

# **SOUTH LAROSE ELEMENTARY SCHOOL**

Will Provide a Safe and Respectful Environment Where Students Can Maximize Growth in  
Order to be Successful, Life-Long Learners

## **PARENT/STUDENT HANDBOOK**

**2025-2026**

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### **SOUTH LAROSE ELEMENTARY PLEDGE**

I believe that I can be a good student.

I believe that I can achieve.

I believe that if I work hard I will succeed.

Therefore, I will work hard each day to do my best.

I can learn; I will learn!

### **MISSION CHEER**

Good, better, best. Never let it rest.

'Till your good is your better

And your better is your **BEST!**

**GO BULLPUPS!**

### **MISSION STATEMENT**

Every Child,

Every Chance,

Every Day!

## GENERAL SCHOOL INFORMATION

### TIME SCHEDULE

8:30 - 3:30

**Morning Drop Off: 8:00 - 8:20**

## POLICIES/PROCEDURES

### Absences

- Written parent or doctor notes for absences are handed to the homeroom teachers. Excuses shall be turned in within 5 days upon return.
- Excessive absences will require a doctor's note.
- Excessive absences and tardy to school will be reported to the Supervisor of Child Welfare and Attendance and may result in failure.
- Attendance every day, every minute of the school day is most important.
- **Please avoid tardy to school and early dismissal check out.**

### Attendance

Whole day present means being at school every second, minute, and hour of the school day.

- 8:30 - 3:30 Whole day present

### Breakfast

- Students are to report to breakfast once they exit the bus or parent drop off.
- Breakfast is served from 8:00 – 8:20. Students arriving after 8:20 by parent drop off will not be allowed to go to breakfast.
- Kindergarten students will go as a class for the first three days of school, and Pre K goes daily as a class.

### Cafeteria

Students are to keep the cafeteria clean. They are to sit where assigned and leave only when given permission by their teacher.

### Classrooms

- No student shall be in a classroom WITHOUT TEACHER SUPERVISION.
- Chewing gum is not allowed on school grounds.

### Clubs

- **Beta Club:** The Beta club will be open to 5<sup>th</sup> and 4<sup>th</sup> grade students. This club is an invitation only academic/service club. Students who meet the criteria will be invited to participate in the club. These students will be required to pay dues and maintain academic achievement to remain in the club. Students will participate in monthly club meeting and provide services as determined by the club.
- **4-H Club:** The 4-H club meets monthly and is open to 4<sup>th</sup> and 5<sup>th</sup> grade students only. Members must pay dues and attend monthly meetings. 4-H members will elect officers. Students can wear 4-H shirts with uniform bottoms on the day of the meetings. The sponsors have the right to choose students to attend 4-H camp based on participation and effort. The sponsors and principal may use 4-H funds to provide camp scholarships to worthy members as deemed necessary. National 4-H week is in October, and the 4-H club may schedule activities for the week with administration's approval.

### Dress Code

- See Lafourche Parish School Board Handbook.
- **Students are allowed to wear spirit school shirts, purchased from SLES, everyday. All shirts must be tucked in.**
- **Sweatshirts purchased from school or plain navy sweatshirts any day of the week.**
- Jackets are to be unzipped in the building.
- Belts must be solid black, brown, navy, or khaki with NO studs or grommets. Pants with belt loops must have a belt.
- Socks must be solid black, white, navy, or khaki with NO logos.
- Headbands must be traditional, non-ornamental (no unicorns, cat ears, etc.)
- Leggings may be worn under uniform bottom but must cover feet. Colors: navy blue, black, or white
- Jean fundraiser days:
  - **Traditional blue denim pants**
  - **No shorts/skorts/or skirts**

- **No capris**
- **No holes or frays**
- **Dress Down Days clothing must be school appropriate – no short shorts, slippers, etc.**

#### **Early Dismissal Check Out**

- **Only noted adults on the blue emergency cards will be allowed to sign a student out. If you would like to add/delete to the blue card, you must come into school to change it.**
- **No student will be allowed to leave with a person not identified on the emergency card.**
- **Report to the main office to sign a student out and have a picture ID with you.**
- **Please avoid check out between 3:00pm and 3:30pm.**

#### **General Information**

- **Water bottle must be spill proof (no straws) and will only be accessible at the teachers discretion periodically during the day.**
- **Students are not to bring any kind of invitations to be distributed at school.**
- **Students and/or parents are not allowed to bring gifts to school for other students.**
- **Students are not to bring baked goods/treats for birthdays. Parents are not to send balloons, flowers, etc. for student birthdays as these are not allowed in the classrooms.**
- **Students must pay for their own concession, extra curricula activities, snowballs, etc.**
- **In the event a student cannot attend a field trip, no money can be refunded.**

#### **Hall Passes**

When leaving a class, a student must have a hall, office, or restroom pass.

