

Updated 7/2023

Coteau Bayou Blue Elementary School

Student Handbook
2023-2024

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**COTEAU-BAYOU BLUE ELEMENTARY
Student/Parent Handbook**

School Mascot: Wolves

School Address: 2550 Coteau Road Houma, Louisiana 70364

School Telephone Number: (985) 868-4267

School Hours: 8:00 A.M. until 3:00PM.

Child Care Hours: 6:40AM – 7:25AM and 3:00PM – 6:00PM

School Colors: Maroon and Gray

Fax: (985) 868-4425

Grades Served: Pre-Kindergarten thru Sixth

Enrollment: Approximately 700 students

BELL SCHEDULE (Subject to Change)

BELL SCHEDULE

COTEAU BAYOU BLUE ELEMENTARY

2023-2024

7:25 Morning Duty/Breakfast

7:50 Classes Begin

12:10-12:25 Recess (4th-6th Grades)

1:30-1:45 Recess (K-3rd Grades)

3:00 PreK-K/1st Load Dismissal

3:10 2nd Load Dismissal

*** There should be no students on campus before 7:25AM. Drop off is from 7:25 until 7:50AM.

*** Students are not allowed to cross in front of buses and cars while being dropped off or picked up. Parents are to drop off and pick up students in the car rider semicircle drive area off of Country Estates Drive.

VISION OF COTEAU-BAYOU BLUE ELEMENTARY SCHOOL

Coteau-Bayou Blue School will create a positive learning environment needed to succeed in a changing and progressive society. An essential curriculum will be implemented to achieve college and career readiness for all students.

COTEAU-BAYOU BLUE'S MISSION STATEMENT

At CBB, we do our best to achieve success!

The following school-wide discipline plan has been established to attain positive behavior and success at school.

1. Coteau Bayou Blue Students Expectations are to LEAD

Listen and Learn

Excel at all times

Act Respectfully and Responsibly

Demonstrate Teamwork

All areas of the school have rules that fall under these expectations and they are as follows:

LEAD IN THE HALLWAY

A. Listen and Learn

1. Follow adult instructions.
2. Possess a hall pass or written permission to be in hall without a teacher/adult.

B. Excel at all times

1. Be a positive leader.
2. Face forward at all times.

C. Act Respectfully and Responsibly

1. Walk without talking.
2. Keep feet inside of wolf tracks.

D. Demonstrate Teamwork

1. Keep hands, feet & objects to yourself.

CONSEQUENCES FOR BREAKING HALLWAY EXPECTATIONS AND RULES

1. If you choose to break any hallway rule or not follow hallway expectation, then you also choose to move your conduct.
2. SEVERE CLAUSE as per TPSD Zero Tolerance Policy

LEAD IN THE CAFETERIA

A. Listen and Learn

1. Learn lunch number
2. Cafeteria is a quiet area – no talking

B. Excel at all times

1. Enter and exit correctly
2. Collect “all” lunch items

- C. Act Respectfully and Responsibly
 - 1. Say “please” and “thank you”
 - 2. Observe personal space
- D. Demonstrate Teamwork
 - 1. Use table manners
 - 2. Clean your area

CONSEQUENCES FOR BREAKING OR FOLLOWING CAFETERIA EXPECTATIONS & RULES

- 1. Incentive – Class reward for spelling LEAD IN THE CAFETERIA (if teacher chooses to do this)
- 2. If you choose to talk in the cafeteria, you will be warned by the teacher.
- 3. Conduct will not be lowered for cafeteria behavior. The teacher may choose different consequences.
- 4. SEVERE CLAUSE as per TPSD Zero Tolerance Policy

LEAD IN THE RESTROOM

- A. Listen and Learn
 - 1. Use the restroom properly.
 - 2. Zip and tuck inside the restroom.
- B. Excel at all times
 - 1. Always wash hands
 - 2. Flush toilets
- C. Act Respectfully and Responsibly
 - 1. Give others privacy
 - 2. Leave when finished
- D. Demonstrate Teamwork
 - 1. Keep restroom clean
 - 2. Report problems to teacher

CONSEQUENCES FOR BREAKING RESTROOM EXPECTATION & RULES

- 1. If you choose not to follow restroom rules and expectations, then you may also choose to lower your conduct grade and/or lose all or part of your recess.
- 2. SEVERE CLAUSE as per TPSD Zero Tolerance Policy

LEAD ON THE PLAYGROUND

- A. Listen and Learn
 - 1. Follow adult direction/correction.
- 2. Walk on the cement areas.
 - B. Excel at All Times
 - 1. Freeze at the bell to end recess.
 - 2. 1st Whistle – students with equipment will pick up the equipment quietly, without bouncing or throwing balls or jumping rope.
 - 3. 2nd Whistle – line up quickly and quietly after whistle is blown.
 - 4. Remain quiet in line.
 - 5. Report problems to the duty teacher immediately.
 - C. Act Respectfully and Responsibly
 - 1. Place trash in the trash cans.
 - 2. Use the restroom and get water.
 - 3. Sit on benches – no standing or jumping over them.
 - 4. Stay in your assigned area.
 - 5. Play safely – no rough play (pushing, shoving, tackling, tripping, etc.)
 - 6. Be nice to everyone – no teasing/bullying.
 - 7. Be safe – no sitting on railings or window ledges. No swinging, holding on to, or running around the poles.
 - 8. Round balls should not be kicked near the fence.
 - 9. When recess is on the cement area, then only those playing basketball can be on the basketball courts.

