

# **Dularge Elementary School**

**Parent Handbook &  
Student Code of Conduct  
2023-2024**



This information is meant to be used as a guide for parents and students in an effort to remain informed about general school procedures and expectations. It contains information about the academic curriculum, school activities, and other important information. Please note that not all aspects of the school's or the district's procedures are included in this handout. Reference is made to the district Code of Conduct book regarding important policies and state laws. *This information is a supplement to the Terrebonne Parish School District's Code of Student Conduct.*

**\*\*\*Parents and children should review this book together. Both parents and children are asked to sign and return the Handbook Receipt Form, verifying that you have received and reviewed the Dularge Parent Handbook & Student Code of Conduct.**

### CONTACT US

Phone: 985-303-4809

Fax: 985-303-4964

Address: 621 Bayou Dularge Road

Facebook: Dularge Elementary School

Terrebonne Parish School District Webpage: [tpsd.org](http://tpsd.org)

Dularge Elementary Webpage: in construction

Twitter: Dularge Elementary @DulargeES



### GENERAL INFORMATION

Arrival & Dismissal: 8:30 – 3:40

Grades: Pre-K – 6<sup>th</sup>

Approximate student population for this school session: 275

Mascot: Bobcat

School Colors: Black & Gold

School Uniform Shirt colors: White, Black, Gold

**WE ARE DES!**

### RECENT SCORE REPORT

2022 School Performance Score: (most current at the time of this publication) 91.4

2022 School Report Card Grade: A

2022 Top Gains Badge Recipient

2022 Opportunity Honoree

**INCREDIBLE!**  
**Faculty  
&  
Staff**

## Administrative Leadership Team

Principal: Tessie Hebert

Assistant Principal: Laurie Prosperie

Intervention Content Leader: Kami Babin

## Educators

- Pre-K:
  - Stacy Henderson
- Kindergarten:
  - Modesty Morrell
  - Whitney Walker
- 1<sup>st</sup> grade:
  - Ashley Boudreaux
  - April Marcel
- 2<sup>nd</sup> grade:
  - Charmaine Bergeron
  - Erin Lovil
- 3<sup>rd</sup> grade:
  - Kristi Bergeron  
Math & Science,
  - Samantha Self,  
ELA & Social Studies
- 4<sup>th</sup> grade:
  - Kelly Dehart,  
Math & Science
  - Lynell "Tina" Parfait,  
ELA & Social Studies
- 5<sup>th</sup> grade:
  - Ashley Clement,  
Math & Science
  - Kayla LeBlanc,  
ELA & Social Studies
- 6<sup>th</sup> grade:
  - Emily Duplantis,  
ELA & Social Studies
  - Jessica Marcus,



Math & Science

- Enrichment
  - Julie Fanguy, H & P.E.
  - Michele Foret, Librarian
  - Amber Kurtz,  
Art/Music/Technology Lab
  - Kirk Bailey,  
Instrumental Music
- Special Education:
  - Tracy Fournier, Resource
  - Georgia Randolph, Inclusion
- Part Time Interventionist:
  - Annette Walker

## Counselor

- Adria Bergeron



## Support Workers

- L'erin Henry, Admini
- Sydney Martinez, Health Aide
- Dusty Butcher, Special Ed para
- Susie Slaughter, Special Ed para
- Deanna Hebert, Pre-K para
- Lindsey Hebert, ESSER para