#### **State Testing**

- **Louisiana has adopted the Louisiana State Standards for students. What is taught in one grade is connected to what will be taught in future grades.**
- **In the spring of each year, students in grades 3 on up will take the LEAP test. This test indicates**

student skill mastery and an idea of future performance.

- **Dibels will be the state testing platform for grade K-2.**
- **Dibels and Imagine Math will be administered 3 times a year to measure student grade level proficiency.**
- ***Student in grade 3 will be required to attend summer school & will be retained if they score Well Below on End of Year Benchmark in Dibels.***
- **In order to be promoted to the next grade, students must meet the requirements of the Pupil Progression Plan as posted on the LPSC website.**

#### **Homework Policy**

- **ALL grades will use a yellow communicator folder, which will go home nightly. Each grade level will explain how the folders will be used. Check these folders daily for important school correspondences. Blue folders with graded test papers go home on Tuesdays. The folder's report must be signed.**
- **Teachers will monitor for completion and accuracy.**
- **Missed homework will affect student academic performance and monthly reward.**
- **Parental contact will be made through agendas daily, phone calls, weekly progress reports, or quarterly progress reports with regards to home assignment completion.**

#### **I.D. Tags**

- **All students must wear an I.D. tag at all times during the school day and to purchase cafeteria meals.**
- **One I.D. tag will be issued to each student at no cost. Additional tags will be \$2.00 each.**
- **Students without an ID tag must purchase a new tag for \$2.00, a temporary tag will be issued to students without ID tag and a new tag must be purchased.**
- **I.D. tags must be worn on the outer garment on the right collar.**
- **I.D. tags are not to be defaced. Stickers may not be placed on I.D. tags.**

## Injuries

Students must report injuries to a faculty member immediately. A Student Injury Report will be completed.

## Items Not Allowed at School

- Valuables or large sums of money
- Injurious articles
- Liquid paper
- Gum and sunflower seeds
- **Nuts or nut products**
- Rubber bands
- Any type of medication
- Items to buy or sell from each other
- Electronic materials (cell phones [must be powered off], cameras, games, iPods, iPads, etc.)
- Toys or Trading Cards
- Fidget Spinners
- Lanyards

## Lunches

- See LPSD Policy Manual Child Nutrition Section.
- SLES will have free breakfast and Lunch for the 25-26 school year.
- All lunches(extras) **MUST** be prepaid.
- Lunch payments must be paid online.
- **Fast food is not allowed in the cafeteria.**

## Medication Policy

- See LPSD Handbook.
- Students are allowed to bring only 2 cough drops for their own use.
- Please call school before dropping off medication. We have limited staff for check in.

## Phone Use

Students will only be allowed to use the office phone in cases of emergency or illness. Calling for assignments or lunches is not allowed.

## Procedures for Parents/Visitors on Campus

- For each visit, **report directly to the main office.** Enter the building through the West 25<sup>th</sup> doors. Bring a valid driver's license or picture ID (LA Wallet is not accepted).
- Get a visitor pass from the office staff.
- Inform administrator, secretary, or teacher of reason you are present on campus or purpose of visit.
- Please do not reprimand students.
- If you notice student conflict, alert the nearest faculty member.
- Do not physically handle any student.
- **Parents are not allowed to post pictures of other students taken at school on any social media site.**
- Dress appropriately.
- **No smoking on campus.**
- **No cell phone usage on campus.**

## \*\*\*MOST IMPORTANT\*\*\*

**When volunteering on campus, we MUST respect confidentiality of our students, parents, and staff.**

## Professional Development

September 2 and October 14 are Professional Development days for teachers. Oct 13 is Fall Break. Students do not attend school on these days.

## Recess Indoors

Students will quietly remain in their classrooms and in their seats supervised by duty teachers.

## Recess Outdoors

- Walk to recess.
- Stay in designated areas.
- Only equipment provided by the school may be used at recess.
- Recess is a privilege that can be taken away if there is evidence of excessive rough play, running, or antisocial behavior.
- When recess is complete line up immediately. Cease play. "Give Me Five."

