



# ST. LANDRY CHARTER SCHOOL

HOME OF THE SOARING EAGLES

WHERE STUDENTS ENTER TO LEARN, LEAVE TO ACHIEVE!

2021-2022

Student/Family Handbook

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mathematics, science, social studies, and English – we will also incorporate the essentials of American culture – history, literature, patriotism, and democratic principles.

As a strong believer that whatever is written on the heart of a child will long remain there, the administration and staff of the St. Landry Charter School will take special care to write only that which will lead to intellectual, social, and emotional growth on the valuable and vulnerable hearts entrusted to us.

Educationally yours,

*Elsie M. Semien*

Elsie M. Semien, Principal

ST. LANDRY CHARTER SCHOOL 2021-2022 CALENDAR																
JULY 2021								January 2022								
Su	M	Tu	W	Th	F	Sa	4-3 - Independence Day	Su	M	Tu	W	Th	F	Sa	3-4 - Winter Break  7 -Six Weeks Ends/ Early Dismissal 17 MLK Holiday 18 - Staff Workshop	
				1	2	3								1		
	5	6	7	8	9	10			2	3	4	5	6	7		8
11	12	13	14	15	16	17			9	10	11	12	13	14		15
18	19	20	21	22	23	24			16	17	18	19	20	21		22
25	26	27	28	29	30	31		23	24	25	26	27	28	29		
AUGUST 2021								February 2022								
Su	M	Tu	W	Th	F	Sa	11 - First Day of School 31 - Progress Reports	Su	M	Tu	W	Th	F	Sa	1 - Progress Reports  22 - SW-4 Ends / Early Dismissal 28 -School Closed - Mardi Gras	
1	2	3	4	5	6	7				1	2	3	4	5		
8	9	10	11	12	13	14			6	7	8	9	10	11		12
15	16	17	18	19	20	21			13	14	15	16	17	18		19
22	23	24	25	26	27	28			20	21	22	23	24	25		26
29	30	31						27	28							
SEPTEMBER 2021								March 2022								

Su	M	Tu	W	Th	F	Sa	6 - Labor Day 22 - SW-1 End/ Early Dismissal	Su	M	Tu	W	Th	F	Sa	2 -Mardi Gras Break 18 -Progress Report
			1	2	3	4				1	2	3	4	5	
5	6	7	8	9	10	11		6	7	8	9	10	11	12	
12	13	14	15	16	17	18		13	14	15	16	17	18	19	
19	20	21	22	23	24	25		20	21	22	23	24	25	26	
26	27	28	29	30				27	28	29	30	31			
OCTOBER 2021								April 2022							
Su	M	Tu	W	Th	F	Sa	13 - Progress Reports 15 - Staff Workshop	Su	M	Tu	W	Th	F	Sa	8 - SW-5 Ends 15 - Staff Workshop 18-22 - Spring Break
					1	2							1	2	
3	4	5	6	7	8	9		3	4	5	6	7	8	9	
10	11	12	13	14	15	16		10	11	12	13	14	15	16	
17	18	19	20	21	22	23		17	18	19	20	21	22	23	
24	25	26	27	28	29	30		24	25	26	27	28	29	30	
NOVEMBER 2021								May 2022							
Su	M	Tu	W	Th	F	Sa	4 - SW- 2 Ends 19 -Staff Workshop 22-26 Fall Break	Su	M	Tu	W	Th	F	Sa	25 - Last Day for Students 27 - Report Card Pick Up 31 - Last Day for Staffs
	1	2	3	4	5	6		1	2	3	4	5	6	7	
7	8	9	10	11	12	13		8	9	10	11	12	13	14	
14	15	16	17	18	19	20		15	16	17	18	19	20	21	
21	22	23	24	25	26	27		22	23	24	25	26	27	28	
28	29	30						29	30	31					
DECEMBER 2021								June 2022							
Su	M	Tu	W	Th	F	Sa	3 - Progress Reports 22- Early Dismissal 23-Jan 4 Winter Break	Su	M	Tu	W	Th	F	Sa	14 - Flag Day 19 - Father's Day
			1	2	3	4					1	2	3	4	
5	6	7	8	9	10	11		5	6	7	8	9	10	11	
12	13	14	15	16	17	18		12	13	14	15	16	17	18	
19	20	21	22	23	24	25		19	20	21	22	23	24	25	
26	27	28	29	30	31			26	27	28	29	30			

## PROFESSIONAL STAFF

### Grade/Teacher

### E-mail address

### Planning Period

#### KINDERGARTEN

B. Lognion

[blognion@stlandrycharterschool.com](mailto:blognion@stlandrycharterschool.com)

10:10-10:40 a.m.

B. Prudhomme

[bprudhomme@stlandrycharterschool.com](mailto:bprudhomme@stlandrycharterschool.com)

10:10-10:40 a.m.

#### 1<sup>st</sup> GRADE

J. Carriere

[jcarriere@stlandrycharterschool.com](mailto:jcarriere@stlandrycharterschool.com)

12:00-12:30 p.m.

G. Pickens

[gpickens@stlandrycharterschool.com](mailto:gpickens@stlandrycharterschool.com)

12:00-12:30 p.m.

#### 2<sup>nd</sup> GRADE

E. Guillory

[eguillory@stlandrycharterschool.com](mailto:eguillory@stlandrycharterschool.com)

1:00-1:30 p.m.

D. Zachary

[dzachary@stlandrycharterschool.com](mailto:dzachary@stlandrycharterschool.com)

1:00-1:30 p.m.

#### 3<sup>rd</sup> GRADE

K. Fruge	<a href="mailto:kfruge@stlandrycharterschool.com">kfruge@stlandrycharterschool.com</a>	1:30 p.m.-2:00 p.m.
B. Cretchain	<a href="mailto:bcretchain@stlandrycharterschool.com">bcretchain@stlandrycharterschool.com</a>	1:30 p.m.-2:00 p.m.
<b>4<sup>th</sup> GRADE</b>		
G. Edwards	<a href="mailto:gedwards@stlandrycharterschool.com">gedwards@stlandrycharterschool.com</a>	2:12 p.m.-2:42 p.m.
C. Green	<a href="mailto:cgreen@stlandrycharterschool.com">cgreen@stlandrycharterschool.com</a>	2:12 p.m.-2:42 p.m.
<b>SPECIAL EDUCATION</b>		
K. Winfrey, Facilitator	<a href="mailto:kwinfrey@stlandrycharterschool.com">kwinfrey@stlandrycharterschool.com</a>	10:10-10:40 a.m.
B. Reed, Teacher	<a href="mailto:breed@stlandrycharterschool.com">breed@stlandrycharterschool.com</a>	10:10-10:40 a.m.

### SUPPORT STAFF

Administrative Assistant .....	D. Johnson
Custodian .....	D. Jennings
Paraprofessionals .....	C. Laney S. Riggs C. Washington D. Richard

### REGISTRATION

- A. Re-enrollment will begin January 1. Students presently enrolled and their siblings are given exclusive opportunity until February 1 to re-enroll for the next school year. A re-enrollment form must be completed and timely submitted to the school's office to accurately determine the numbers of spaces available for the following school year. Returning students forms can be found on the school website at [stlandrycharterschool.com](http://stlandrycharterschool.com).
- B. New student registration will commence February 15- March 15 through the main office. Registration forms may be found on our website at [stlandrycharterschool.com](http://stlandrycharterschool.com). The child's birth certificate, immunization record, Social Security card and proof of residence in the school zone must be presented at registration. This includes a copy of a utility bill to verify 911 address. New students need proof of the Hepatitis B vaccination.

### NON-DISCRIMINATION CLAUSE

ST. LANDRY CHARTER SCHOOL will not discriminate against any student based on ethnicity, national origin, gender, or disability or any other ground that would be unlawful and shall not be based on intellectual ability, measures of

achievement or aptitude, status as a handicapped person, gender, creed, national origin, religion, ancestry, or any other basis that would not be permitted by law. Student selection will be open and carefully monitored. SLCS is aware of state and federal regulations applicable to schools concerning church-state issues and will comply with these laws. No student shall be required to attend SLCS.

The school shall be nonsectarian and shall not charge tuition for admission to the school. The submitted application will include the following student's name and address, date of birth, gender, grade and current school information, parent's name and address, phone numbers, email address, and additional sibling information wishing to attend SLCS.

## **ENROLLMENT**

Enrollment: SLCS will be an open enrollment school. SLCS will also adhere to Bulletin 126, students meeting residency requirements. Families must choose to send their students. The first year, SLCS will enroll 44 students at each grade level from kindergarten through 4<sup>th</sup> grade. We will add one grade level each consecutive year until we reach K-8 by the school year 2026-2027. It is our firm belief that when parents and students are satisfied with their school, students are comfortable learning and will want to come. If SLCS is a place where students want to attend every day-- they will stay. SLCS will adhere to LA R.S. 17:3991.

## **OPEN ENROLLMENT**

Open Enrollment for the 2021-2022 school year begins January 15 and end March 15 of each year. All applications submitted within the Open Enrollment period will have an equal opportunity for admission, regardless of whether they are submitted on the first day or the last day of Open Enrollment. If the number of applications submitted within the Open Enrollment period exceeds the number of slots available for any grade level, the following Lottery Procedure will be conducted within fifteen (15) days after the end of a 30-day open enrollment:

1. SLCS will create a spreadsheet in which students are sorted by
  - a. Alphabetized by last name, first name
  - b. Grade level
  - c. Children of staff
  - d. Sibling (2 or more students applied from the same household)
2. All applicants in the alphabetized roster will be assigned a randomly generated lottery number from <https://www.random.org/sequences>
3. The lottery process will be as follows:
  - a. Once the random numbers are assigned to the alphabetized master roster, the roster will be sorted in the order below:
    - i. Children of staff
    - ii. Siblings
  - b. Enrolling siblings (if applicable) will be moved to the row directly below their elected sibling. These siblings will be assigned an adjusted lottery number, reflecting their new position
  - c. As slots become available, the next student on the list will be offered a spot for the current school year.