**SUPPORT STAFF** ry

## School Maintenance

- Casey Punch,  
Head Custodian
- Chaz Fonseca



## Food Service Technicians

- Bertie Verret, Manager
- Leslie Verdin
- Julie Dubussion
- Dory McCarthy



**Terrebonne Parish School Board  
2023–2024 School Calendar**

<b>Staff Development Day #1 (NO STUDENTS)</b>	<b>August 3<sup>rd</sup></b>
<b>Teachers (Records Day – NO STUDENTS)</b>	<b>August 4<sup>th</sup></b>
<b>First Day for Students</b>	<b>August 7<sup>th</sup></b>
<b>Labor Day Holiday</b>	<b>September 4<sup>th</sup></b>
<b>*Fall Break</b>	<b>October 12<sup>th</sup> – 13<sup>th</sup></b>
<b>Staff Development Day #2 (NO STUDENTS)</b>	<b>October 16<sup>th</sup></b>
<b>*Thanksgiving Holidays</b>	<b>November 20<sup>st</sup> – 24<sup>th</sup></b>
<b>Christmas Holidays</b>	<b>December 20<sup>th</sup> – January 2<sup>nd</sup></b>
<b>Students Return to School</b>	<b>January 3<sup>rd</sup></b>
<b>Dr. Martin Luther King Day (Holiday)</b>	<b>January 15<sup>th</sup></b>
<b>Staff Development Day #3 (NO STUDENTS)</b>	<b>January 16<sup>th</sup></b>
<b>*Mardi Gras Holidays</b>	<b>February 12<sup>th</sup> – 16<sup>th</sup></b>
<b>Easter Holidays</b>	<b>March 29<sup>th</sup> – April 5<sup>th</sup></b>
<b>Last Day for Students</b>	<b>May 23<sup>rd</sup></b>
<b>Last Day for Teachers/Records Day</b>	<b>May 24<sup>th</sup></b>

Beginning for the 2023-24 school year, all schools will add 10 instructional minutes to each day so that 5 days can be banked. The following schedule will be followed for make-up days:

Banked days used	Student end date	Teacher end date
0	May 16, 2024	May 17, 2024
1	May 17, 2024	May 20, 2024
2	May 20, 2024	May 21, 2024
3	May 21, 2024	May 22, 2024
4	May 22, 2024	May 23, 2024
5	May 23, 2024	May 24, 2024

If more than the 5-banked days are used, we will use the following: Fall make-up days will be Oct. 12, 2023, Oct. 13, 2023, and/or Nov. 20, 2023. If needed, Spring make-up days will be Feb. 15, 2024, and/or Feb. 16, 2024.

## ATTENDANCE

# ATTENDANCE is the key to your child's academic success!

**EVERY  
SCHOOL DAY  
COUNTS**

- ❖ State law requires that all students enrolled in school must attend a minimum of 167 days, and that the students not miss more than 10 days during the school year.
  - ❖ The minimum requirements for attendance must be met for promotion to the next grade.
1. Elementary students shall be in attendance a minimum of 167 days a school year. This means elementary students are allowed to miss ten (10) unexcused days per year.
  2. Your child **MUST** have a written excuse every time he or she is absent. This allows the student to make up work that is missed. **Excused absences include those for which the student presents a valid doctor's excuse, an excuse for a death in the family, or an extenuating circumstance as listed in Bulletin 741:1.055.06.** This excuse must be presented within five (5) days of the absence in order for the work to be made up.
  3. **Parental notes for illnesses that do not require a doctor's visit are also considered UNEXCUSED These days DO count toward the ten allowed unexcused days. However, a child can make up any worked missed during his/her absence.**
  4. If your child has a continuing physical illness that could cause high absenteeism but that does not require a doctor's visit each time, such as allergies or asthma, please have your doctor give you a letter stating that condition for the school files. Please supply the school with a new letter each year. Each year this letter may be used for up to five (5) days, but not more than (10) days, **AFTER WHICH A NEW LETTER MUST BE SUBMITTED TO THE SCHOOL.** Then, simply send a note with your child for absences related to that specific illness.
  5. Your child's education is our major concern. Unless the student is present physically and mentally in the classroom, academic achievement could fall behind. **Habitual non-attendance (unexcused absences) will result in your child being referred to the office of Student Services and may result in court appearances, fines up to \$250.00, and/or jail time up to 30 days for parents who fail to send their children to school.** Students with five (5) or more unexcused days from school are truant.
  6. Habitual, unexcused **check-ins (tardies) and checkouts are subject to attendance laws.** Please try to limit these, as each time the student arrives late or leaves early, he is missing important instructional time. Additionally, the teacher loses instructional time for the entire class each time she has to stop class for tardies and/or checkouts.
  7. Tardy Policy: Tardy, for the purpose of notification, shall include, but not be limited to being late to school, leaving or checking out of school unexcused prior to the regularly scheduled dismissal time at the end of the school day. **All tardies and checkouts will be recorded as tardy.** Instruction begins at 8:30 and concludes at 3:40. Students who arrive after or leave before this time range will be considered tardy. A parent or guardian must accompany students who are tardy to the office to obtain an admit slip for class. Missing the bus is not an excused tardy.
  8. **Check Out Policy: Check-outs will be allowed between 8:30 and 3:00 PM.** Once a student arrives on the school grounds, the student will not be permitted to leave unless the office approves it. Any student leaving the school must be signed out by a parent, guardian, or an authorized individual listed on their checkout card. **Students will only be released to approved persons who are able to**