D. Demonstrate Teamwork

1. Share school equipment – no equipment from home is allowed.
2. Play safely and fairly. The footballs are to be thrown only and not kicked (football is played behind portable 10 and behind the shed on the lower grade side). Soccer will be played by 2nd-6th graders only, and will be played on the soccer field.

CONSEQUENCES FOR BREAKING PLAYGROUND EXPECTATIONS AND & RULES

1. If you choose not to follow playground rules, administration or duty teachers will make you sit in the cement area or stand against the wall for the rest of the recess.
 2. If you choose to hit, push, use threatening gestures or language, or curse/use improper language, you choose one of the following consequences based on teacher discretion:
 - detention, and or
 - sit or stand against the wall for the rest of the recess, and/or an office referral.
 3. If you choose to participate in a fight, you also choose an office referral.
 4. If you choose to talk once you are lined up to go back to class, you choose to move your conduct once you get back to class.
5. SEVERE CLAUSE as per TPSD Zero Tolerance Policy.

RULES FOR USING PLAYGROUND EQUIPMENT

1. No playground equipment will be brought outside when the ground is wet or it is raining.
2. The P. E. teacher will address the proper usage for all playground equipment with the students at the beginning of the school year.
3. Basketball – use on the basketball court area only – must dribble when going from goal to goal during a game. Never kick a basketball. No pushing, pulling, or rough playing with the basketballs.
4. Football – throw to each other in designated grass areas behind the portables. One person is to catch the ball at a time. Absolutely no tackling while playing with footballs.
5. Jump Ropes – take turns jumping – one person at a time and use on the cemented areas only.
6. Soccer and bouncy balls – students are allowed to kick on the grassy areas in the yard behind the portables.
7. Dodge ball – use softer balls – aim below the neck and stay in the tennis court area.
8. All students must return the equipment to the cart immediately after the recess whistle blows – do this in an orderly fashion and without throwing or bouncing the ball on the way.
9. Improper use of playground equipment or breaking any of the previously mentioned rules may result in detention or the privilege of using the equipment taken away.

***No gum or sunflower seeds are allowed on the playground or in class, with the exception of teachers giving these items as a reward in class, and if so, teachers will monitor in class and ensure that no one brings these out on the playground.**

LEAD ON THE BUS

- A. Listen and Learn
 1. Learn your bus number.
 2. Follow bus rules.
- B. Excel at all times
 1. Walk to and from bus.
 2. Remain seated at all times.
- C. Act Respectfully and Responsibly

1. Be kind and considerate in words and actions.
 2. Keep arms, head, and object inside the bus.
- D. Demonstrate Teamwork**
1. Keep bus clean.
 2. Be on time.

CONSEQUENCES FOR BREAKING BUS EXPECTATIONS AND RULES

1. If you choose to break bus rules and expectations, your bus driver has the right to assign you another seat.
 2. If you continue to break bus rules and expectations, you choose to receive punish work, detention, or removal from the school bus.
 3. SEVERE CLAUSE as per TPSD Zero Tolerance Policy
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2. Each grade level has consequences specific to that grade level.
 3. Each classroom teacher will post a set of School-Wide Rules. These rules will be reviewed by the teacher.
 4. Conduct grades are given and sent home on a weekly basis in grades 1-6. **CBB has implemented “Wolf Communicator Folder” which will be sent home each Tuesday. If your child loses this folder, there will be a \$1.00 fee for replacement. This is a school-wide program.** Pre-K and Kindergarten students receive conduct for parents to review on a daily basis.
 5. School Wide Nine Weeks Conduct Reward Program: Students in K-6th grade maintaining an “A/B” average in conduct for each nine week period and received no office referrals, will be treated to a special reward from the PTC and may attend the Backyard Bash at the end of each nine weeks. Students in 4th-6th grade maintaining an A or B average with no office referral(s) will be invited to a Positive Behavior Incentive Supports (PBIS) dance in the winter and in the spring.
 6. Classroom consequences can be, but not limited to ---
 - a) Verbal warning
 - b) Conduct mark
 - c) Positive writing assignments
 - d) Parent contact by teacher
 - e) Time owed to teacher / time out
 - f) Conference with student by teacher
 - g) Withdrawal of privileges
 - h) Refer to administrator on an official referral form with student discipline record attached

EXPULSIONS / SUSPENSIONS (Terrebonne Parish School Board P T 4.2 04) REASONS FOR EXPULSION

1. Is guilty of willful disobedience
2. Treats with intentional disrespect school employees or members of the local school board
3. Makes unfounded charges against school employees or members of the local school board
4. Uses unchaste or profane language
5. Is guilty of immoral or vicious practices, or of conduct or habits injurious to his/her associates.