Acceptance/Parent Notification: Once the enrollment process has been completed and the student has been accepted, parents will be notified via email or registered mail. A registration packet will be given to the parents for completion. The packet will consist of a student information form, health assessment form, release of records from previous school, birth certificate, social security card, immunization records, parent/guardian identification, Free and Reduced Lunch Application, and any other required documentation by the State of Louisiana. Families have 7 business days to accept their admission to the school and fully complete the registration process. Any unfilled spots will be given

## **PROGRAMS AND CURRICULA**

Philosophy: ST. LANDRY CHARTER SCHOOL’S approach to education is based on the philosophy that every child can learn given appropriate learning tools and a variety of teaching strategies that match the student’s learning style. Every day is planned, every lesson is prepared, every activity is integrated. Nothing is left to chance, for gaps in learning can mean the difference between success and failure in school and in the real world.

To fulfill our mission to create a developmentally appropriate model of education that is student-centered, reflecting current best practices and research, directed by high quality teachers, and supported by home and community, while, at the same time, incorporating them into an environment that enhances the learning process, as well as fosters continuing student learning and growth, SLCS will implement the following research-based programs and curricula:

- ✓ Guaranteed and Viable Curriculum (GVAC) and Understanding by Design (UBD) are the school-wide, data-driven roadmaps that ensure instructional time is available, and appropriate content is addressed that creates high quality curricula, instruction, and assessment to develop Personalized Learning Plans for every student.
- ✓ Personalized Learning Plans—data driven, student-centered plan of action to meet the needs of each student.
- ✓ Curricula content includes:
  - Amplify Education, Inc. Core Knowledge Language Arts 2nd Edition K-5,
  - Pearson Education myPerspectives 6-8,
  - Curriculum Associates/Ready Classroom K-8 Math,
  - Amplify Science LA Edition, Grades K-5, and
  - Activate Learning LLC-IQWST, Science Grades 6-8,
  - Lions Quest – incorporated into each lesson instills social skills and builds character.
- ✓ Direct Instruction, Madeline Hunter “Essential Elements of Effective Instruction” and Teach Like a Champion are the teaching techniques that deliver structured, effective lessons.
- ✓ Professional Learning Communities – creates teacher/staff “buy-in” and develop leadership among teachers to ensure student achievement and social growth.
- ✓ Parental Involvement makes the school to home connection and empowers parents to assist their children in school and throughout life.

**HOMEWORK HELP**—Parents and students may go to the Homework Help Hotline for homework assistance. The address I [homework@la.gov](mailto:homework@la.gov) or for more information, they may call 1-225-342-9716.

## SCHOOL DAY

SLCS will open from 7:00 am to 3:00 pm. (360 minutes/day/ 63,897 minutes of instruction a school year). See proposed School Calendar page 61. The daily schedule is as follows:

SLCS DAILY SCHEDULE		
KN	1 <sup>st</sup> –3rd Grade	4 <sup>th</sup> -5 <sup>th</sup> Grade
7:30-8:00 Breakfast/HR TE Planning	7:30-8:00 Breakfast/HR TE Planning	7:30-8:00 Breakfast/HR TE Planning



8:00—8:30 Morning Meet Character Ed	8:00—8:30 Morning Meet Character Ed	8:00—8:30 Morning Meet Character Ed
8:30-9:30*Amp/Sci/SS	8:30—9:50 *CKLA/Sci/SS	8:30—9:30CKLA
9:30-9:45 Free play/LQ	9:50- 10:05*RR Free Play/LQ	9:30—10:30 Math
		10:30-10:45 RR Break
9:45—10:30 * Math	10:05—10:45 CKLA/Sci/SS	10:45-11:20 PE
10:30-11:00 Lunch/TE Plan	10:45—11:15 Lunch/TE Plan	11:20—11:50 Lunch/TE Plan
11:00—11:45 Nap	11:15—12:30 MATH	11:50—12:35 CK G/H
	12:30—12:45 *RR/FreePlay/LQ	
11:45—12:45 CKLA/Sci/SS Intervention Enrichment	12:30-1:00 PE	12:35—1:20 CK Science
12:45-1:00 Free play/LQ	1:00—2:30 Intervention Enrichment, CKLA/Sci/SS/Math/ Technology Per PLPs	1:20—1:30 RR Break
1:00-2:30 MATH Intervention Enrichment, Technology/Sci/SS Per PLPs	2:30—3:00 Wrap up day “What did we learn” LQ	1:25—3:00 Intervention Enrichment, Technology Per PLPs Wrap up day “What did we learn—LQ
2:30-3:00 Wrap up day “What did we learn” LQ		
3:00—Dismissal	3:00—Dismissal	3:00—Dismissal
3:00-3:30 Staff round table meeting	3:00-3:30 Staff round table meeting	3:00-3:40 Staff round table meeting
3:00-3:30 Grade level meeting (Monday)	3:00-3:30 Grade level meeting (Tuesday)	3:00—3:30 Grade level meeting (Wednesday)

A. Arrival/Drop Off and Pick-Up.

Students are expected to be on time for school daily. ALL students MUST be in class by 8:00 a.m. ready for the start of instruction. All students must use the school’s designated carpool lanes to be dropped off. Drop off begins at 7:15 a.m. There is no supervision for students not enrolled in SCLS before 7:15 a.m.

Student Drop Off and Pick-up. Traffic will loop around the school and students will be dropped off in the designated lane(s). The safety of all students is our first priority, therefore; we ask that students are dropped off only in the designated lanes. Please refrain from conferences with your child’s teachers during these times. Unattended vehicles, cell phones, taking pictures, loud music, and smoking are not permitted in the drop off lane(s). Parents are to place a placard with the student(s) name on the windshield and wait in the designated area. The student(s) will be called by the office and will meet the parent at their vehicle.

Students riding the bus will be dropped off and picked-up at the designated bus loading area. Students will be monitored by school staff during this time.

B. School Dismissal –

1. Please avoid calling the front office during dismissal (2:30 p.m. thru 3:30 p.m.). All students must leave the school grounds immediately by 3:15 p.m. The only exception are those students enrolled in the After-School Care Program or Enrichment Programs. Parents must wait for their children outside the school in the car rider lane. Parents that arrive after 3:00 p.m. will be required to park in the designated area and wait for their student at the designated area. At 3:15 p.m., remaining students will be released to their parents with the appropriate car-rider tag.
2. Students will be dismissed in the following order:
3. Bus—in the afternoon, students may dropped-off and picked-up at the address on their data/information card.

4. Parent pickup from car loop. Only individuals listed on the EMERGENCY CONTACT CARD will be allowed to pick-up students from the school. Please update information whenever changes occur. Valid photo identification will be required of all individuals' picking-up students. If someone arrives at the school to seek the release of a student and the person's name is not on the emergency contact card or the person does not have valid photo identification, the student will not be released.
  5. Walkers—only students whose parents have completed a consent for their child(ren) to walk home may walk, otherwise, the student(s) will ride the bus home.
  6. Persons Permitted to Pick Up Students from School. Legal documentation such as a birth certificate or court order must be presented to the school upon enrollment. Failure to provide the school legal documentation outlining parental rights will result in any parent listed on the birth certificate being permitted to pick up a child. Friends, family, and strangers will be denied access to a student in the absence of verified parental consent.
  7. If making changes in your child's dismissal plan, please fax the information with a copy of your Louisiana Driver's License and signature to the school before 2:00 p.m. and follow-up with a call to ensure that the fax has been received by the front office.
  8. Examples of changes to child's dismissal plan:
  9. An After-School Care Student going home in "parent-pick-up" instead of going to the After-School Care Program.
  10. Requesting that a student is placed in After School Care for the day instead of going to "parent-pick-up". Please make sure that if you need to sign your child out early for an appointment that it is done before 2:00 p.m.
- C. Early dismissals will be permitted prior to 2:00 p.m. Student Pick-Up Car Loop: The pick-up placard must be displayed on the left side of the front window at dismissal. A staff member will collect the placard upon your arrival in the designated pick-up lanes traffic. When signaled, slowly pull your vehicle forward until indicated to stop. Before students can safely get in cars, all vehicles must be placed in park.
- D. Staff members will use the cards to ensure your child is escorted to the correct lane. Please remember the following:
1. Students are not permitted to walk through the parking lot or pick-up lanes unescorted.
  2. Please refrain from conferences with your child's teacher during pick-up.
  3. Unattended vehicles, cell phones, loud music, and smoking are not permitted in the pick-up lanes.
- E. Please follow our procedures for dismissal to ensure the safety of students and to demonstrate positive citizenship in our school's neighborhood. In the event the placard is not available, lost, etc., parents must park in the designated "Visitor's Spaces" and report to the office for verification. At which time, you will be directed to the appropriate location for pick-up. Students will not be released until after the car loop area is cleared. Please note that this includes changes to dismissal plan, forgotten or lost placards, etc.
- The procedures for dismissal must be adhered to for the safety and protection of all students.
1. All bus riders will mount the bus each afternoon unless a written request to do otherwise is received in the office at the beginning of the school day.
  2. Carpool/walkers will be dismissed at 3:15.
  3. In the event that parents/guardians are late for carpool, their student(s) will be picked up after bus.
- F. Severe Weather Information: In the event of school closing due to severe weather conditions, parents will be notified through the automated ParentLink system and/or email. The ParentLink system informs parents of weather or other emergency events and school functions.

## **ATTENDANCE POLICY AND EXPECTATIONS.**

In compliance with Louisiana's Compulsory School Attendance Law (R.S. 17:221), all students between the ages of seven and eighteen are required to attend a public or private day school unless the child graduates from high school prior to his/her eighteenth birthday. Any child below the age of seven who legally enrolls in school is also subject to the compulsory attendance law. It is important that your child is present at school each day. Good attendance is one of the keys to achieving

your child's full potential in the learning process. Missing school results in your child losing out on learning that is not easily made up.