provide a valid identification card with a photo (Ex: driver's license). Due to bussing and dismissal procedures, no check outs will be allowed after 3:00 PM.

\*\*\*\*\*A valid ID must be shown each time a student is checked out of school. Even though the office personnel may recognize you, this is a TPSD procedure that must be followed to ensure your child's safety.

9. Make Up Work: Students are responsible for making arrangements with the teacher to make-up any test or assignments. Work must be made up in a timely manner. Requests for student work must be made as early as possible. Parents may request daily assignments if a child will be out for two or more days. Request for make up may not be filled until the next day depending on the time of the request and the teacher's planning time. You will be notified by text or phone call when the work is ready to be picked up. Our teachers are teaching and will be happy to comply with your request, if given ample time.

## PBIS Behavior Expectations

**PBIS: Bobcats always show their PAWS!**

Pactice Respect  
Accept Responsibility  
Work Together  
Safety Matters



**PBIS stands for Positive Behavioral Incentives and Supports**

\*\*Students are rewarded for demonstrating PAWS characteristics by receiving Bobcat Bucks. Students collect their Bucks in order to purchase prizes of their choice. Each grade level has their own list of items students may save up to buy. Some items include: Snack in a Sack, Dress Down Pass, Free snack, Sit by a friend at lunch, and various other treats.

\*\*Each month, PBIS school-wide events are planned. The students with NO office referrals **and** an A or B in Conduct are allowed to participate and attend the event.



Daily Schedule

**Dularge Elementary  
PBIS Discipline Matrix**

Expectations	Classroom	Cafeteria	Hallway	Restroom	Playground	Bus
<b>P</b> Practice Respect	Respect everyone.	Use 6-inch voices.	Walk quietly in the hallway and face forward at all times.	Use restroom supplies properly. Keep walls clean.	Place trash in the trash cans.	Be kind and considerate in words and actions.
<b>A</b> Accept Responsibility	Raise your hand for permission to speak. Raise your hand for permission to leave your seat.	Get all items needed to eat and drink. Enter and exit correctly. Learn your lunch #.	Possess a hall pass to be in the hall without a teacher/adult.	Flush toilets and dispose of trash properly.	Freeze at the bell. When whistle is blown, all will walk and line up silently. Use the restroom and get water.	Keep hands, feet, and objects inside of the bus.
<b>W</b> Work Together	Follow directions quickly. Get along with peers.	Face forward and take the next available seat. Use table manners.	Keep hands, feet, and objects to yourself.	Exit restroom as soon as you are finished.	Share equipment. Be kind to everyone.	Keep bus clean. Be on Time.
<b>S</b> Safety Matters	Make smart choices. Keep your workspace clean.	Chew food properly.	Walk to the right on the track.	Wash and dry hands correctly.	Play safely and fairly. Walk on the cement areas.	Walk to and from the bus. Remain seated at all times.



## School Hours: 8:30-3:40

Students are not allowed on campus or in the building until **8:15 A.M.** Parents are welcome to remain outside of the building with their child until the first morning bell rings at 8:15 A.M. Students are never to be left unattended or dropped off prior to 8:15. Students arriving after 8:30 will be considered tardy and must be checked in by a parent or guardian. **Students may not be dropped off in the front of the building.** Please utilize the car rider line prior to 8:30.

## BELL SCHEDULE

8:15 Morning Bell (cars & buses unload)  
8:15 – 8:30 Arrival, breakfast, homeroom  
8:30 – 3:40 All Classes in Session  
3:40 Close of Day/Bus Dismissal



K-2<sup>nd</sup> grade students have two - fifteen minute recesses during the day.  
3<sup>rd</sup> – 6<sup>th</sup> grade students have a ten minute brain break when they switch teachers. Then they have a twenty minute recess in the afternoon.