## Responsibility

- Take Home Tuesday blue folders will be sent home every Tuesday with test papers and other graded assignments. Parent are to sign.
- Students are required to turn in assignments on time. It is the student's responsibility to get assigned work to the teacher.
- Students should bring all necessary materials to class.
- **Home learning assignments are to be done at home.**

## Restrooms

Students are not to congregate in the restrooms. After using restroom facilities, please leave immediately. No items will be brought into the restrooms.

## School Bags

- See LPSD Parent/Student Handbook.
- Bus Tags are given to students and placed on the school bag. Tags contain information for the school and bus drivers. **DO NOT REMOVE TAGS FROM SCHOOL BAGS.**

## School Grounds

- Students are to keep the school grounds clean. Use available trash containers.
- No student is to leave school grounds. No student is to go to LCOMS campus without written permission from an administrator.

## Student Drop off and Pick up

Parents are to enter the bayou side parking lot across from LCO Middle School. Crossing guards will direct cars in the car line to cross the highway and enter West 25<sup>th</sup> Street. Cars are to stay behind lined up cones until a faculty member is present outside and will direct to come into the parking lot. Cars will stop at one of the PAW Prints. **Students will exit on the passenger's side of the vehicle.** Students are not to cross in front or back of the vehicle. If a student needs any assistance entering or exiting a vehicle, parents will pull up past the PAWS near the front office and assist the student. This will alleviate traffic jams and the flow of the traffic. Staff will open the door, but will not take the child out of the

vehicle. Students must be ready to exit/enter the vehicle once it is stopped. Parents will exit the parking lot, vehicles should proceed around the block and exit on West 23<sup>rd</sup> Street. Only students who walk home will be allowed out to a parent at parent pickup. No parent should park their car and get out to pick up their student. If you drive to pick them up you must stay in the car pick up line. Walkers will be the last ones called.

**All students will be given one parent pick up sign, a second can be purchased for \$5**

## Study Hall – Enrichment & AR

Each morning when students arrive on campus, they will report to homeroom to prepare for the day and will complete enrichment activities or the time will be spent on reading AR books. Students are to go to breakfast and/or the restroom before reporting to homeroom. It is our hope this time will benefit students. Once students are in homeroom, they must follow Classroom Procedures.

## Tardy to School/Class

- Students should be in their classrooms by 8:30 a.m. School news starts at 8:25 am.
- Excessive tardiness to school will be referred to Child Welfare and Attendance for truancy.
- Students are to get to class on time. If a student is late to class, a teacher will use PBIS for tardiness.

## Textbooks

- Students are responsible for all their textbooks.
- Students will pay for all lost or damaged textbooks and/or library books.
- Chromebooks will be treated as textbooks. If damaged and repairable up to \$100 fee and unrepairable \$250.00 fee.

## Valuables/Money

- Money should be kept with students in pockets or purses. Money should not be left on desks or in book bags.

- At no time should students bring large sums of money to school.
- No student should ask others for money.
- No student should give money or snacks to other students.
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## Positive Behavior Intervention Systems

Show respect for all

Leap into positive behavior

Elect to do the right thing

Safety first

School-wide expectations for bus, classroom, hallway, cafeteria, playground, and restroom are posted throughout the school.

A reward and consequence system is explained to students at the beginning of the school year and is repeated mid-year.

### Rewards

Incentives, activities, and privileges can be given daily, weekly, and/or monthly.

## Consequences and Descriptions

### Step 1 Conference and/or Verbal Warning

- Student/teacher conferences are scheduled to discuss inappropriate behavior and to work towards behavior improvement. Students in lower grades use a color system to indicate to parents the success of their child's day.

### Step 2 Written Work

- Lower grades use a standardized written assignment designed by grade level. Upper grades use a one-page written assignment which is given. ALL written work is due the next day written neatly on standard loose-leaf paper. Also, a parent or guardian must sign it.

### Step 3 Student/Parent/Teacher Conferences

- Teachers will discuss with the student and parent inappropriate behavior and ways to improve.

### Step 4 Recess Detention

- Teacher detention may be held at recess. Written work or conferences may be part of recess detention.

### Step 5 Administrative Referral

- Results – administrative conference, recess detention, PARC (after school detention), in-school suspension, out-of-school suspension, or loss of privilege.

#### PARC (after school detention)

- In lieu of in-school or out-of-school suspension, PARC is held from 3:30-4:30pm. Parents or a guardian must provide transportation for student pick up.