Elementary students shall be in attendance a minimum of 175 six-hour days or 63,720 minutes a school year and may not miss more than ten (10) days per school year to be eligible for promotion. Undocumented absences will be unexcused. Students must have proper documentation for every absence. The procedures for abiding state law are as follows:

- Parents will be contacted on the 3rd unexcused day of absence for a meeting at school.
- Student names will be referred to the school's assigned School Building Level Committee (SBLC) upon the 5<sup>th</sup> unexcused day of absence as parents are ultimately responsible for their child's school attendance.
- A student shall be considered habitually absent when the condition continues to exist after all reasonable efforts by the teacher and administration of the school have failed to correct the condition upon the occasion of the fifth (5<sup>th</sup>) unexcused occurrence of being absent within a semester.

The student's Principal/designee, with the aid of the teachers, shall file a written report showing dates of absence or tardiness, dates, and results of school contacts with the home, and such other information as may be needed by government authorities addressing truancy.

Students have 48 hours to submit an excuse for their absence. A student should not miss school unless they are able to provide acceptable documentation to verify the reason for the absence. Absences will be excused for the following reasons:

- ✓ School-sponsored trips.
- ✓ Extended personal physical or emotional illness as verified by a physician or nurse practitioner.
- ✓ Extended hospital stays as verified by a physician or dentist.
- ✓ Extended recuperation from an accident as verified by a physician, dentist, or nurse practitioner.
- ✓ Extended contagious disease within a family as verified by a physician or dentist.
- ✓ Observance of special and recognized holidays or the student's own faith.
- ✓ Visitation with a parent who is a member of the United States Armed Forces or the National Guard of a state and such parent has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting. Excused absences in this situation shall not exceed five school days per school year.
- ✓ Absences for Legal Commitments: Court ordered subpoenas or other legal business documentation are required.
- ✓ Death in the Family: Documentation regarding the death of a family member, i.e., death certificate, obituary. (Maximum of five days).
- ✓ Catastrophic: Documentation regarding catastrophic personal-social occurrences, i.e., flood fire, domestic violence, family illness in the student's home, etc.
- ✓ Chronic Medical Conditions: Require a letter from a licensed health care provider that states the condition and how it contributes to absences from school. This letter must be submitted to the school principal by the end of the first three (3) weeks of the session or immediately after the medical condition has been diagnosed. The student's medical situation should be discussed with the teacher and/or principal. Each time a student is absent due to the chronic illness, the parent must send a note stating that the absence was due to the diagnosed chronic medical condition.
- ✓ Head Lice: Absence requires appropriate documentation from the school nurse or physician (maximum three-day absence).
- ✓ Prior school system-approved travel for education (College Visitation, University Testing).

For any other extenuating circumstances, the student's parents or legal guardian must make a formal appeal with administration. The parent should request and complete a Formal Appeal for Absences Due to Extenuation Circumstances form and submit it to the office within 48 hours of the absence for review.

Excused absences at the elementary school level means the student is counted as absent, but it falls under one of the legal reasons for an absence. All other absences are considered unexcused. An excused absence, unexcused absence, tardy, or early departure will count against perfect attendance.

**PLANNED EXTENDED ABSENCES:** Parents are urged to plan family trips during school vacations so as not to interfere with the learning process. Missing school for a family vacation is strongly discouraged. However, if an extended student absence is unavoidable, the school must be notified in writing at least one week before the first day a student is out. With the permission of the Principal, make-up work will be given to students either before or after the absence based on what the teacher deems as most beneficial for the student. Students exceeding 20 unexcused absences may be discharged from the school's enrollment in accordance with Louisiana's truancy laws.

### **TARDINESS**

**TARDINESS:** A student is considered tardy when he/she is not in their classroom seated by 8:00 a.m. All late students must enter the Front Office to be signed in by a parent and be issued a tardy pass. Students are also considered tardy if he/she checks out of school prior to the regularly scheduled dismissal time. If you need to check out your student before the end of the school day, they must be signed out in the Front Office before 2:00 p.m. Only persons that are authorized and can provide proper identification can check out a student.

**EXCUSED TARDINESS:** A student is considered excused only if a parent/guardian personally escorts their child to the front desk and has a viable reason and proper documentation for the tardy. Reasons for excused tardiness are doctor's appointments with notes from the physician and extreme emergencies approved by administration. Excused tardiness will not count toward the student's tardy record.

**UNEXCUSED TARDINESS.** A student will be considered unexcused for alarm clock failures, "parent's fault", car trouble, traffic issues, and inclement weather conditions. By law, unexcused tardiness will count toward determining truancy. The procedures for abiding by state law are as follows:

At 3 unexcused tardiness the Attendance Clerk will double check for medical excuses for tardiness turned in and recorded. Please note that it is the responsibility of the parents to ensure that your email address is current.

- At 3 unexcused tardiness, the Attendance Clerk will contact the parent regarding excessive tardiness, or early dismissals, via phone conference, email, teacher/parent conference or letter.
- After 5 tardiness, the student's name will be given to administration with supporting documentation of parent contact and non-medical tardiness stapled to the referral.
- A student shall be considered habitually tardy when the condition continues to exist after all reasonable efforts by the teacher and administration of the school have failed to correct the condition upon the occasion of the fifth (5th) unexcused occurrence of being tardy within a semester. The student's Principal/designee, with the aid of the teachers, shall file a written report showing dates of absence or tardiness, dates and 10 results of school contacts with the home, and such other information as may be needed by government authorities addressing truancy.

### **PERMISSION TO LEAVE SCHOOL**

- A. Students may not leave school at any time without permission from the principal's office.
- B. Students who must leave due to dentist or doctor appointments or other family emergencies must be checked out by a parent or another adult 18 years or older with a signed note from the parent and a state pictured ID.
- C. Those listed on the Student Information Card as emergency contacts are the only ones allowed to check out a student. (A state picture ID must be presented).

### **CHECK-OUT PROCEDURES**

- A. Parents wishing to check students out of school early must come to the office and sign the check-out list.
- B. We will call the child on the intercom.
- C. Any parent or visitor must check in and out at the office and receive a visitor's pass before going past the office area.
- D. NO CHECK OUTS WILL BE ALLOWED AFTER 2:40 OR THE LAST 30 MINUTES OF EARLY RELEASE.

- E. The office must be aware of any restrictions (on your student's emergency Card) regarding who may pick up your child.
- F. That individual must present a picture I.D. at pick up
- G. No changes in transportation will be allowed over the phone.
- H. No changes in transportation will be allowed after 2:30 or the last 30 minutes of early release.
- I. Parents are not allowed to remove children from the buses. We ask that you do not call and ask that we deliver messages to students unless it is an emergency. Students will not be allowed to bring younger brothers, sisters, relatives, or friends to school at any time during school hours. This also applies to field trips.

#### **ILLNESS DURING THE DAY**

- A. It is most important that each child provide the school with telephone numbers where parents can be reached in case of emergencies. (at work, at home, etc.) 1. The school will notify parents immediately in case of illness or accident.
- B. Only prescription medication that is taken at noon daily may be dispensed at school. However, before medication can be given, forms must be completed in the office. (See page 14)
- C. Students with communicable diseases cannot attend school. A physician "Return to School" must be available upon return.

## HEALTH RECORDS AND IMMUNIZATION PROCEDURES

- A. State law requires all students in public schools to have updated immunization records on file at school.
  - 1. Students with incomplete health records will not be registered in school until records are completed.
  - 2. Students who need to update records to keep within compliance will be given 10 school days from the date of notification to update records and inform the school that this was done. If the records are not updated within 10 days, the student will be sent home until such time as this is done. This is for the protection of all persons who come in contact with the child.
  - 3. It is the responsibility of the parents to inform the school of specific health problems.
- B. School Nurse. The school nurse is at our school weekly to assist students with health problems.
- C. Medication Students may NOT bring any medication to school. This includes aspirin and cough drops. Before medication can be dispensed at school, parent/ guardian must obtain a medication packet at school that includes physician's order and parental consent.
- D. Emergency Plan. These three forms must be completed before making an appointment with the school Registered Nurse. Once these three forms are completed, and the medication has been properly filled and labeled according to the medication order, an appointment must be made with the school Registered Nurse by calling Pupil Appraisal Center at (337) 948-3646. 8 According to Louisiana State Medication Law regarding dispensing medication in the school system, a school registered nurse must review all medications, medication forms and assess the health status of the student to determine if the medication can be safely administered at school. When it is determined by the school Registered Nurse that the medication can be safely administered at school, the medication and forms must be brought to the trained school personnel by a responsible adult. It is against Louisiana State Law for a student to bring ANY medication onto a school campus. Cream and ointments that need to be applied must be brought and applied by the parent. Over-the-counter medications MUST be dispensed by the parent.

## COMMUNICABLE DISEASES

St. Landry Charter School recognizes its responsibility in the control and spread of communicable disease. Healthy children perform at their best. After any illness, your child should be fever free (temp < 100) for twenty-four (24) hours before returning to school. Not all contagious illnesses are accompanied by fever; therefore, the child must also be symptom free for twenty-four (24) hours before returning to school to protect others from infection. Symptom free would include fever, vomiting, and diarrhea free for twenty-four (24) hours.

We encourage parents to communicate their child's illness or diagnosis with the school nurse so that he/she can track the rate of incidence of any of the following conditions in his/her building. As the school nurse observes an increase in the incidence of a particular condition (those listed below or others), the school nurse will communicate this information to parents. Please know that the information outlined in this document is not an exhausted list and are subject to revision based on new information and guidance.