6. Uses tobacco or possesses alcoholic beverages or any controlled dangerous substance governed by the Uniform Controlled Dangerous Substance Law, in any form, in school buildings, on school grounds, at any school-sponsored activity, or on school buses owned by, contracted to, or jointly owned by the Terrebonne Parish School Board.
7. Disturbs the school and/or habitually violates any rule
8. Cuts, defaces, or injures any part of public school buildings, any property belonging to the buildings, or any school buses owned by, contracted to, or jointly owned by the Terrebonne Parish School Board
9. Writes any profane or obscene language or draws obscene pictures in or on any school material or on any public school property, or on any fence, pole, sidewalk, or building on the way to or from school, on any school bus, including those owned by, contracted to, or jointly owned by the Terrebonne Parish School Board
10. Is found carrying firearms, knives, or other items, which can be used as weapons, the careless uses of which might inflict harm or injury (Including firecrackers, lighters, bullets, etc.)
11. Throws missiles liable to injure other persons on the school grounds or while on any school bus, including those owned by, contracted to, or jointly owned by the Terrebonne Parish School Board
12. Instigates or participates in fights while under school supervision
13. Violates traffic and safety regulations
14. Leaves the school premises without permission
15. Leaves his/her classroom during class hours or detention without permission
16. Is habitually tardy or absent
17. Is using, distributing, or is in possession of weapons, illegal drugs, alcohol, and unauthorized telecommunication devices
18. Commits any other serious offense
19. Threats of ANY nature will be taken seriously.

OFFICE REFERRALS

- A. Teachers will:
 1. try a variety of strategies to correct inappropriate behavior before referring a student to the principal or assistant principal.
 2. have had interventions documented on a student discipline log and attach it to the referral.
 3. have had at least one parent conference prior to a referral for minor offenses.
 4. follow the Grade Level Discipline Procedures.
- B. Reasons for office referrals – teacher may make contact with parent prior to office referral
 1. Stealing (minor- took a pencil, a color, a piece of candy without permission, etc.)
 2. Cheating
 3. Rough play
 4. Threatening or harassing a student/bullying
 5. Disrespectful to authority and/or profanity heard by another student
 6. Violation of student dress code
 7. Student signing parent's name
 8. Other (Principal Discretion)
- C. Automatic office referrals – no prior parent contact by teacher needed
 1. Hitting an adult
 2. Profanity directed toward another person – heard by an adult
 3. Stealing of a serious nature
 4. Inappropriate touching
 5. Vandalism
 6. Fighting /Violence
 7. Possession of drugs or weapon(s)
 8. Serious verbal threat (threat to shoot or kill)
 9. Intentional spitting on someone as witnessed by the teacher
 10. Throwing of an object and it hits someone
 11. Other (Principal Discretion)

CONSEQUENCES

In all instances of an office referral, a copy of the referral is sent home for parent signature. Depending on the infraction, the administrator may use, but is not limited to, the following:

1. warning
2. detention / time out
3. teacher/parent conference
4. cafeteria duty
5. punish work
6. campus yard duty
7. restoration of property
8. refer to counselor
9. restitution of property
10. In-school suspension
11. Out- of -school suspension
11. referral to CWA/Parish Security Officer
12. referral to TAPPS (Alternative School)
13. referral to Law Enforcement

GUIDANCE PHILOSOPHY

Guidance is assistance for each student in the growth and development process. It is concern for each student's unique and optimum development and a process by which this concern is put into action. This process is translated into services provided in an effort to facilitate personal growth.

The Guidance Program of Terrebonne Parish seeks to assist the student in making more effective adjustments to the world in which he/she lives. Based on the democratic principles on which our society operates, the teachers, counselors, school administrators, and professional support personnel of Terrebonne Parish strive to provide the maximum in educational opportunities and to allow for the growth of the potentials and talents for each student. While the community contributes the support needed for the school to function as a meaningful unit in the student's life, parents, and professional school personnel share the responsibility for the student's ethical, social, psychological, physical, civic, and academic development.

Guidance services in the elementary school in Terrebonne Parish are provided through the coordination of assistance available from a number of professionals and agencies. Guidance services are available to the student in the areas of providing information, counseling appraisal, orientation, placement, and follow-up. A full-time guidance counselor provides services to students, faculty and staff and our school community.

The teacher of the elementary student plays a major role in nurturing children and providing the guidance and assistance, which ensure the maximization of potential. School and community resources and a comprehensive curriculum meet the physical, emotional, social, and intellectual need of students.

TITLE I SCHOOL-WIDE PLAN

Coteau-Bayou Blue is a Title I School. This means we get Federal funds to enhance the students' education and provide for a more targeted learning experience for those students who need it. After school tutoring for grades 3, 5, and 6 are funded with the school's Title I budget as well as technology for the classrooms. District and state funds provide for after school tutoring for 4th graders.

A computer lab will service all students in mastering academic and typing skills. The library will offer the Accelerated Reader computer program for grades K–6 to increase reading comprehension. Staff development will focus on CBB's School Improvement Plan (SIP), programs in place to support the core curriculum, and teacher collaboration.

SCHOOL POLICIES

The following policies are to insure safety and to allow maximum teaching/learning time:

GRADING SCALE: The following scale is used in Terrebonne Parish Schools.

A - 93 - 100	B - 85 - 92	C - 75 - 84	D - 67-74	F - 0 - 66
(3.5 - 4.0)	(2.5 - 3.4)	(1.5 - 2.4)	(1.0 - 1.4)	(0 - .9)

VISITORS

1. ***ALL VISITORS AND VOLUNTEERS*** are required to report and sign in at the office upon arrival and sign out before leaving. **Visitor and volunteer badges are MANDATORY.** Parents with messages or materials for students or teachers should notify the secretary.