## Lunch/recess SCHEDULE

11:25	K lunch
11:35	1 <sup>st</sup> gr lunch
11:45	2 <sup>nd</sup> gr lunch
11:50	Pre-K lunch
12:00	3 <sup>rd</sup> gr lunch
12:15	4 <sup>th</sup> gr lunch
12:20	5 <sup>th</sup> gr lunch
12:30	6 <sup>th</sup> gr lunch

## MORNING ARRIVAL:

- Our buses will unload in the front of the building beginning at 8:15. Students will vacate the bus and report to breakfast or their homeroom class. They are encouraged to stop at the restrooms on their way in.
- Car riders will unload in the car rider line. This driveway branches off of the ballfield road. Students will report to breakfast or their homeroom class.
  - Car riders **MUST** wait for an adult to assist them before getting out of the vehicle
  - Car riders **MUST** be dropped off by 8:20 if they want to eat breakfast.
  - Our car rider line is a HANDS FREE, SMOKE FREE, and DRUG FREE zone.



## LUNCH

- All students are welcome to enjoy a free breakfast and lunch in the cafeteria. Once again Dularge is part of a grant awarded to TPSD that provides free lunch and breakfast to all students.
- Students are brought to the cafeteria by a teacher at their designated time.
- Students may bring a healthy lunch from home if they choose not to eat the cafeteria lunch provided. **\*\*\*Fast food, soft drinks, and smoothies are not permitted. Absolutely NO sodas, energy drinks, or tumblers are allowed at school.**
  - Students will not be pulled from instructional time to collect lunches that are brought to school. A staff member will deliver lunch that arrives late from home to the student. This should not be a daily practice.
- **Students are allowed to bring bottled water to consume in class and at lunch in the original bottle. No tumblers or store bought drinking containers are allowed. No exceptions. The students are allowed to refill these original water bottles throughout the day using the school's water fountains.**





## RECESS

- All students have a total of 30 minutes of recess time built into their daily schedule along with allowed restroom breaks. This time may be broken up into two smaller time frames to accommodate different grade levels.
- The administration may increase or decrease recess minutes for students if behavior or academic needs warrant the change.
- Snacks will be sold for \$1.00 each at their afternoon recess held after lunchtime. Students will not be allowed to purchase more than 3 snacks a day. They will not have enough time to consume more than that.



## DISMISSAL

- All students will be dismissed at 3:40. Car riders and bus riders dismissal depends on the weather and the buses that are here at that time. We are not in control of when buses arrive at our school and we do not dictate bus routes. This is the responsibility of the transportation department.
- In inclement weather, buses will be called up to three at a time to dismiss. Car rider line will move much slower if it is raining due to the use of less pick up stations. Please be patient.
- If an early dismissal is necessary and determined by TPSD, you will be notified by text message through our computer system. Please be sure that you always have current cell phone numbers recorded so that you can be reached in case of emergency.



- **BUS NOTES:**

- Changes to the way a student is going home must be made **IN WRITING** by 12:30 each day. We will **accept**
  - **typed or handwritten notes**
  - **faxes with a parent/guardian's signature**
  - **an email from an email address on file.**

If an extenuating circumstance takes place, the principal should be notified. A simple phone call is not sufficient since we cannot verify that the actual parent/guardian is on the line. Please understand this.

- Bus/car rider notes must be dated, signed, and have specifics. Please list the address and bus # if it is a bus note. Notes must be written **daily** unless otherwise approved by the Principal. **EACH** student needs their own note.
- Buses are NOT allowed to drop students off at places of business. Please do not ask for your child to be dropped off at the Dularge gym, Dularge Public library, or any other place of business.
- **Students MUST be dropped off at the residential address that we have on file.** **Switching buses (only for a valid reason) must be approved by the Principal. Most buses run at full capacity and will not have room for extra students.**
- Your child will absolutely NOT be allowed to change the method of how he/she gets home without a signed note from a parent/guardian. We will not allow the student to get onto a different bus simply because he/she was told to. We must have a written note.