- 1. Chickenpox- Symptoms: Slight fever, body aches, and red round spots becoming blisters and finally scabbing. Initially the lesion looks like a dew drop on a rose bud. Incubation period after exposure to chicken pox is 10 to 21 days. The period of communicability for chicken pox is from forty-eight (48) hours prior to the rash appearing to six (6) days after the onset of the rash. Students with chicken pox will need to remain at home during the six (6) day period after the onset of the rash, or longer if vesicles have not formed scabs or crusts.
- 2. Fifth's Disease-Symptoms: appearance of three distinctive rashes: rash on cheeks which give appearance that the person has been slapped; raised red rash on forearms, and legs; and lacy rash on forearms and trunk of body. Incubation period is four (4) to twenty-one (21) days. The period of communicability is prior to the outbreak of rash.
- 3. Impetigo (Indian fire)-Symptoms: lesion is characterized by small yellow blistered area that soon becomes crusted. The lesion is usually caused by a strep or staph infection. Spread can occur through direct contact with drainage.

The student should be seen by a physician and may return to school with the doctor's authorization after treatment has begun.

4. Conjunctivitis (Pink Eye)-Symptoms: Pink Eye usually begins with tearing, irritation and redness of the eye and the inner eyelids. Children may awaken with sticky "matter" in the eye and the eyelashes may stick together. As the condition progresses, the eyelids may swell, and the eye may be sensitive to light. If your child exhibits symptoms, please contact your physician. Pink eye is contagious. The student will be excluded from school until 24 hours of antibiotic treatment by a physician has begun or until symptom free.
5. Strep Throat—Symptoms: Red, painful throat; headache; stomachache; fever (not always); swollen and tender enlargement of tonsil beds and lymph nodes (this may cause pain the child misperceives as earache); and presence of fine, slightly raised rash. Incubation period is one (1) to three (3) days. While not every sore throat is caused by a streptococcal infection, it is recommended that a child with any of the above symptoms be checked by a physician. A simple throat culture is done in the doctor's office to diagnose strep throat. Once the diagnosis of strep is confirmed by the culture, the infected child is considered contagious until he/she has received an antibiotic for twenty-four (24) hours. To protect others from infection, a child with strep throat should not return to school until he/she is fever free and has been on an antibiotic for twenty-four (24) hours. It is important to complete the full course of antibiotic therapy to prevent reoccurrence.
6. Scabies-Symptoms: itching, particularly at night, and blister-like sores in the burrows of the skin. Scabies is a skin infestation caused by the burrowing itch mite. These sores are found in the webs of the fingers, heels of the palms, wrists, armpits, buttocks, genitalia, and elbows. Scabies is transmitted by close contact with an infected individual. Students must remain out of school for forty-eight (48) hours after treatment by a doctor.
7. Head Lice-Symptoms: itching, especially of the scalp. White nits, or eggs of the louse insect, attach to the hair shaft most frequently at the nape of the neck and behind the ears. The eggs cement to the hair shaft close to the scalp. A shampoo treatment with an insecticide shampoo will generally kill most head lice. A second treatment is necessary ten (10) days later with some brands of insecticide shampoo. Manual nit removal and environmental cleanup of the home by the parent is the key to successful head lice treatment. We strongly encourage parents to communicate that his/her child has head lice to any close contacts that may have recently been exposed after being in your home (i.e. – a sleep over or slumber party). While head lice are a nuisance, they do not spread disease and are not a health issue. Should a case of head lice be brought to the school's attention, the school nurse will maintain confidentiality of the student's identity, verify the presence of an active infestation, and bring it to the attention of the child's parent/guardian. Students with head lice are excluded from school until treated and ALL NITS ARE REMOVED. For readmission to school, the student must be cleared by the school nurse by scheduling an appointment. The school nurse will issue a readmission slip if there are no lice or nits present. Your child can be treated, and a clearance obtained in a day, but he/she must not miss more than three (3) days because of this condition.
8. Staph Infections and/or MRSA—Symptoms: red, swollen, warm, and painful pimple, boil, or blistered areas: especially pus or other drainage from a lesion. Skin infection caused by a staph or resistant-type staph (MRSA) infection. Staph and MRSA infections are treated using antibiotics, draining the abscess or boil, or a combination of both treatments. Ways to prevent these infections are to practice good hygiene which includes washing hands thoroughly, keeping cuts and scrapes clean and covered until healed, avoiding contact with other people's wounds or bandages, and avoiding sharing personal items such as towels or razors. Unless directed by a health care provider, students with MRSA and/or staph infections will not be excluded from attending school if they are under medical treatment and they are able to keep their lesions clean and covered. However, students must be excluded from school, including athletic practice and competitions, if they have lesions that cannot be covered or if the student cannot maintain good personal hygiene.
9. Coronavirus Disease (COVID) – Communications o St. Landry Charter School will utilize multiple means of communicating with families, employees, and community stakeholders, including:
  - a. Automated text, voice, and email messaging to families and employees
  - b. Social media posts
  - c. Dedicated webpage on the school's website
  - d. Telephone support lines

- e. Transitioning back into our school buildings safely
10. To maintain the health and safety of our students and staff, we ask you to:
  - o Keep your children home if they come in contact with any known case of COVID infection or show any possible symptoms of COVID-19:
    - a. If exposure or infection is suspected, students will need to be assessed by their primary care provider.
    - b. Students who are sick should stay home (regardless of illness).
    - c. Students who have COVID-19 are to stay home and remain isolated until they have recovered and have been determined to no longer be infectious by their doctor.
    - d. If a diagnosis of COVID-19 is identified, students will need a letter of medical clearance before returning to school. COVID-19 related absences will not impact their attendance record.
11. Individuals who are in close contact with a student or staff member may be identified, contacted, and asked to stay home and monitor symptoms for 14 days.
12. Not every student/faculty member in a school will need to stay home for 14 days, just those who are identified as close contacts to a case.
13. Do not send students to school if they have a temperature of 100.4 or above.
14. Prevention and Preparations Prevention Education:
  - a. Frequent promotion of daily hygiene and social distancing measures throughout the school building,
  - b. Information to schools, parents, and staff about hand sanitizers, cough and sneeze etiquette, signs, and symptoms,
  - c. Ensure custodial staff has appropriate training on proper cleaning and disinfecting work and play areas; and
15. Provide all staff with COVID-19 training (include transmission, prevention and use of masks)

PREVENTION	
Face Coverings	St. Landry Charter School will follow state and federal guidelines regarding face coverings.
Hand Hygiene and Respiratory Etiquette	Teach and reinforce handwashing with soap and water for at least 20 seconds. If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used (for staff and older students who can safely use hand sanitizer). Encourage staff and students to cover coughs and sneezes appropriately. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds. If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used.
Adequate supplies	Supplies, including soap, hand sanitizer, paper towels, tissues, disinfectant wipes, will be made available.
Monitoring	Parents should complete a student health screening at home before sending students to school. Staff and students will be assessed on arrival and throughout the day, including conducting an initial temperature. Anyone with 100.4+ fever may not remain at school and must be picked up immediately. Each school has identified and designated an area that will be used to isolate sick students and staff
Cleaning and Disinfecting	St. Landry Charter School Operations will increase routine cleaning and disinfection. Staff will clean and disinfect frequently touched surfaces within the school and on school buses. <u>Enhanced Cleaning</u> -- High-touch surfaces areas will be cleaned multiple times throughout the day, including bathrooms. When students change classrooms, shared surface spaces will be sanitized. <u>Personal Cleaning</u> -- All employees will clean their personal area. <u>Personal Area Cleaning</u> : desks, computer keyboards/mouse, phones and copiers, chair arms, remote controls, cabinet, and file drawer handles. <u>Emergency Cleaning</u> -- Performed by contracted services on an emergency basis Directed by the Executive Director or designee. May require building closure
Shared Objects	Discourage the sharing of items that are difficult to clean or disinfect Keep each child's belongings separated from others' and in individually labeled containers, cubbies, or areas



	Ensure adequate supplies to minimize the sharing of high touch materials to the extent possible or limit the use of supplies and equipment by one group of children at a time and clean and disinfect between uses
Ventilation	Ensure ventilation systems operate correctly and increase the circulation of outdoor air as much as possible, for example, by opening windows on buses
Water	Water fountains will be retrofitted with bottle fillers. Students may bring water bottles.
Facility Use	External use of facilities has been suspended until further notice
School Transition	Updating school transition plans to minimize the congregation of students and staff: Provide additional time for transitions Identify the flow paths Plan staggered class changes (e.g., by hall, odd/even room numbers, grade/discipline) to decrease the number of students in hallways at one time. Provide guidance to students in prevention methods
Drop-off and Pickup	Processes to limit contact: We will adjust processes to enable physical distancing and allow the flow of students to move in single directions.
Large Gatherings and Extracurricular Activities	St. Landry Charter School will encourage the use of virtual group events, gatherings, or meetings, if possible, and the promotion of social distancing of at least 6 feet between people if events are held. Pursue virtual activities and events in lieu of field trips, student assemblies, special performances, and school-wide parent meetings, etc. Iberville Charter Academy is limiting any nonessential visitors, volunteers, and activities involving external groups or organizations.

## STUDENTS RIGHT TO PRIVACY

Family Rights and Privacy Act: The School acknowledges and affirms that parents, guardians, and students 18 years of age or older (eligible students) have certain rights under the [\*Family Educational Rights and Privacy Act \(FERPA\)\*](#) and Louisiana law with respect to the privacy, inspection, review, and disclosure of personally identifiable information contained in the student's education records.

## USE OF TELEPHONE

- A. Students are not permitted to use the telephone during the school day. In cases of emergency, the school secretary will place calls for students.
- B. Students are not permitted to receive telephone messages at school except in cases of emergency.

## TECHNOLOGY

### PowerSchool – Parent Access:

All parents will have access to our PowerSchool – Parent Access via any internet computer. Usernames and passwords are available through the Front Office. Parents can view current grades, attendance, and tardy records. Our student information system will also give you access to view the school calendar, and to see how your student is progressing with the Louisiana Common Core State Standards in each class. It is important that you keep phone numbers, addresses, and contact information updated in our system(s) as well as in the office on the Student's Emergency Contact Card(s).