STUDENT ARRIVAL/DISMISSAL

1. **When a student is to use a different way of getting home at dismissal a note MUST be provided and signed by parent/guardian with alternate dismissal instruction. If not, your child will be sent home the usual way. Permission will NOT be accepted over the phone.**
2. Students who are brought to and picked up from school by parents are to use the Country Estates Circular Drive. Students should not be brought to school before 7:25AM. No student is to be dropped off or picked up in the front of school.
3. Parents will be contacted at the discretion of school officials if a student is ill.
4. If you wish to check out your child any time during the school day, the student will be called to the office. The parent must fill out required information on the sign-out card at the office.
5. Coteau-Bayou Blue's school day begins promptly at 7:50AM. All students should arrive on time. **Tardy students must report to the office for permission to attend class. Parents are required to sign students in if arriving after the 7:50 tardy bell.** The following policy will be followed. First tardy is marked, Second tardy is marked, and secretary, attendance clerk, or teacher issues a warning. Third tardy - Sign in/out card is highlighted and initialed and verbal warning is made. Fourth tardy- parent/guardian is reminded by office personnel and sign in/out card is marked and initial again and another verbal warning is made. A student shall be considered tardy to class if the student is not in the classroom when the bell to begin class ceases. A student shall be considered tardy to school if the student is not in his/her homeroom/first period class when the bell to begin homeroom/class ceases. The term "tardy" shall include leaving or checking out of school unexcused prior to dismissal time, but shall not include tardy to class during class changes. Avoid checking out your child before the regular dismissal time. If it is absolutely necessary, send a note to your child's teacher.
6. **No student will be checked out after 2:45 PM.** Please plan accordingly. A check out is considered a tardy according to state guidelines and is automatically reported, through a computer generated program, to Child Welfare and Attendance as such.
7. Upon arrival at school, students should use the restrooms, get water, and report to their respective areas. Duty teachers will supervise.

BOOK SACKS

Due to safety reasons, rolling book sacks are not allowed, unless there is a medical need, in which case a doctor's note is necessary.

MONEY

1. When sending money to school, please send it in a sealed envelope labeled with your child's name, teacher's name, and the amount enclosed.
2. Lunch money must be paid in advance. Monthly payments are encouraged. Make all lunch checks payable to **Coteau-Bayou Blue Elementary. Terrebonne Parish School Board policy, stating that meals must be paid in advance, will be followed.**
3. All payments of any kind should be sent to the office by 12 noon.
4. Please do not allow your child to bring large amounts of money to school unless for specific purposes.
5. The school will not accept snack money or snacks after the entrance bell at 8:00 AM.

RECESS GUIDELINES

1. All students are to report outside unless the administration has made other provisions. Teachers will be on duty to supervise students at each recess.

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2. Students are not to wander in the halls, near the office, in the front or sides of the school at any time. Students have assigned areas for recess. Written permission or hall pass is necessary to be elsewhere.
3. **Rough games involving pushing and kicking as well as fighting and other dangerous activities, are not allowed. These are serious offenses.**
4. Playground equipment should be handled properly to avoid injury and must be put away after use.
5. Each student is responsible for keeping the schoolyard clean. Garbage must be placed in trash cans.
6. When the bell rings to signal the end of the recess period, all students are to immediately freeze. Teachers and students will walk to their lines. Talking isn't allowed once the students are in line.
7. **NO TALKING IN LINES AT ANY TIME.** All teachers will go outside and get their students at recess and walk them into the building.

ABSENT STUDENTS

Any parent requesting materials to be sent home for an absent student **MUST** call the school before 10 A.M. to make such a request. Students may have only 10 unexcused absences for the year and be allowed to go on to the next grade level.

RAINY DAY RECESSES

Each teacher will supervise her class to and from the restroom. Students will either remain in the classroom with their teacher or be assigned to an area in the hall. Duty teachers will supervise students.

CAFETERIA

Breakfast will be available to all students 25 minutes before the take-in bell (7:35 am to 8:00am). The lunchroom should remain quiet, neat, and clean to help everyone enjoy the meals - **NO TALKING IN THE CAFETERIA.** All students are to go directly to breakfast upon arrival to school. During lunch, the same applies with the following additional reason for silent lunch: to provide for a quiet learning environment for the classes that surround the cafeteria.

Students bringing lunch to school must eat in the cafeteria with their class. Students may purchase milk for lunch. Soft drinks are not allowed, however juice is acceptable. Do not use glass containers or cans with pop top lids. Label lunch boxes with the student and teacher's name.

Due to a limited amount of food being prepared daily, parents are not allowed to eat lunch with their students unless the school is celebrating School Lunch Week or parents pack a lunch of their own. Fast food lunches are not allowed in the cafeteria with the exception of special occasions such as "Pizza with the Principal" for Accelerated Reader awards.

HOMEWORK POLICY

An integral part of education, homework is a reinforcement of skills that our students are encouraged to complete.

CLASSROOM

1. Each student is obligated to complete assigned work. This is a planned educational activity for the benefit of the student. Failure to complete an assignment is considered an offense and will be handled by the teacher accordingly.
2. It is the philosophy of Coteau-Bayou Blue Elementary School to conduct the educational process in a meaningful and polite manner.
3. **Disruptions of any kind in the classroom are not allowed.**
4. Students must take proper care of textbooks and other school property. A fine shall be imposed on the student for any damages incurred.