- **CAR RIDER PROCEDURES:**

- Cars will enter from the ballfield road and go all the way to the back of the ballfield road to turn around and create a line. Please drive with caution at an acceptable rate of speed in this line for everyone's safety.



- o Your student's name must be displayed so that the caller can see their name. A good idea is to hang the car rider sign on your rear view mirror with a pants clothes hanger.
- o Vehicles without a car rider tag will be asked to pull up while the student checkout list for that student is verified. The driver or a passenger will be required to present their I.D. We want to keep our children safe.
- o The adult caller will hold up the number cone you will pull up to in order to pick up your child. We will have four (4) cones marked for pick-up stations. If it is raining, we will use three (3) cones and we ask that you pull up close to the awning.
- o PLEASE remain in your vehicle and drive slowly and cautiously in this line. There are several faculty members and children in this area and we want everyone to be safe. Please stay in line and do not pass up anyone unless they are pulled over to the side.
- o We are a **HANDS FREE ZONE: PLEASE refrain from using your cell phone** while in this line. Parents/Guardians that do not adhere to this policy will be reported to the Principal.
- o Remember this is a **DRUG FREE ZONE**. Smoking is prohibited on school property. The law bars smoking in a motor vehicle where there is a child (under age 13) in a child safety or booster seat, or wearing a seat belt, regardless of whether the windows are open or closed ([La. Rev. Stat. § 32:300.4](#)). The law applies to cars, passenger vans, and pick-up trucks. Violators are subject to a fine of up to \$150 or, at the judge's discretion, at least 24 hours of community service. Violation of this provision is considered a primary offense, which means a law enforcement officer may stop a motor vehicle solely because of a violation.
- o Students must be able to buckle themselves OR the vehicle may pull up in front of cone one in order to assist the student and allow the line to continue to flow.

### **TRANSPORTATION – Bus Safety**

- Teachers will review all bus expectations with students. Parents/guardians are asked to discuss transportation safety with their children and encourage good behavior.
  - Students are expected to remain seated and speak in quiet tones while riding the school bus to and from school.
  - Students are to follow the directions of the bus driver at all times.
  - School consequences can be issued from the time students travel to their bus stop in the morning to the time students enter their home in the afternoon.
  - Students not meeting bus expectations are subject to disciplinary consequences including being removed from the bus.
  - All buses have recorders that record the entire time along their route. When necessary, administration can view the bus tape to investigate an incident or spot check student behavior.
  - If your child's bus behavior is unsatisfactory, he/she may be suspended from the bus and will need to be brought to school as well as be picked up



### **SNACKS & BIRTHDAYS-**

- Birthday celebrations are best spent at home with family and friends. **We will allow pre-k and kindergarten students to bring and share ONLY individually**



**wrapped store bought items with their classmates during their free time.** Pre-K students may share during their afternoon snack time after their nap. Kindergarten students may share their treats during the Kindergarten afternoon recess. Please check in with your child's teacher before bringing any food items to school. We have several students with food allergies and we want everyone to stay safe and healthy.

- o Parents/family members are not allowed to stay to distribute the treats.
- o If treats are brought to school after the allowed distribution time, they will not be shared and will be sent back home with the student.
- A maximum use of instructional time is vital to student success. Therefore, **students in grades 1<sup>st</sup> – 6<sup>th</sup> will not be allowed to share treats with their classmates for their birthday. Please plan these celebrations during family time.**
- Students are not allowed to bring chewing gum or sunflower seeds as snacks to school. These snacks have posed problems in the past with cleanliness and safety. Students caught chewing gum or eating sunflower seeds will receive disciplinary action.

**TOYS** Students are not allowed to bring personal toys to school unless requested by their teacher.



This includes but is not limited to sports cards, Fidget Spinners, Fidget Cubes, bubble poppers, etc. The teacher or administrator may confiscate the toy and the parent/guardian will be contacted to pick it up. Non-compliance will result in a discipline referral.