Students-- St. Landry Charter School is a technology-driven school. Students in all grades have access to one-to-one technology using school-issued iPads or chrome book devices. It is the expectation of the school that students will be respectful, responsible, and safe when using their technology. Students will only use the device for school related assignments. They will work to maintain the proper use of the technology by handling it with care. Students will also use safe/best practices when using apps, programs, or the internet. If a student misuses technology or damages the technology, consequences may be issued, including the student making restitution for the repair or restoration of the technology.

## **CELL PHONE AND ELECTRONIC DEVICE POLICY**

No student, unless authorized by the school Principal or his/her designee, shall use, or operate any electronic telecommunication device, including any facsimile system, radio paging service, mobile telephone system, intercom, electro-mechanical paging device, MP3, iPod, or gaming device in the school building, or on the grounds during the instructional day, during a school sponsored activity, or in any bus used to transport students.

Cell phones and all other telecommunication devices must be turned off, stowed away in the book bag, out of sight, and not used during the instructional day or during a school-sponsored event. For the purpose of this policy, the instructional day will be defined to be the time students arrive on campus in the morning until the time they are officially dismissed in the afternoon. While on field trips, telecommunication devices may be possessed/used at the discretion of the Principal/designee.

The school is not responsible for lost or stolen cell phones nor any other electronic equipment and strongly recommends that these items are left at home. The school will not engage in investigations regarding lost or alleged stolen cell phones. Use of cell phones by a student shall result in the confiscation of the cell phone and a parent phone call. School personnel have the option of using other corrective strategies for repeat offenders. All confiscated phones shall be returned to a parent or guardian when a request has been made and a release form provided by the school has been signed.

### **Consequences for misuse of electronic devices**

Students are not allowed to have cellular phones, or any other electronic devices, for any reason. The electronic device policy for students is as follows:

- First Offense: Confiscate device. Parent must come in and sign contract. The device is released to legal guardian only.
- Second Offense: Confiscate device. Device is held for no less than ten (10) school days. Device released to legal guardian only
- Third and Each Subsequent Offense Within the Same School Year: Confiscate device. Device is held for the remainder of the school year. Device released to legal guardian only. One day suspension optional.

**\*\*The principal may impose additional disciplinary measures he/she deems appropriate in the case of extenuating circumstances.**

## **BUS TRANSPORTATION**

1. Charter schools are required to provide free daily transportation to all students who live more than one mile from the school and live in the same and/or nearby parish as the school's physical location.
2. Schools must provide all transportation services (including specialized transportation) required by an individualized education plan (IEP) to any eligible student.
3. Transportation must be provided by a vehicle approved for student transportation in accordance with BESE Bulletin 119—Louisiana School Transportation Specifications and Procedures.
4. Bus stops or pick-up points cannot be further than one mile from each child's home.
5. A school bus operator—defined as anyone who is certified to transport students to and from school and school-related activities—is prohibited from loading or unloading students at school while the bus is in a traffic lane of any type of street as defined in La. R.S. 32:1.
6. Students must be loaded or unloaded on a shoulder, in a school parking lot, or at other appropriate off-road locations at the school as determined by the school.
7. Students must be loaded or unloaded on a shoulder unless the governing authority (LEA) determines that loading or unloading on a shoulder is less safe for the student. However, if there is no shoulder or if the shoulder is determined to be less safe, a school bus operator may load and unload a student while the bus is in a lane of traffic but only if the bus is in the lane farthest to the right side of the road so that there is not a lane of traffic between the bus and the right-side curb or other edge of the road.

8. If the shoulder of a municipal road is the only available alternative and the municipality has not made the shoulder available by designating that area for loading and unloading students during designated school zone hours, the school bus operator is exempted from these requirements. St. Landry Charter School provides busing that is contracted through an outside bus company. Parents who wish for their child to ride must register through the vendor's onboarding process. Students who ride the bus are picked up from an assigned location (drop off/pick up point) and then returned to that same location. Any student who misses the bus must still attend school; they must be brought to school by car. Students who miss the bus to go home will have to be picked up by an approved person as well. Students and parents must remember that the same school behavior policies and expectations apply to the bus environment as well.
9. Students are expected to:
  - a. Follow all driver rules and directions.
  - b. Maintain the correct voice level.
  - c. Always stay seated and follow assigned seating if necessary.
  - d. Abstain from eating or drinking.
  - e. Cell phones and all other electronic/telecommunication devices must be turned off.
  - f. Follow the ST. LANDRY CHARTER SCHOOL model of being respectful, responsible, and safe in all environments including the bus itself as well as any drop-off or pick-up locations. Students who exhibit unapproved behaviors, cause disruptions, or interfere with the legal, orderly, or safe operation of the bus will be referred school administration for disciplinary action which can include but is not limited to detention (lunch/after school), Saturday detention, suspension, loss of bus privilege, or recommendation for expulsion. Students may only ride the bus in which they are assigned.

## **CAFETERIA**

**FREE/REDUCED LUNCH.** An approved vendor provides all breakfast and lunches for ST. LANDRY CHARTER SCHOOL. A standard menu will be used, and the monthly menu can be picked up or viewed on-line. Breakfast and lunch will be served in the cafeteria other designated area approved by the Principal. Staff must make a written request to the Principal to obtain approval for alternative eating destinations. St. Landry Charter School will be participating in an option available to schools as part of the National School Lunch and School Breakfast Program called the Community Eligibility Provision (CEP) for the School Year 2021-2022.

If applicable, ALL students enrolled at St. Landry Charter School are eligible to receive a healthy breakfast and lunch at school at NO CHARGE to your household each day of the 2021-2022 school year. Students are not allowed to bring sodas, energy drinks, or snacks to school. Parents are not allowed to drop off fast food meals (Sonic, McDonald's, etc.). This is against federal regulations. If a lunch needs to be dropped off, it should be a nutritious lunch stored in a brown bag or a lunchbox/bag.

**STUDENT BEHAVIOR.** Each student is required to show good manners, courtesy, and consideration of other students and adults in their designated eating area. Students are to enter and exit the designated eating area in an orderly fashion. Students are to adhere to guided directions while waiting for food, keep communication noise levels low, and remain seated while eating. Containers are provided for the disposal of trash and each student is required to dispose of the trash from the top of his/her eating area and the area surrounding it before the breakfast and/or lunch period is over. No student can leave the designated eating area without permission. A student is not allowed to leave the school grounds during the lunch period. **NO FOOD OR BEVERAGE IS TO BE TAKEN OUT OF THE DESIGNATED DINING AREA AT ANYTIME.** The eating area guidelines and expectations are posted, and all students are expected to always follow them.

## **CARE OF SCHOOL PROPERTY**

Students are expected to respect the school buildings and property. Containers are provided throughout the buildings and grounds for proper disposal of waste. Marking or defacing school property is a serious offense leading to disciplinary action. Any student who damages/vandalizes school property will be required to make full restitution for damages. Chewing gum

in the school building is not allowed. All food must be consumed in the cafeteria or area designated by the administration. Students are not permitted to play in the bathrooms. Any student who disregards rules pertaining to care of school property may be subject to disciplinary action.

### **HOME/SCHOOL COMMUNICATION**

- A. One of the most important things we can do to help children grow academically is to maintain a strong line of communication. There are several ways we do this:

POWERSCHOOL – Grades are posted here. This will be the main form of communicating assessment results to parents. Please notify the school webmaster should you have difficulty accessing current information from our website or Parent Command Center

- B. Grade reports will be sent home every three weeks of school.
- C. Report cards and school newsletters will be sent home at the end of each six-week period.
- D. Parent visits are welcome at our school: however, we ask that you plan visits at a time convenient for the teacher. You may make arrangements with the teacher personally, or you may call the office to set up an appointment. You will be sent a staff roster that will include contact information for each.
- E. We encourage you to be part of the ST. LANDRY CHARTER SCHOOL Parent Teacher Organization. We will provide meetings that are informative, interactive and engaging. We are Better Together!
- F. Please be sure the school has updated Names and phone numbers of someone who can come to school and pick up your child in case of an accident or illness.

### **PARTIES AND HOLIDAYS**

Each class will be allowed parties at Christmas and End-of-the-Year. Student birthday parties, etc. cannot be held at school.

### **STUDENT SUCCESS IN SCHOOL**

Classwork -- Students are expected to do all classwork as assigned by the teacher.

Homework--All students are expected to do homework and have it ready for each class at the designated time. Teachers have a homework policy. Contact your child's teacher(s) with concerns.

Materials--All students are expected to have the necessary materials as requested by each teacher for each class period daily.

Student Assessments -- All student assessments are kept on file by individual teachers until the end of the school session. Parents may request to view their child's graded work at any time.

### **GRADE REPORTING**

A. Percent Grade Quality Points are as follows:

PERCENT	GRADE	QUALITY POINTS
100-93	A	4
92-85	B	3
84-75	C	2
74-67	D	1
66-Below	F	0

1. Students who have not completed course work for the nine weeks period will receive an "I". The work must be made up the next reporting period, or the grade becomes an "F".
2. Final averages are determined by averaging the grades for the six marking periods.

3. To receive a passing average, the student must have an average of 67% or above.
4. Any student who earns an “F” for the fourth six weeks will receive a final grade of “F”.

Computer generated report cards will be used for grade reporting. One copy of the report card is sent to parents, and the other is kept on file by the homeroom teacher.

### **PROMOTIONAL POLICY**

- A. Promotions and retentions of all students are directed by the Promotional Policy adopted by the St. Landry Parish School Board.
- B. Each SLCS family will be issued a Promotional Policy handbook
- C. The Promotional Policy sets standards regarding:
  - 1. number of absences.
  - 2. quality points per subject.
  - 3. scores on standardized tests.
- D. Students who meet the criteria stated in the Promotional Policy for their grade level are eligible for promotion to the next grade.