ABSENTEEISM

State Compulsory Attendance Laws require students to attend school each school day. Students must attend school 167 days in order to receive credit for promotion. An elementary student can miss no more than 10 unexcused days per year and still be eligible to receive credit for courses taken. Excused absences include:

1. Personal illness as verified by a doctor's excuse.
2. Extenuating circumstances as approved by the principal.

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3. Death of an immediate family member. (not to exceed one week)

Students are required to present a written excuse signed by a parent stating the reason for an absence. If no excuse is given in 3 days, the child/student will be given an F on assignments missed during that period. Extended absences due to illness should be discussed with the child's teacher. Students missing school as a result of any suspension shall be counted as "**absent unexcused**" and shall be given the opportunity to make up worked missed within a reasonable amount of time.

BUSES

1. At dismissal, students must walk directly to buses.
2. No student is allowed in the building or elsewhere on the school grounds after 3:00PM.
3. No student is allowed in the driveway at any time.
4. No student is to go beyond the yellow line except to get on or off the bus.
5. On rainy days students are to follow the rainy day schedule as directed by their teacher.
6. Students must follow bus safety rules which include:
 - A. Wait on the sidewalk or away from the street.
 - B. Remain seated while riding.
 - C. Keep arms and head inside the bus.
 - D. Do not throw objects inside the bus or out of the windows.
 - E. Do not eat or drink on the bus.
 - F. Stay quiet enough not to distract the driver.
 - G. Follow the driver's instructions when loading and unloading.
 - H. Be on time.
 - I. Cautiously cross the road when waiting for and leaving the bus.
 - J. Be courteous, be safety-conscious, and protect your riding privileges-enjoy your ride.
 - K. Bus disturbances and / or violating bus rules is an extremely serious matter since it could cause an accident. Bus referrals to the administrators of the school will be handled accordingly. Upon the third bus referral, the student could be suspended from the bus for a period of three days.

PARENT & FAMILY ENGAGEMENT POLICY

Philosophy

The philosophy of Coteau-Bayou Blue is based on the underlying belief that a child's education is vitally affected by the quality of the relationship between the school and the home, administration, faculty, and staff.

Goal

Strengthen the home-school connection and encourage parental support and participation. Parents will participate in school-related meetings and activities as evidenced by sign-in sheets.

Activities

- Parent Orientation for Pre K and Kindergarten
- Open House
- Fall Bazaar
- PTC Meetings – Dues - \$1.00 per year
- Parent/Teacher Conference Days – can be requested by parents or teachers at any time
- Family Math & Literacy Night
- Parent Support facilitated by Counselor
- Field Day
- Honor Roll gatherings and award ceremonies

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- Student of the Month, Perfect Attendance & Hardest Worker Awards
- CBB Tuesday Folders
- LEAP Treats
- Invite Grandparents during Grandparents' week to do activities in class
- Community Representatives' presentations/activities
- Parent and Community representation and/or voice at meetings
- Just Say No Club Activities
- 4-H Club Activities
- Beta Club Activities
- Fire Prevention Week Activities (lower grades)
- Junior Achievement Program with Community Volunteers
- CBB Band
- PBS Activities
- Parents as members of SIP & Crisis Team

Parent & Family Engagement Compacts

These are done on a yearly basis, one from the district level and one from each of the grade levels at CBB. The compacts describe the school's responsibility to provide powerful learning in a clean, safe, positive environment. They also address the importance of communication between teachers and parents on a continuous basis and how parents/families can help with their child's, or children's, education. This is sent home at the beginning of each school year.

Accommodations for Parent Barriers

Personal invitations (phone calls and letters) from teachers to assist with powerful learning classroom and home activities
Parent Newsletters sent home weekly by some teachers and monthly by administration

Parenting

- Parenting In-services
- Parent Room for Volunteers
- I Care Information for Pre-School Parents
- Parenting DVDs, Videos, Books & Pamphlets available to parents
- K Prep Meeting for Pre-K Parents
- Family Math & Literacy Night

Communication

- PTC Meetings with refreshments
- Monthly calendars from Principal outlining school-wide events
- Open House
- Parent-Teacher Conference Day
- Wolf Folders (grades 1-6) every Tuesday & Daily Conduct Folders (PreK & K)
- Progress Reports sent home for low C, D, or F averages
- Report Cards
- A/B Conduct Treats by parents
- Student of the Month incentives by parents
- Hardest Worker incentives by parents
- Honor Roll incentives by parents

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- Perfect Attendance incentives by parents
- Pre-K Orientation
- Kindergarten Orientation
- Good News from School Postcards
- Lunch anytime with students – visitors/parents must pack own lunch – no fast food allowed
- Parent Invites
- Parent/Teacher Conferences
- Phone calls to parents
- Homework communication in homework folder and completion communicated in Wolf Folders
- Student Planner issued to all students
- School supply list provided in advance
- Newsletters
- Superintendent's parent-grams
- State Report Card