### **MONEY**

- If you send money to school with your student, please be sure to place it in an envelope with his/her name, teacher's name, amount, and reason for the payment written on it. Be sure to conceal the payment so that it stays safe.
- Students should never bring an excessive amount of money to school. Students will only be allowed to spend \$3.00 at the most at the snack shop.
- If your child brings a large amount of money to school, a parent/guardian will be called to come pick it up from the office.



### **School Payments**

- When making payments to the school:
  - Checks are to be made payable to Dularge Elementary with the student's name in the memo.
    - A working phone number must be added to the check if not already printed on the check.
    - Counter checks will not be accepted.
  - When making cash payments, exact change is required.
    - The school does not keep money on campus and cannot make change.



### **TEACHER SCHEDULES**

- Teacher planning times vary from day to day.
- To schedule a conference with a teacher, please contact the school and leave a message for your child's teacher or email the teacher directly.
  - Teacher email addresses can be found on the school's website and are generally the teacher's first and last name with @tpsd.org .



**INSTRUCTION** Our goal is to provide students with the highest quality education. Courses offered are those required by the Louisiana State Board of Elementary and Secondary Education (BESE). Course content follows the objectives set forth by the state and district grade level expectations and standards.

- **Instructional time is highly protected.**

- Students will not be called out of class to visit with family members or to collect items that may be brought to school.**

- For safety reasons, to preserve instructional minutes, and to protect the privacy of our students, parents/guardians are not allowed to walk the halls or visit classes during the school day unless approved by the Principal or invited by the school to participate in a school sponsored event.
- Deliveries of flowers, balloons, or gifts will not be accepted by the school for delivery to students.

- **Practice Work/Homework**

- Students may be assigned homework in order to complete unfinished classwork, practice work to practice a given skill, study time to prepare for an assessment, or individual reading or math assignments in order to improve fluency in reading or math.
- Students in grades 2-6 will be provided with a student planner for the school year in order to record assignments to help keep them organized. Student planners are also utilized as a method of communication between teachers and parents/guardians.
- All students should be reviewing nightly. *Research shows that students who review daily (within 24 hours of receiving information) are more likely to understand and retain the information.*
- Other at home activities to keep students on or above grade level include:
  - Read a book.
  - Write a journal/diary entry, a story, a song, or a poem.
  - Practice math facts
  - Practice vocabulary
  - Complete an art project or listen to music.
  - Practice handwriting
  - Watch BrainPop videos
  - Play educational games online or using apps



- **Parent Responsibilities**



- We need your help for your child to be successful. Here are some ideas of how you can be a positive part of your child's education
- \*\*\*\*\*The most important thing you can do for your child is to send them to school on a regular basis. Academic success is directly tied to student presence in the classroom during instructional time. Make school important and necessary in your household.\*\*\*\*\*
- Parents/guardians can help at home by:



- checking book bags, folders, and/or student planners for assignments
- creating a comfortable, well-lit learning space
- asking children, “What are you going to study tonight?” rather than “Do you have homework?” Note: *If your child continuously says that they have nothing to study for or that they did nothing at school, then we have a major concern. Please communicate with your child’s teacher.*
- creating specific homework/study times
- communicating regularly with teachers
- limiting screen time (TV, electronic devices, video games).
- establishing a nightly routine with a set bedtime.
  - ◆ We have found that some students fall asleep in class on a regular basis. Establishing a set nightly routine and limiting screen time is very important to your child’s health and ability to function successfully during the day.
- helping students understand the importance of being on-task and prepared each day.
- reinforcing the importance of good manners and being kind to others.

### Communication

- Communication is key! Our administration, faculty, and staff want the same things that parents/guardians do for our student body.
- We want our students to grow academically and socially in a supportive environment. Working together will benefit all children.
- ❖ We highly encourage parents to reach out to the school when there are questions or concerns. Phone calls (985-303-4809) or emails are a great place to start. You can connect to teacher emails through the district’s or school’s website. Teacher emails are the teachers first and last name (no spaces) @tpsd.org
  - For example: janedoe@tpsd.org
- ❖ Parents/guardians should:
  - Visit the school’s website and/or Facebook page regularly.
    - FACEBOOK: Dularge Elementary School
  - Set up an account and visit the Student Progress Center provided by the Terrebonne Parish School District. Directions for set up can be found on the TPSD website.
  - Review materials sent home in test folders **every Wednesday** and sign where necessary. Test folders and tests should be returned to school the following day.
  - Answer the phone or emails when the school is attempting to make contact. Update contact information when phone numbers and/or addresses change.
  - Attend requested parent-teacher-student conferences.
- ❖ As per TPSD policy, students are allowed to have cellphones, but they must not be visible and **must be turned off.**
  - Cellphones that are being used, ring or make sounds, or become visible will be confiscated, and a parent and the student will complete a Cell Phone Violation Form. A parent/guardian will have to report to school to collect the phone. (District Policy)