### **STUDENT RECOGNITION**

Student achievement is recognized throughout the school year. Recognition activities include:

- ✓ Honor Roll Wall
- ✓ Campus News Video
- ✓ First Semester Perfect Attendance Banquet (January)
- ✓ First Semester Honor Roll Banquet (January)
- ✓ Special Participation Announcements (daily)
- ✓ PBIS Weekly Rewards
- ✓ Honors Night (May)
- ✓ Awards Day (May)
- ✓ 8th Grade Promotional Ceremony (May)
- ✓ Junior BETA Club Installation Ceremony
- ✓ Student of the Year

### **PARENTS - VISITORS VISITING AT SCHOOL**

Parents and all other visitors are to report to the office upon entering campus. Those who need to visit a classroom may do so during planning/preparation time only and must get a “VISITOR’S PASS” from the office. A pass is always required!

Parents requesting conferences should call school to set up an appointment with the child’s teacher.

Teachers will return calls during their preparation periods, or conferences can be set up by talking to the principal. Please use the form below to write the conference schedule for your child’s teachers.

### **STUDENT BEHAVIOR**

All students are always expected to exhibit proper and appropriate behavior. To help students recognize the behavior expected of them, the following rules have been set:

#### **GENERAL RULES:**

- 1. Students are expected to be respectful to all adults.
- 2. Students are expected to behave in a cordial manner towards their schoolmates.

3. Students are to refrain from using vulgar language, obscene gestures, or profane language at all times. Students are to refrain from having in their possession anything that may be classified as a weapon or drug.
4. Toys are not to be brought to school.
5. Screaming, whistling, and loud talking are not permitted at any time.
6. Students will walk on sidewalks and inside classrooms and cafeteria.
7. Students are financially responsible for textbooks and library books or other material loaned to them by the school. Material lost or damaged must be paid for. Students are responsible for their own possessions.
8. Students may not exchange their personal things for those of someone else.
9. Buying or selling of personal articles is not permitted.
10. Students' dress must be in accord to district and school uniform policy.
11. Students will exchange classes in single file, quietly, and in an orderly manner.
12. Assemblies are important. Students will sit quietly and listen. No booing or other loud noises will be tolerated. Gum is not allowed on campus.
13. Electronic devices (except for teacher approved, standard calculators) are not permitted at school.
14. Liquids, gels, sprays, or powders (including but not limited to lotions and perfumes), make-up, nail polish or lip gloss are not permitted on campus. Only stick deodorant is permitted.

### **BEHAVIOR EXPECTATIONS**

#### **PBIS and RESPONSIVE CLASSROOM DESIGN**

Our goal is to help all students achieve important social and learning goals. Knowing when good behavior and good teaching come together, our students will excel in their learning. Our EAGLE Pride Code defines our behavior expectations in our school. Utilizing PBIS and Responsive Classroom Design, SLCS will provide consistent and systemic support for students within the school setting, and its concepts can also be applied at home. We will extend the skills practiced at school into the home by implementing a strong, consistent relationship with parents and guardians.

The mission of PBIS as well as Responsive Classroom Design is to facilitate a positive behavior change in our students and staff. These expectations are posted throughout the school. From the classroom to the restroom to the library to the bus, every area of the school has specific expectations. Teachers, administrator, and other staff members will be teaching and reinforcing these positive behaviors throughout the year and engaging in dialogue about why we have these expectations in place.

Please take an opportunity to talk with your child about the expectations at school and the importance of continuing to demonstrate the EAGLE PRIDE (Perseverance, Respect, Integrity, Discipline, Excellence).



ST. LANDRY CHARTER SCHOOL-WIDE EXPECTATIONS				
Perseverance	Respect	Integrity	Discipline	Excellence
<ul style="list-style-type: none"> <li>▪ Dressed in Uniform appropriately.</li> <li>▪ Bring material.</li> <li>▪ Use time wisely.</li> <li>▪ Attend extracurricular practice.</li> <li>▪ Attend school every day.</li> <li>▪ Arrive to school on time.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Use appropriate language with peers and adults.</li> <li>✓ Use instructional time wisely.</li> <li>✓ Always show appreciation.</li> <li>✓ Respect school property.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Use helpful and healthy language.</li> <li>➤ Keep hands to yourself.</li> <li>➤ Behaving appropriately when no one is watching.</li> </ul>	<ul style="list-style-type: none"> <li>❖ Monitor your personal behavior.</li> <li>❖ Go directly to your destination.</li> <li>❖ Avoid altercations of any kind.</li> <li>❖ Follow all policies.</li> </ul>	<ul style="list-style-type: none"> <li>- Contribute positively to every class.</li> <li>- Stay on task.</li> <li>- Participate in every period.</li> </ul>

Students exhibiting P.R.I.D.E. will be rewarded. The rewards are intended to recognize students who demonstrate core values. Recipients from each class will be selected and recognized throughout the school year. A student receiving rewards should be proud because they have been nominated or recognized by faculty, staff, and/or administration for outstanding performance every day.

## DISCIPLINE

Good discipline is essential in any teaching situation. Every teacher or staff member is authorized to hold every pupil to a strict accountability for their conduct. Disorderly conduct in school, on the school grounds, on the school bus, or traveling between school and home will not be tolerated.

Discipline is of vital importance to the educational structure. To guarantee all students at SLCS an excellent learning climate, students are expected to follow school and class rules. The following code of conduct has been adopted. Specific classroom rules and consequences (both positive and negative) will be determined by the classroom teacher.

To encourage appropriate behavior and ensure the safety of all students, students with three or more disciplinary referrals in a semester will not be allowed to participate in special activities. These activities include, but are not limited to, field trips, programs. Parties, and club.

### School-Wide Discipline Plan

Effective school-wide discipline needs participation and cooperation from parents, students, teachers, and the administration. The following corrective actions are utilized to reinforce school and classroom expectations. Discipline Referrals

- Discipline referrals will be documented using minor/major referral forms and uploaded on Powerschool.
- Parent/Guardian contact should be made for each referral.
- Upon the third referral, the student may be given lunch detention or another suitable disciplinary action. Depending on the severity, a disciplinary action may be issued before the third referral.

In-School Suspension Program. In-School Suspension (ISS) is an alternative setting that removes the student from the classroom for the entire day while still allowing the student to attend school and complete their work.

Out-of-School Suspension (OSS). OSS is designed to counteract many of the negative effects of out of school suspension. ISS overcomes the major shortcoming of traditional suspension because it allows students to receive full credit for class work, rather than half the credit. Parents are responsible dropping off and picking up students. In the event of refusal to show up for ISS it become an OSS.

## **UNIFORM AND PERSONAL APPEARANCE**

St. Landry Charter School strives to set the highest possible standards in academics and moral conduct. Our Dress Code Policy is designed to help provide a consistent, professional appearance for all students that will prepare our them to be career ready. Grooming and uniform guidelines are important in maintaining an orderly environment for our students. There is no possible way all fashion trends and hair fads can be addressed in this handbook; however, administration will make the final determination on compliance and uniform standards.

Dress code violations will be addressed through disciplinary action. Below please find basic guidance on appropriate dress:

UNIFORMS: Must be appropriately fitted, worn properly and neatly, and be in good repair.

TOPS: Heather gray, collared, unisex school approved polo-style. Fitted uniform shirts with capped sleeves are not allowed. T-shirts worn as undershirts must be solid white, black, or the school-approved PE shirt. All shirts must be entirely tucked in.

BOTTOMS: Full-length, waist-high, belted, uniform-style navy blue slacks, and navy-blue walking shorts may be worn. No other additions or styles are allowed. Some of the restrictions include, but are not limited to-- no outside pockets; no cargo pants or shorts; no outside zippers or lacing; no decorations such as embroidery, emblems, slogans, or colorings; no hip-huggers, bell-bottoms, stretch pants, skinny jeans, over-or-undersized fits; no rivets; no non-hemmed material; no shorts higher than one (1) inch above the knee when kneeling, etc.

BELTS: Solid black or brown leather belts, with no distracting buckles (such as large western belt buckles), must be worn at all times with bottoms designed with belt-loops, and must be worn entirely fitted in the belt loops.

SOCKS: Socks must be worn at all times. Only khaki, white, or black socks are allowed. Little girls' tights/leggings (for winter) must be black or white.

SHOES: Only athletic-style, school appropriate shoes are allowed for K-8. Minimal color accents and designs will be permitted. Checkerboard, lighted heels, cartoon characters, neon colors, rubber boots, & "toe shoes" are unacceptable. Work boots are unacceptable as well. All footwear must be closed toe and fitted with a backing over the heel.

OUTERWEAR: Gray or navy-blue sweatshirts are the only permissible outerwear allowed to be worn in the classroom. Sweatshirts must not be worn around the waist or shoulders. Uniform shirts must be worn under sweatshirts.

BLUE JEAN DAYS AND FREE DRESS DAYS: The policy for these days is the same as for uniform dress--students are to be neat and orderly, and clothing should be properly fitted and worn. Students must follow the designated dress code. Blue jeans must be neat and free of tears and holes and fit properly.

(NO SKINNY JEANS/LEGGINGS) are allowed.

If students come to school with inappropriate jeans, parents will be called to bring a change of clothing. The second offense will result in loss of privilege.

**GROOMING/PERSONAL APPEARANCE:** Hair should be neatly groomed and maintained. The following examples are hairstyles that are not allowed:

1. Extreme hairstyles, unnaturally colored or dyed hair, “feathers,” “tails,”
2. “Mohawks,” designs shaved into the scalp, excessive or distracting up-dos or weaves, etc. that are deemed a distraction (educational or personal) by the administration are not permitted.
3. Girls’ hair should be neatly combed and out of the eyes.
4. Boys’ hair cannot be longer than the top of the collar, the eyebrows when combed straight down, and the mid-ear. Height of hair cannot be a distraction or block other students’ view.
5. Neat dreads can be worn, but rules regarding length still apply.
6. Extensions and weaves may be worn but cannot present a personal or educational distraction.
7. Excessive piling or length is not allowed (boys and girls).
8. No facial hair, including sideburns below mid-ear is permitted.
9. If a student has to be reminded of proper grooming, disciplinary action will be taken until the problem is solved.