Volunteering

- Fall Bazaar volunteers
- Volunteer workers running off work/copying worksheets
- Classroom helpers for parties
- Classroom helpers when teachers have a meeting
- Field Trip chaperoning
- Vision/Hearing Screening
- Food Drive – 4-H & Beta
- Book Fair, Librarian will provide details
- Field Day
- Bead Drive- Beta
- Fund Raisers
- Soliciting donations for student incentives – PTC
- Teacher appreciation gifts
- Read to classes
- Volunteer to cover classes
- Provide opportunities for teacher luncheon/lunch buddies
- Parents substituting
- Volunteering or Tutoring in classes
- 4-H Program
- Beta Club Activities
- Just Say No Activities

Learning at Home

- 2nd – 6th grade Research Paper
- 100th Day Event – lower grades
- Homework
- Family Projects
- Library Accelerated Reader
- Parent/Teacher Compact

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Decision Making

- PTC Meetings
- Election of PTC Officers
- Election of 44 Parent Representative
- School Improvement Planning - Philosophy
- Parent & Family Engagement Policy and Compacts
- Committee Participation – PBIS/SIT
- PTC Fundraisers
- PTC Spending
- 504 & Sp.Ed. IEP Decisions
- Parent/Teacher Conferences
- School Building Level Committee (SBLC) – Representatives from school and the parents or guardians meet to discuss the academic or behavioral needs of a student. Meetings can be requested by any school employee or the parents/guardians.

Collaborating with Community

- Terrific Kids – Kiwanas Club
- Fall Bazaar Donations – contingent upon volunteers
- Field Trips
- Teacher Attendance Prizes – Lee’s, Copeland’s, Olive Garden, Cristiano
- Student of the Month Prizes
- Honor Roll – Pinnochios, Papa John’s, Chick-Fil-A, Chili’s
- Hardest Worker – PTC
- Donations for various events from community sponsors
- Junior Auxillary uniform donations
- PIE program – Invite to Parent Volunteer at end of school
- Field Day Donations
- Career Presentations by community members
- 4-H donates painted pumpkins at Halloween to The Oaks Nursing Home; Christmas wreaths and cards to The Oaks Nursing Home
- 4-H - Food Baskets for Thanksgiving to CBB families in need
- BETA – Donations to State Chosen Philanthropy & Other Local Philanthropies
- Just Say No Presenters/Speakers from the Community
- Consolidated Drive

School Safety

- Parents sign in & out
- Parents wear visitor’s pass
- Surveillance Cameras
- Security/Alarm System
- Gates Locked During School Day
- Enter from Front Entrance Only
- Check in with Office Upon Entering School Building
- Buzz in System

Curriculum

The Louisiana State Standards are taught in all subject areas. The adopted basal and all ancillary materials are used to provide English-Language Arts lessons to first and second graders. Core Knowledge Language Arts (CKLA) is used as the core reading program in kindergarten and as an intervention tool in grades 1 and 2. Guidebook 2.0 (Learnzillion) is used in grades 3-6 to teach English Language Arts. The Achieve 3000 program is used to provide enrichment and intervention in third through sixth grade. The Eureka Math program is used to teach Math throughout all grade levels, PreK-6. The IXL Math program is used to provide enrichment and intervention in Math. The FOSS program is used to teach Science in grades K-6. The Basal and other supplemental materials are used to provide students instruction in Social Studies across all grade levels. Parents or guardians may access more about these program on the Louisiana Department of Education's website at <https://www.louisianabelieves.com/> or Terrebonne Parish School Board's website at <http://www.tpsd-la.schoolloop.com/> by typing in "Curriculum" in the search bar on the state's website or clicking the "Parent" tab at the top and then "Curriculum Resources" on the district's website.

State Assessments

Students in grades 3-6 take the Louisiana Educational Assessment for Progress (LEAP) tests in all four core subject areas (ELA, Math, Science, and Social Studies). All District Common Assessments (DCA's) and teacher-made tests are aligned to the LA Standards and mirror the LEAP tests. Sample LEAP Tests can be found on the Louisiana Department of Education's website at <https://www.louisianabelieves.com/>.

ADMINISTRATION OF MEDICATION TO PUPILS

Principals, teachers and other employees shall not administer medication to pupils in the public school of the parish except when special circumstances exist for a health problem that can be expected to be of a long duration. When such circumstances exist, only employees trained to issue medication are authorized to administer medication according to the following regulations:

1. Written orders from a physician detailing the name of drug, dosage, and time interval that medication is to be taken. (Medication forms are available from the school Health Aide.)
2. Written request and permission from the parent or guardian of the student requesting that the school district comply with the physician's order.
3. School employees without the appropriate information cannot administer medication.
4. Medication must be brought to the school administrative office in a container appropriately labeled by the pharmacy or physician. **(An adult must bring the medication to school.)**
5. Each medication given must be recorded on a medication log, which includes date, time, dosage, and signature of person giving medication.

911/USE OF EMERGENCY MEDICAL SERVICES

In cases of emergency, school personnel will not hesitate to solicit the services of emergency medical units. School personnel are authorized to utilize these services when deemed in the best interest of the student. Parents are encouraged to provide schools with accurate and up-to-date emergency numbers.

FIELD TRIPS AND EXTRA-CURRICULAR ACTIVITIES (Field Day, Parties, Special Programs)

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All students will be allowed to attend. If a child misbehaves during any of the above events, the student will be assigned an alternate class or location away from the activity to work on academic and/or social skills. If a child misbehaves during a field trip, you may be called to come and assist with or pick up your child at the field trip location if possible.