#### In-School Suspension

- Students report to the assistant principal's office before school with all their school books and materials. Students remain in an in-school suspension room all day completing class work, remediation, enrichment, and self-discipline activities. Students may be assigned to one, two, or three days.

#### Loss of Activity or Field Trip Privileges

Students who habitually or severely violate rules will not be permitted to attend certain school activities or trips.

#### Mediation

Using the mediation process, students resolve minor conflicts.

**NOTE: For all administrative consequences, a Louisiana state behavior report is issued to students and must be returned signed by parents. Severe violations will result in automatic administrative referral.**

#### Bus

- Follow all rules.
- Use sidewalk to go to and from buses.
- All students are to ride their designated bus.
- An adult must be with their child at the bus stop in the morning and must be waiting for their child

- in the afternoon if the child is 10 years old or under.
- If a student is brought back to school because an adult is not at the bus stop:
  - 1<sup>st</sup> Offense-Warning/Conference
  - 2<sup>nd</sup> Offense-Bus Suspension

#### Bus Referrals

Bus transportation is a privilege that is dependent upon good, safe behavior. Bus privileges may be denied in cases where students do not follow bus rules.

- Step 1 Conference and/or other administrative consequences.
- Step 2 Bus riding privileges may be denied for both the morning and afternoon bus.
- Bus suspension ranges from 1-5 days. Habitual bus violations will result in contacting bus supervisor for bus suspension beyond 5 days.
- A student must also use good, safe behavior at bus stops and when walking to and from bus stops.

\*\*\* Severe, unsafe violations will result in an immediate bus suspension \*\*\*

## South Larose Elementary School Rewards and Incentives

### PAWS – Positive Attitudes Wonderful Students

Students who are eligible to participate in PAWS must meet all 5 criteria in a month.

- Homework – no more than 1 missed homework assignment.
- Behavior – SLES expectations in the class, halls, cafeteria, recess and on the bus.
- Attendance – no unexcused absence, tardy or early dismissal. No more than 1 parental excuse.
- Responsibility – completes assignments in class/home on time, has supplies for class, returns things on time, has proper uniform, and wears name tag.
- Academic – performs to the best of his or her ability.

Each month a different activity will be held for students who are eligible to participate. Charms will be given for each month.

### AR - Accelerated Reader

- Each student in grade levels 2<sup>nd</sup> on up will receive a reading goal **every nine weeks**. (Select K & 1<sup>st</sup> graders will begin as teacher recommends)
- Each student must achieve their point goal and maintain an 85% in comprehension each nine weeks in order to attend the AR celebration.
- Each time a student reaches an increment of 25% (25%, 50%, 75%, 100%) of their point goal for the nine-weeks grading period, while maintaining an

85% in comprehension, they will receive a Charm. Each Nine Weeks

- Students must take the comprehension test on their own without assistance.
- Students will be rewarded for meeting their goal.

### PAW-fect ATTENDANCE

- Students who attend every day, all day (Bell to Bell) each nine weeks are rewarded with a celebration.
- Those students who have perfect attendance the whole year are awarded a special celebration on the last day of school.
- Each homeroom that spells ATTENDANCE will get to wear their favorite shirt.

### Student of the Month

- One student from each homeroom and elective class will be chosen each month.
- Teachers select one student from their class that has exhibited hard work, class participation, good behavior, good attitude toward others, good citizenship, demonstrates responsibility, and is respectful to others.
- Each student will receive a Student of the Month certificate, PAW Buck and pencil.

### Imagine Math & Zearn

- The initial Benchmark is automatically assigned to students based on their grade level. Their pathway is built based on how they perform on

the benchmark. The students will progress through the process below for each lesson.

- **Usage** – Recommended usage for Imagine Math & Zearn 60-90 minutes (3 lessons passed) per week.
- **Goal** - Students should pass 90 lessons before the end of the year. Students who pass 90 or more lessons show statistically significant higher scores on state exams.
  - **Usage Tip** – Students can access Imagine Math & Zearn on any device that has Internet. Students can work on math at home, at the library, on iPads, or even phones. The recommended browser is Google Chrome.
- **Reward** – Reward combines Imagine & Zearn lessons
  - Students will receive an incentive coupon each time they reach 5 passed lessons. Coupons differ by grade level/teacher.
  - For every 15 lessons mastered (per 9 weeks) the K student will receive a special 9 weeks reward
  - For every 25 lessons mastered (per 9 weeks) the 3-5 grade student will receive a special 9 weeks reward.