**MAKEUP:** students are not allowed to wear makeup.

**MISCELLANEOUS:**

1. Distracting jewelry and accessories are not allowed.
2. One pair of small earrings in girls’ earlobes is allowed.
3. Other body piercings are not permitted. Boys are not allowed to wear earrings of any kind. Tattoos are not to be visible.
4. False fingernails of any type including acrylics, gels, or wraps are not permitted.
5. Natural nail tips must be no longer than the average length of ¼” over the tips of the fingers.
6. No nail polish of any kind or color is permitted in K-8.
7. Students who attend or participate in school-related functions such as banquets, dances, ceremonies, or programs where uniforms are not required still must dress and groom appropriately for the occasion.
  - a. No short, tight, oversized, or suggestive clothing may be worn. Shirts must be decent: no halter-tops, spaghetti straps, or suggestive shirts will be allowed.
  - b. Skirts, shorts, and dresses must be knee-length or longer, dress slacks are usually appropriate.
  - c. No offensive, demeaning, suggestive, or inappropriate logos or designs are allowed.
  - d. Grooming/hygiene must fit the occasion.
  - e. Any student in violation of these standards may not be allowed to attend or participate in the event
8. **CAPS:** Caps, bandanas, hats, and other headgear, as well as sunglasses, are not to be worn during school hours. Sweatshirt hoods are not to be worn in the classrooms or buildings.
9. No smart watches of any brand are to be worn on campus anytime.
10. At no time are students to wear anything offensive, immodest or deemed inappropriate by the faculty.

**BOOK BAGS/FOLDERS/PERSONAL ITEMS.** Book bags, backpacks, folders, or any other personal items must not display patches, entertainment insignias, drawings, obscene words, gang signs, or any other item that would be deemed inappropriate, offensive, or reflect negatively on SCLS. Failure to comply will constitute a uniform violation and be subject to detention and parental notification. Book bags on wheels are not permitted on campus.

### **Uniform Violations**

1st Violation- Verbal warning.

2<sup>nd</sup> Violation-School sends home a uniform violation form.

3<sup>rd</sup> Violation- Student will call parent from office to obtain correct uniform and assigned detention.

## **BULLYING (including Cyber-Bullying) and HARASSMENT**

### **Policy and Procedure**

St. Landry Charter School (SLCS) believes that all students have a right to a safe and healthy school environment. SLCS has an obligation to promote mutual respect, tolerance, and acceptance among students, staff, and volunteers. Behavior that infringes on the safety of any student will not be tolerated. A student shall not bully or intimidate any student through words or actions. Such behavior includes, but is not limited to direct physical contact, verbal assaults, the use of electronic methods, and social isolation and/or manipulation. SLCS's policy prohibiting bullying is included in the student code of conduct and includes but is not limited to the following:

- Any student who engages in bullying will be subject to disciplinary action up to and including expulsion.
- Students are expected to immediately report incidents of bullying to the principal or designee.
- School staff and/or administrators will promptly investigate each complaint of bullying in a thorough and confidential manner.
- If the complainant student or parent of the student feels that appropriate resolution of the investigation or complaint has not been reached after consulting the school principal, the student or the parent of the student should contact the local superintendent or his or her designee.

The school prohibits retaliatory behavior against any complainant or any participant in the complaint process.

All students and/or staff shall immediately report incidents of bullying, harassment, or intimidation to the school principal or designee. School staff members are expected to immediately intervene when they see a bullying incident occur. Each complaint of bullying shall be promptly investigated. This policy applies to students on school grounds, while traveling on a school bus to and from school, or a school-sponsored activity, and during a school-sponsored activity.

Bullying and intimidation will not be tolerated. Disciplinary action will be taken following each confirmed incident of bullying. Disciplinary action after the first incident of bullying may include but is not limited to the following:

- ✓ Loss of a privilege
- ✓ Reassignment of seats in the classroom, cafeteria, or school bus
- ✓ Reassignment of classes
- ✓ Detention
- ✓ In-school suspension
- ✓ Out-of-school suspension
- ✓ Expulsion
- ✓ Assignment to an alternative school

If necessary, counseling, and other interventions should also be provided to address the social-emotional, behavioral, and academic needs of students who are victims of bullying and students who commit an offense of bullying. Students, parents/guardians and other school personnel may report incidents of bullying to an administrator, teacher, counselor or other staff member orally or in writing by using the appropriate form.

The procedures for intervening in bullying behavior include but are not limited to the following:

- All staff, students, and their parents will receive a copy of the policy prohibiting bullying at the beginning of the school year as part of the student code of conduct.
- The school will keep a report of bullying and the results of an investigation confidential.
- Staff are expected to immediately intervene when they see a bullying incident occur or upon receipt of any report of bullying.
- Anyone who witnesses or experience bullying is encouraged to report the incident to a school official.

The following actions will be taken when bullying is reported:

1. Investigation. Upon receipt of any report of bullying, schools will direct an immediate investigation of the incident. The investigation will begin no later the next business day in which the school is in session after the report is received by the school official. The investigation will be completed no later than ten school days after the date the written report of the incident is submitted to the school official. The investigation shall include interviewing the alleged perpetrator(s) and victim(s), identified witnesses, teacher(s), and staff members separately. Physical evidence of the bullying incident will be reviewed, if available.
2. Notification. Parents or legal guardians of the victim and accused student will be notified of the investigative procedure. If the incident involves an injury or similar situation, appropriate medical attention should be provided, and the parent/guardian should be notified immediately.
3. Discipline. Upon confirming that bullying has occurred, the accused student will be charged with bullying and will receive age-appropriate consequences which shall include, at minimum, disciplinary action, or counseling.
4. Follow Up. Complainants will be promptly notified of the findings of the investigation and the remedial action taken.
5. Documentation. Written documentation containing the findings of the investigation, including input from the students' parents or legal guardian, and the decision by the school official, will be prepared and placed in the school records of the victim and perpetrator.

Source: Louisiana Department of Education □ Office of Student Programs □ July 2012

## **TERMS FOR USE OF ST. LANDRY CHARTER SCHOOL ELECTRONIC DEVICES**

Terms of use for ST. LANDRY CHARTER SCHOOL-owned devices are as follows:

The device is the property of ST. LANDRY CHARTER SCHOOL. The device shall only be used to access educational information and to promote learning activities both at school and at home. Additionally, students shall not transmit or knowingly post their own or other's personal information such as telephone numbers, home addresses, last name, email addresses, photos, or other personal identifying information using ST. LANDRY CHARTER SCHOOL-owned devices. The ST. LANDRY CHARTER SCHOOL-owned device is only for the use of the student to whom it is assigned.

The device will be issued to each student towards the beginning of the school year and students will return their ST. LANDRY CHARTER SCHOOL-owned device during extended school holidays and at the end of the school year, or when the student is withdrawn from the school.

The device must be at school during regularly scheduled school days in order to be utilized by the student. The student will be responsible to transport the device to and from school in a secure and safe manner.

Physical and virtual vandalism will not be tolerated. Any intentional act by a student that damages or interferes with the appearance or performance of the ST. LANDRY CHARTER SCHOOL-owned device will be considered vandalism and will be subject to school discipline and /or appropriate criminal or civil action. Students will be responsible for keeping their devices clear of stickers or other items that might deface or damage the devices finish, screen, or other necessary components.

Cyber bullying is specifically prohibited. Students agree not to access, submit, send, publish, display, or print inappropriate material, including any impolite, abusive, defamatory, obscene, profane, abusive, threatening, offensive, sexually oriented, or illegal material over the internet or ST. LANDRY CHARTER SCHOOL network. Any recipient of cyber bullying should report the incident immediately to their teacher or other staff member.

No attempt to load and/or use additional software on the device will be made without permission. Any attempt to modify the software image loaded on the ST. LANDRY CHARTER SCHOOL-owned device is also strictly prohibited.

ST. LANDRY CHARTER SCHOOL does not filter or block access to harmful material accessed from a ST. LANDRY CHARTER SCHOOL-owned device that is being used outside of the ST. LANDRY CHARTER SCHOOL network. It is the responsibility of the student and parent/guardian to monitor the appropriate use and content being viewed on the device once outside of the ST. LANDRY CHARTER SCHOOL network.

The use of ST. LANDRY CHARTER SCHOOL-owned devices is not private; students should not expect that files stored on or transmitted via this device will be confidential. All digital transmissions are subject to inspecting and /or monitoring by Iberville Charter Academy employees and other officials.

This device has been set up specifically to be used on the ST. LANDRY CHARTER SCHOOL wireless network. Do not change the ST. LANDRY CHARTER SCHOOL wireless configuration while at home, as it will render it unable to connect back to the school's network.

Students and their parent/guardians are financially responsible for the device in case of loss, theft, or damage while it is having been checked out and in their possession. Students shall immediately report all malfunctions, damage, or loss of a device to a classroom teacher or school administrator at the school.

## Consequences for Misuse of Electronic Devices

ST. LANDRY CHARTER SCHOOL policy states that students are not to possess electronic devices on school premises during school hours. The electronic device policy for students is as follows

First Offense: Confiscate device. Parent must come in and sign contract. Device released to legal guardian only.

Second Offense: Confiscate device. Device is held for no less than ten (10) school days. Device released to legal guardian only.

Third and Each Subsequent Offense Within the Same School Year: Confiscate device. Device is held for the remainder of the school year. Device released to legal guardian only. One day suspension optional.

**\*\*The principal may impose additional disciplinary measures he/she deems appropriate in the case of extenuating circumstances.**

Please sign below to indicate that you have read this policy and that you understand the disciplinary actions that will be imposed if your child is found to be in violation of the electronic device policy again this school year.