LOST AND FOUND

Items lost during the school day are sent to the office. Parents are encouraged to label all items with the child's name. Parents and students may check the lost and found for items. Items not claimed during the school year will be donated to charitable organizations.

CLOSING OF SCHOOL

Periodically, due to weather conditions or other factors, the Superintendent may elect to close the schools. Announcements and instructions will be reported on the local radio stations. A J-Call message may be sent to your cell phone as well.

TEXTBOOKS / LIBRARY BOOKS

The State of Louisiana and the Terrebonne Parish School Board provides textbooks at NO CHARGE to students. Students damaging or losing textbooks will be required to pay the cost of a replacement book. Parents should urge students to take proper care of textbooks.

CALENDAR AND NEWSLETTER

Each month students will be issued a school calendar and newsletter. Please read and post this information for reference during the month.

ADMISSIONS AND TRANSFERS

All students must comply with the Terrebonne Parish School Board registration requirements.

1. Pre-kindergarten students must be four years of age by September 30th. Kindergarten students must be five years of age by September 30th, and first grade students must be six years of age by September 30th.
2. Upon registering at CBB, the following must be presented by the parent/guardian or received from the previous school: Birth Certificate, Social Security Card, Immunization Record, Proof of Domicile, and/or cumulative records (if previously enrolled in another school district.)
3. In-Parish Transfers: Student transfers due to family moves outside the CBB attendance area will be initiated in the office. Parents should notify the office of the new school in person or writing when transfers are necessary. The new school will call to request we drop the student and request the records.
4. Out-Of-Parish Transfers: Refer to Terrebonne Parish School Board Office

STUDENT DRESS CODE

TERREBONNE PARISH SCHOOL BOARD FILE – Student Uniform Regulations:

Students attending schools in Terrebonne Parish shall be required to wear uniforms to class. Uniforms shall be worn as follows:

1. Primary School Boys Dress Code (K-3):
White shirt (oxford or knit with collar), uniform navy pants (pleated, not pleated, or cuff), or shorts
2. Middle School Boys Dress Code (4-8):
White shirt (oxford or knit with collar), uniform khaki pants (pleated, not pleated, or cuff), or shorts
3. Primary School Girls Dress Code (K-3):

White blouse (oxford, white knit or broadcloth with collar), uniform navy pants (pleated, not pleated, or cuff), pleated skirt, shorts, skorts, or jumper, or solid polo dress that is navy.

4. Middle School Girls Dress Code (4-8):

White blouse (oxford, white knit or broadcloth with collar), uniform khaki or black pants (pleated, not pleated, or cuff), pleated or straight skirt, shorts, skorts, or jumper

5. Secondary School Girls Dress Code (9-12):

White blouse (oxford, white knit or broadcloth with collar), uniform khaki or black pants (pleated, not pleated, or cuff), pleated or straight skirt, shorts, skorts, or jumper

Schools may elect a solid color shirt (based upon school colors) to wear along with the white shirts as long as the "oxford or knit with a collar" remains the same (no multi-colored shirts are allowed).

The dress code also allows turtlenecks. Turtlenecks may be worn as follows:

Primary Grades (Pre-K-3rd) - Turtlenecks shall be white with no monograms, no name brands, and no logos. Turtlenecks do not have to be worn under a uniform shirt or a uniform jumper.

Middle or Secondary Grades (4th-12th) - Turtlenecks shall be white with no monograms, no name brands, and no logos. Turtlenecks shall be worn under a uniform shirt and/or uniform jumper.

DEFINITIONS

UNIFORMS STYLE PANTS:

Depending on the grade of the student, pants must be navy or khaki in color. Khaki pants may be light or dark (no white allowed). No jean material will be acceptable. Pants may have partial or full elastic at the waist. Pants must have straight legs. Jumpsuits, overalls, or coveralls are not allowed. Pants may be pleated/not pleated, cuffed/not cuffed. If pants have a belt loop, a belt must be worn. Shorts, capri or full length pants will be allowed. Shorts must conform to pants regulations and in grades 4-12 must be no shorter than five inches (5") from the floor when kneeling.

SHIRTS:

Shirts must be oxford, knit, or broadcloth with a collar. Shirts must be short or long-sleeved only. Sleeveless shirts are not allowed.

SWEATSHIRTS/SWEATERS:

Pullover (hooded or not hooded) sweatshirts, long sleeve sweatshirts/sweaters that are solid black, white, navy, khaki, gray, or the designated school color (maroon), will be permitted. Sweatshirt/sweaters officially sanctioned by the school are acceptable.

DRESS CODE REGULATIONS

- 1) All students will wear the designated school uniform clothing as outlined in the uniform policy. All clothing must be worn as designed by manufacturer. (No tying outwear around waist or neck when in the building.)
- 2) The wearing of uniforms which are oversized, baggy, sagging, or extremely tight fitting is prohibited.
- 3) Pants must be hemmed and side slits are not permitted. Pants cannot be made of denim material (jeans).

