help my child to resolve issues positively
- Communicate the importance of education and learning to their child
- Employ grace and courtesy by respecting the academy, students, staff, and families
- Cherish freedom and take responsibility
- Cherish emotional literacy for the well-being of all staff, students, and families
- Keep in touch with my child's teacher about his/her progress
- Keep in touch with my child's teacher about his/her progress
- See to it that my child gets a good night's sleep,
- Ask my child's opinion on various current events,

Teacher: In the classroom, the staff will help each student meet or exceed the state's high academic standards, and staff members agree to carry out the following responsibilities to the best of their ability. To encourage learning and to help my students, I pledge to:

- Keep a positive attitude,
- Communicate and work with families to support students' learning,
- Provide high-quality curriculum and instruction
- Communicate regularly with families about student progress through conferences, parent-teacher meetings, progress reports, and other available means
- Provide reasonable opportunities for parents to volunteer and participate in their child's class
- Endeavor to motivate students to learn
- Maintain high expectations and help every child develop a love of learning
- Provide a warm, safe, and caring learning environment
- Provide meaningful, daily homework assignments to reinforce and extend learning
- Participate in professional development activities that improve teaching and support the information of partnerships with families and the community
- Participate actively in collaborative decision-making
- Work consistently with families and academy colleagues to make the academy an accessible and welcoming place for students and their families
- Employ grace and courtesy by respecting the academy, students, staff, and families
- Cherish freedom and take responsibilities
- Have high expectations for my students,
- Provide a safe environment for learning,
- Have an effective learning environment for my students
- Align the state's standards with instruction and assessment
- Employ multiple teaching strategies

Student Signature/Date

Parent Signature/Date

Teacher Signature/Date

Principal Signature/Date