### Grading

- ❖ Grading procedures at Dularge Elementary School are in accordance with the policies and procedures established by the Terrebonne Parish School Board.

A: 100-93	Satisfactory (S): 100 - 75
B: 92-85	Needs Improvement (N): 74 - 67
C: 84-75	Unsatisfactory (U): 66 & below
D: 74-67	
F: 66 & below	



- ❖ Progress reports are generated at the mid-point of each nine weeks.
- ❖ Report cards are generated at the end of each nine-weeks. Parents can access grades through the Student Progress Center.
- ❖ Honor Roll:
  - A Honor Roll (Principal's List)– straight A's in academics and conduct.
  - A/B Honor Roll – combination of A's and B's in academics and conduct.
- Students will receive an "X" in the teacher's gradebook for missed work until the work is made-up.
- If student work is not made up within a reasonable period of time, the teacher will then mark that student's assignment as "0" which is equivalent to a failing grade.

### Textbooks, Technology, and Supplies

- ❖ Textbooks, library books, and technology are the property of Terrebonne Parish School Board. They are provided to educate children. Each student is responsible for the proper care of books and technology issued to him/her. Parents and students will be held responsible for the cost of lost or damaged textbooks and for the loss of or damage to technology devices.
- ❖ Optional supply lists are created by each grade level.
  - Optional supply lists can be found on the school's website.
  - Outside donations of supplies are accepted in the office throughout the school year.
- ❖ Rolling school bags must be approved by office. Please provide a medical note if necessary. The weight of a student's school bag should not be excessive. Most of their books are left at school daily. If their bag is heavy; they may need to clean it out and organize their materials.
- ❖ Students are expected to have all necessary materials with them each day.



### Dress Code

Refer to the District Student Code of Conduct for more details and specifics.

- **UNIFORMS**
  - Students attending schools in Terrebonne Parish shall be required to wear uniforms to class.
  - Boys Dress Code
    - (K-3): White shirt (oxford or knit with collar), uniform navy pants (pleated, not pleated, or cuff), or shorts
    - (4-8): White shirt (oxford or knit with collar), uniform khaki pants, in khaki or black (pleated, not pleated, or cuff); shorts, or joggers are allowed.



o Girls Dress Code

- (K-3): White blouse (oxford, knit or broadcloth with collar), uniform navy pants (pleated, not pleated, or cuff), pleated skirt, shorts, skorts, jumper or solid polo dress that is navy.
- (4-8): White blouse (oxford, knit or broadcloth with collar), uniform khaki pants, in khaki or black (pleated, not pleated, or cuff), pleated or straight skirt, shorts, skorts, or jumper (NO ATHLETIC WORKOUT PANTS)
- ❖ Shirt colors are solid white, black, or gold.
- ❖ Shirts must be short or long-sleeved only. Sleeveless shirts are not allowed.
- ❖ Pullover hooded sweatshirts, or long-sleeve sweatshirts/sweaters will be permitted. They should not contain offensive language or graphics. Sweatshirt/sweaters officially sanctioned by the school are acceptable. Appropriate emblems are at the discretion of the principal.
- ❖ Students may wear spirit shirts (School purchased spirit wear, no homemade items are considered spirit wear) every Friday.
- ❖ Students may dress up, wear spirit shirts, and/or wear jeans (no rips or holes) only on days designated by administration.
- District Uniform Highlights from the TPSD Mandatory School Uniform Policy.