I understand that if my child, \_\_\_\_\_, is found to possess an electronic device on campus again this school year, the aforementioned disciplinary actions will be imposed. I also understand that at the end of the confiscation period, the electronic device will be released to the parent or legal guardian only.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal/Designee Signature

\_\_\_\_\_  
Date

PLEASE SIGN AND RETURN TO YOUR CHILD'S SCHOOL

## **STAFF/STUDENT/PARENT(GUARDIAN) COMPACT**

When there is close communication between home and school, children thrive. The attitude of our school will always be “what can I do for your child.” When this happens, parents are receptive to the school.

### **ST. LANDRY CHARTER SCHOOL WILL:**

Provide a Comprehensive Parental Involvement Program and Family-School-Community partnership model based on The National PTA Standards for Parent/Family Involvement Programs that:

- Establish regular, meaningful communication between home and school by providing parents with daily access to Powerschool to monitor their child’s progress. Further, by scheduling parent/teacher conferences at least every six week-period, or more, if necessary.
- Promote and support parenting skills by provide materials on issues of concern to parents, such as child development, health and safety, drug education special education, and so on. Include information about local parenting and social services agencies.
- Encourage active parent participation in student learning by implementing initiate a classroom volunteer program.
- Invite parents to act as full partners in making school decisions that affect children and families by invite families to share hopes for and concerns about children and then work together to set student goals.

### **PARENT RESPONSIBILITIES**

We, as parents, will support our children’s learning in the following ways bu:

- Monitoring attendance.
- Making sure that homework is completed.
- Monitoring amount of television their children watch.
- Volunteering in my child’s classroom.
- Participating, as appropriate, in decisions relating to my children’s education.
- Promoting positive use of my child’s extracurricular time.
- Staying informed about my child’s education and communicating with the charter school by promptly reading all notices from the charter school either received by my child or by mail and responding, as appropriate.
- Serving, to the extent possible, on policy advisory groups, such as being the Title I, Part A parent representative on the charter school’s school Improvement Team, the Title I Policy Advisory Committee, the Policy Advisory Council, the State’s Committee of Practitioners, the School Support Team, or other charter school advisory or policy groups.

### **STUDENT RESPONSIBILITIES**

We, as students, will share the responsibility to improve our academic achievement and achieve the State’s high standards. Specifically, I will:

- ✓ Do my homework every day and ask for help when I need to.
- ✓ Read at least 30 minutes every day outside of charter school time.
- ✓ Give to my parents or the adult who is responsible for my welfare all notices and information received by me from my charter school every day.



We have read and agree to abide by the ST. LANDRY CHARTER SCHOOL STAFF, STUDENT, and PARENT/GUARDIAN COMPACT.

\_\_\_\_\_  
Student

\_\_\_\_\_  
Parent

\_\_\_\_\_  
SLCS Representative

\_\_\_\_\_  
Date

PLEASE SIGN AND RETURN TO YOUR CHILD’S SCHOOL

## **PERMISSION TO PUBLISH STUDENT WORK FORM**

Dear Parent,

Your child's art, writing, or picture may be considered for publication on St. Landry Charter School's website or other media outlets throughout the coming school year. For that to occur, we must have this form signed and returned to the school. The websites may be accessed on the Internet at <http://www.stlandrycharterschool.com>.

Please complete and return the following consent form. Forms will be filed at the school. The following information is considered private and will not be placed in any publication, except as described below.

Current Date \_\_\_\_\_ School Year \_\_\_\_\_ Grade \_\_\_\_\_ Teacher's Name \_\_\_\_\_

Student's Name \_\_\_\_\_ Age \_\_\_\_\_

Mailing Address \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_  
City, State, and Zip code \_\_\_\_\_ Home Phone \_\_\_\_\_

I hereby give permission for my child's writing, picture, or art, to be published on St. Landry Charter School's website at [stlandrycharterschool.com](http://stlandrycharterschool.com) or in other media outlets.

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

### **PARENT E-MAIL WAIVER**

I \_\_\_\_\_, understand that my child has been given an email account by ST. LANDRY CHARTER SCHOOL. This account is provided and supports the Children's Online Privacy Protection Act (COPPA) and the Children's Internet Protection Act (CIPA).

I understand that the SCHOOL has determined what features my child has access to, which may include email, homework drop boxes, message boards, chat rooms, blogs, and digital storage lockers.

I understand that all email messages and postings will be automatically filtered for inappropriate words and images, and that any messages determined to be questionable will be diverted to my student's email administrator for review.

Consequences for misuse of email will be determined by the SCHOOL, and may include restrictions, loss of privileges, or other disciplinary action.

I further understand that my student's administrators and/or teachers can view my student's email account and digital locker at any time.

While the school uses a variety of measures to protect its users, no system will stop 100% of inappropriate content. The School accepts no responsibility for harm caused directly or indirectly by its use.

By signing this agreement, I and my son/daughter agree to use the provided email account in an appropriate manner and abide by the district's policies for use.

Student Signature \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Student Name Print \_\_\_\_\_

Parent/Guardian Name Print \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

PLEASE SIGN AND RETURN TO SCHOOL

## **HANDBOOK ACKNOWLEDGEMENT**

Dear Parent,

Please remove this page and return to your child's school, so that we may maintain a record of you having received the booklet.

Thank you,

Elsie Semien, Principal

This is to certify that I have read and have access to the ST. LANDRY CHARTER SCHOOL "2021-2022 Student/Parent Hand-book."

I understand that is my responsibility to ensure thorough review of the Policies and Guidelines therein. I know that I can access the Student Handbook online at [www.stlandrycharterschool.com](http://www.stlandrycharterschool.com).

---

Parent's Signature

---

Student's Name Printed

---

Student's Signature

Date: \_\_\_\_\_

If you have any questions, please feel free to contact the school.

PLEASE SIGN AND RETURN TO SCHOOL

## TRANSPORTATION FORM

Dear St. Landry Charter School Parents:

It is our priority to have every student get to and from school safely and in a timely manner. Please complete the form below

Student Name : \_\_\_\_\_

\_\_\_\_\_ My child will require bus transportation to and from school daily.

Pick-up address:

Drop-off address: \_\_\_\_\_

**Every pick-up and drop-off point will not be at the residence of the student.**

\_\_\_\_\_ My child will be a car rider to and from school every day.

If your transportation needs **are different** from what is listed above, please describe it in detail below. We will let you know if we are able to accommodate you.

**We ask that you notify us in writing of any changes in your child's mode of transportation.**

Please list the names and grade levels of any student sibling/family member who attends our school, has the same home address, and will need the **SAME** mode of transportation as the student listed above.

Student: \_\_\_\_\_ Grade: \_\_\_\_\_

Student: \_\_\_\_\_ Grade: \_\_\_\_\_

Student: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent Printed Name:

Parent Signature:

Contact Number:

SLCS TRANSPORTATION LIASON:

Principal: Elsie Semien Phone:(337)943-0954 Email: [esemien@stlandrycharterschool.com](mailto:esemien@stlandrycharterschool.com)

Under student information tab please post

# ST. LANDRY CHARTER SCHOOL

## School Registration

<b>Date:</b>	<b>Method of Transportation:</b> (filled out by school)
<b>Teacher</b>	<b>Bus #</b> (if applicable)
<b>SID:</b>	<b>Grade:</b> <b>Sex:</b>

### STUDENT INFORMATION

Student Name: \_\_\_\_\_  
Last First Middle

Date of Birth: \_\_\_\_\_ Birth Certificate Number: \_\_\_\_\_ Sex: M F (Circle one)  
Month Day Year

Ethnicity (circle one) White African American Hispanic Asian Native American Hawaiian/Pacific Islander

Language Spoken at Home: \_\_\_\_\_ Language first acquired by student: \_\_\_\_\_

Language most often spoken at home: \_\_\_\_\_ Date of entry in U.S. if not a citizen: \_\_\_\_\_

### ADDRESS INFORMATION

Physical address: \_\_\_\_\_  
Street (Apt #) City State Zip Code

Mailing address: \_\_\_\_\_  
Street (Apt #) City State Zip Code

Primary phone number: \_\_\_\_\_ Secondary phone number: \_\_\_\_\_

Email address: \_\_\_\_\_

Names of other students living at student's primary residence:

Name	School	Grade

### GUARDIAN INFORMATION

**Father or Legal Guardian**

Title: \_\_\_\_\_ Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Address: \_\_\_\_\_  
Street Apt # City State/Zip Code

Phone: \_\_\_\_\_ Email address: \_\_\_\_\_

**Mother or Legal Guardian:**

Title: \_\_\_\_\_ Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Address: \_\_\_\_\_  
Street Apt # City State/Zip Code

### MEDICAL INFORMATION

**Emergency Contact 1**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**Emergency Contact 2**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**Preferred Hospital** \_\_\_\_\_ **Physician** \_\_\_\_\_

**Allergies** \_\_\_\_\_

**Handicaps** \_\_\_\_\_

### ADDITIONAL INFORMATION

*PLEASE CHECK ANY SPECIAL EDUCATION SERVICES YOUR CHILD HAS EVER RECEIVED*

\_\_\_ Speech \_\_\_ Special Education \_\_\_ 504 \_\_\_ Gifted Talented \_\_\_ Other, please list

Elementary aged students: Check all programs attended:

\_\_\_ Play School \_\_\_ Nursery School \_\_\_ Pre-kindergarten \_\_\_ Headstart

Please list the schools with the grades the student has attended:

School \_\_\_\_\_ Grade \_\_\_ School \_\_\_\_\_ Grade \_\_\_

School \_\_\_\_\_ Grade \_\_\_\_    School \_\_\_\_\_ Grade \_\_\_\_  
School \_\_\_\_\_ Grade \_\_\_\_    School \_\_\_\_\_ Grade \_\_\_\_