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- 4) Belts may not be more than one size larger than the waist. All students must wear belts if pants have loops. Waistbands should be worn on waist.
- 5) Shirts must be worn tucked in at all times. Undergarments must not be visible.
- 6) Uniform shirt collars must be visible when wearing a sweatshirt.
- 7) All apparel in grades 4-12 must be worn no shorter than five inches (5") from the floor when kneeling.
- 8) Footwear must be worn to school, and students are encouraged to wear socks. When socks are worn, they may be any color and have stripes or logos as long as they are not distracting. Leggings or stockings, however, must be a solid color.
- 9) Slippers, sandals, backless shoes, or flip-flops are not acceptable.
- 10) Body piercing (except for the ears) that is visible will be prohibited. (Example: nose, lips, tongue, eyebrows, etc.)
- 11) Students will not be allowed to wear ornate or cumbersome jewelry or head/hair accessories that are distracting. No caps, visors, beanies, or bonnets allowed in the school building.
- 12) New students to the parish will be given two (2) weeks from the date of enrollment to obtain the required uniform.

SPECIAL EVENT DAYS

Special Event days in which students are not required to wear uniforms are permitted, if approved by the principal.

HAND-MADE UNIFORMS

Parents/Guardians may obtain patterns for approved uniform style items and hand-make such items.

STUDENT GROOMING REGULATIONS

1. Student's hair must be groomed in such a manner that it will not draw undue attention. Any naturally occurring hair colors are allowed (black, brunette, auburn, or blonde) natural or dyed. Blue, pink, purple, green, orange, or etc. is not allowed.
2. Faces must be kept neat, both in the case of boys with facial hair or girls with excessive make-up.
3. Basic to the grooming code is a commitment to neat, well-groomed students with personal hygiene and cleanliness being mandatory.

NOTE: For further clarification, in all questions regarding grooming and dress, if the administration decides that the student's attire or appearance is disruptive of the learning process, or so offensive or suggestive as to distract other students, then the attire or appearance will not be allowed.

DRESS POLICY AS IT APPLIES TO CBB (PREK-6th)

1. Collared shirts may be solid white or maroon.
2. Pre K – Third Grade: Turtleneck shirts may be solid white or maroon.
3. Fourth Grade – Sixth Grade: Turtleneck shirts may only be solid white and must be worn under a uniform collared shirt.
4. Shirts may not be worn as jackets.
5. Students may wear a sweat shirt, hooded or not hooded, over a white or maroon regular uniform shirt in the following solid colors: black, white, navy, gray, khaki, and maroon. All sweat shirts must be solid (no print), unless it is one of the school spirit sweatshirts, which are sold at the beginning of each year.
6. Undershirts must be solid white when wearing a white uniform shirt, no writing on them, and if wearing a

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maroon shirt, may be solid maroon.

7. Cargo pants are NOT allowed. These are the pants with the big pockets on the sides of each leg.
8. Primary (Pre-K-3rd) grade girls may wear a dress that is completely navy blue.
9. Logos (such as American Eagle, Polo, etc.) may be on the white or maroon oxford shirts. These are usually tiny and in the left hand corner of the shirt.
10. Footwear must be worn to school and students are encouraged to wear socks. When socks are worn, they may be any color, and have stripes or logos as long as they are not distracting. Leggings or stockings, however, must be a solid color and worn with a navy blue dress (K-3rd) or skirt that is no shorter than 5 inches from the knee for upper grades (4th-6th).
11. Slippers, sandals, backless shoes, or flip-flops are not acceptable.

THE FOLLOWING STEPS WILL BE TAKEN BY ADMINISTRATION OF CBB IF DRESS CODE IS NOT FOLLOWED:

- | | |
|---------------------------|--|
| 1 st Offense – | Verbal warning by faculty member and correction of infraction |
| 2 nd Offense – | One Day in Detention, Dress Code Letter Sent, and correction of infraction |
| 3 rd Offense – | Parent Conference (phone or at school) Required and correction of infraction |
| 4 th Offense – | Official Office Referral, Parent Notification, Saturday School or in-school disciplinary action, and correction of infraction. |

Repeated violations of this policy will be considered willful disobedience and may result in appropriate disciplinary action.

Dress Code violation offenses and consequences will start over in January.

Pre-K-5th graders are prohibited from being suspended out of school for dress code violations.

Terrebonne Parish School Board Sexual Harassment Form (Student-Student)

Terrebonne Parish School District maintains a firm policy prohibiting all forms of discrimination based on sex. Sexual harassment against students is not allowed. All persons are to be treated with respect and dignity. Sexual advances or other forms of personal harassment by any student, male or female, which create an intimidating, hostile or offensive environment, will not be tolerated under any circumstances.

BIRTHDAY CELEBRATIONS

1. **Only pre-kindergarten and kindergarten students are allowed to have birthday celebrations during instructional time. First-sixth grade students may also have a treat brought, but they will be given out for recess time. Please bring a healthy snack instead of cake or cupcakes for all grade levels.**
2. **Birthday party invitations for at home birthday parties shall not be distributed by teachers in the class or students during recess unless an invitation is given to all students in the class.**

FOR IMPORTANT INFORMATION ABOUT CURRICULUM, PARENT PORTAL, PARENT GRAMS AND TIPS, ETC., GO TO <http://www.tpsd.org> AND CLICK ON THE WORD "PARENTS" AT THE TOP. YOU CAN ALSO FIND A LINK TO CBB'S WEB PAGE UNDER THE "SCHOOLS" TAB OR SIMPLY GO TO <http://cbb-tps-d-la.schoolloop.com/>.