### 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 outerwear around waist or neck.)
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).
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 knee when standing.
8. Footwear must be worn to school, and students are encouraged to wear socks. When socks, leggings, or stockings are worn, they may be any color, and have stripes or logos as long as they are not distracting, doesn't contain offensive language or graphics and is a solid material with no holes.
9. Footwear must have a closed front, fully closed back, and possess a hard bottom sole.
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, cumbersome, or excessive jewelry or head/hair accessories that are distracting or contain offensive language or graphics. The TPSD and its affiliates are not responsible for any damage, injury, or loss associated with the wearing of such items.
12. No caps, visors, beanies, bonnets, or hoodie hoods are allowed to be worn in the school building.
13. New students to the parish will be given two (2) weeks from the date of enrollment



## Medication and Student Illness

- ❖ Medication Policy: Terrebonne Parish School Board Policy prohibits teachers from giving students medicine. An authorization form for medication administration must be obtained from the office. The forms must be completed and signed by the doctor prescribing the medicine. Students are NOT allowed to keep prescribed or over-the-counter medication in their possession. This includes holistic oils and medicated lip balm.
- ❖ Student Illness
  - Any student who is not feeling well should inform their classroom teacher.
  - Students will be allowed to report to the health aide with a health referral form explaining their complaints.
  - The school employs a full-time health aide. The health aide cannot diagnose illness.
  - If a student has fever or is vomiting, he/she must be fever and/or regurgitation free for 24 hours prior to reporting back to school.



**Parent Volunteers** Parent Volunteers are always welcome! There is always something that we need you to do! Please volunteer throughout the year. You may call our office and let us know when you can volunteer your time.

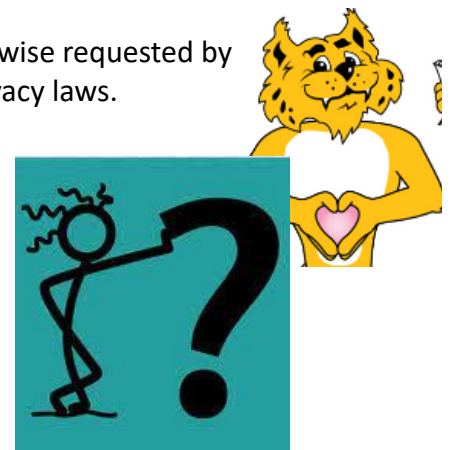
- Parent volunteer opportunities will be sent out throughout the school year.

### ● **Volunteer Policy:**

- Please park in the parking lot and avoid parking in the grassy areas
- Please check in with the office upon arrival, sign in, and receive a visitor tag.
- Please remain in the area where you are needed. Walking throughout the building is discouraged unless needed for the tasks at hand.
- Please remember all information about students and adults is confidential. All volunteers must follow the confidentiality policy that governs all school board employees.
- Please consult administration or your coordinator if you have a concern or question.
- Please wear attire that is suitable for our school environment: nothing tight or exposing too much skin
- The use of private cell phones while volunteering is highly discouraged. Phones must be off or on silent mode in order to preserve the learning environments.
- Please give your attention to the task at hand. We need you to be “present” when you volunteer.
- Taking photos while volunteering is prohibited unless otherwise requested by administration. All children and adults are protected by privacy laws.

## Frequently asked questions:

- Can I bring treats for my child’s birthday?
- Can my child wear open toe shoes on dress down days?
- What can my child wear to school as a uniform?
- Will check-outs count for special event days?





- How much are snacks sold for at school?
- Can I eat lunch with my child?
- Why can't I bring food from a restaurant into the cafeteria?
- Do I need my ID even if the secretary knows who I am?
- Can my child ride the bus to a friend's house?
- Can my child be a car rider every Friday?
- Why do I need to write a note each day my child switches the way they go home?
- Why doesn't my child ever have homework?
- How can I contact my child's teacher?
- Why don't I get to see my child's test papers?
- Who do I need to contact if I have concerns about my child's grades?
- Why do I need to make an appointment to speak with the administrators?
- Why is my child considered tardy?
- How many days of school can my child miss?
- How can I get work from school if my child is sick?
- Can I go sit in my child's classroom?
- How can I volunteer at school?
- What is the latest time I can check out my child?
- What is the earliest my child can be dropped off? When are they counted tardy?
- How many days can my child miss school before they are considered truant?