



Mildred S. Harris
E l e m e n t a r y
STUDENT HANDBOOK
2121-2022

1805 Bridge City Avenue
Bridge City, LA 70094-3199
Telephone: (504) 436-4626

**MILDRED S. HARRIS ELEMENTARY SCHOOL
ACKNOWLEDGMENT FORM
2021-2022**

A digital copy of the Mildred Harris Student Handbook is available on our website at:

<https://www.jpschools.org/mildredharris>.

A printed copy of the handbook is available, upon request.

We hereby acknowledge that we have read the Mildred S. Harris Elementary School Student Handbook and that we will be held accountable for all of the rules and regulations listed.

STUDENT'S SIGNATURE:

PARENT/GUARDIAN'S SIGNATURE:

DATE: _____

**THIS PAGE MUST BE SIGNED AND RETURNED PROMPTLY TO THE STUDENT'S
HOMEROOM TEACHER.**

Be Responsible:

Walk with a purpose. Know where you are going, why you are going, what you are going to do when you get there, and always have a pass.

Be Respectful:

Treat others the way you wish to be treated. Remember two wrongs do not make a right. If you have a problem, go to the nearest adult.

Be Safe:

School is a safe place. We do not fight at school, at the bus stop, or on the bus. If you have a problem, go to the nearest adult.

Important Telephone Numbers

School: 436-4626

School fax line: 436-6046

Cafeteria: 762-8126

Social Worker: 436-9472

Mildred S. Harris Elementary School Rules and Behavioral Expectations

Area	Be Safe	Be Respectful	Be Responsible
All Common Areas - hallways, walkways, sidewalks, and office (Rules should be followed at all times)	<input type="checkbox"/> Keep hands, feet, and objects to self <input type="checkbox"/> Walk facing forward to and from designated areas <input type="checkbox"/> Use walking feet on red line <input type="checkbox"/> Always have hall/bathroom pass visible <input type="checkbox"/> Stay one behind the other when walking in line <input type="checkbox"/> Allow others to pass <input type="checkbox"/> Use safe hands, arms crossed	<input type="checkbox"/> Use kind words and actions <input type="checkbox"/> Follow adult directions the first time given <input type="checkbox"/> Answer all adults respectfully <input type="checkbox"/> Respect others' personal space <input type="checkbox"/> Avoid disrupting others' learning by being quiet in the hallways <input type="checkbox"/> Stand straight / no leaning on the walls	<input type="checkbox"/> Be honest <input type="checkbox"/> Respect school property (books, desks, walls, etc.) <input type="checkbox"/> Respect personal belongings and the belongings of others' <input type="checkbox"/> Be prepared for class <input type="checkbox"/> Walk directly to designated area
Cafeteria	<input type="checkbox"/> Remain seated and keep feet on the floor, under table <input type="checkbox"/> Face forward in line and keep your hands to yourself <input type="checkbox"/> While waiting to exit or enter the cafeteria sit or stand in line as instructed	<input type="checkbox"/> Keep your hands off others' food <input type="checkbox"/> Use your inside voice at all times <input type="checkbox"/> Chew with your mouth closed <input type="checkbox"/> Follow adult directions the first time <input type="checkbox"/> Answer all adults respectfully	<input type="checkbox"/> Get all utensils, napkins, milk and condiments while in line or raise hand if you forgot something <input type="checkbox"/> Clean your eating area <input type="checkbox"/> All trash goes in trash cans
Quiet Zones: Restrooms and Water Fountains	<input type="checkbox"/> Keep water in sink and fountain <input type="checkbox"/> Wash hands <input type="checkbox"/> Report any mess to an adult <input type="checkbox"/> Use toilets and urinals appropriately	<input type="checkbox"/> Wait your turn patiently <input type="checkbox"/> Fountains are for drinking purposes only <input type="checkbox"/> Give others privacy <input type="checkbox"/> Avoid disrupting others' learning by being quiet in the restroom	<input type="checkbox"/> Flush toilet after use <input type="checkbox"/> Use 1,2,3 rule at water fountain <input type="checkbox"/> Always have a pass when using the restroom
Buses/Car Riders/Childcare	<input type="checkbox"/> Walk quietly to the bus loading area/car area and report to designated line <input type="checkbox"/> Remain seated while bus is in motion <input type="checkbox"/> Car riders must be picked up or dropped off in designated area	<input type="checkbox"/> Stay one behind the other and wait your turn in bus line <input type="checkbox"/> Respond to and respect the bus driver's and duty teacher's instructions <input type="checkbox"/> Sit crisscross with hands to yourself in your bus line <input type="checkbox"/> Sit flat in your bus line <input type="checkbox"/> Listen quietly to announcements	<input type="checkbox"/> Arrive to school on time <input type="checkbox"/> Follow bus rules <input type="checkbox"/> Car riders/bus riders listen for your number to be called by duty teacher <input type="checkbox"/> When you get off the bus, go to your class line
Special Events/Assemblies	<input type="checkbox"/> After assembly or event, wait until the teacher calls for your class before standing to exit <input type="checkbox"/> Enter and leave quietly	<input type="checkbox"/> Listen to and keep eyes on speaker <input type="checkbox"/> Applaud appropriately <input type="checkbox"/> Obey silence/quiet signal - Give Me Five <input type="checkbox"/> Use good audience manners	<input type="checkbox"/> Sit crisscross with hands to yourself <input type="checkbox"/> Sit flat

WELCOME

The faculty and staff of Mildred S. Harris Elementary School welcome you to the new school year. Together, we can work to help each student have a rewarding and successful school year. EVERY STUDENT, EVERY ADULT, EVERY DAY!

This handbook provides information about our school, including general rules and procedures. A copy of our school discipline policy is also included. All of the regulations contained in this handbook are consistent with the Procedures and Policies for Parents and Students booklet provided by the Jefferson Parish Public School System. Please read and discuss both the school handbook and the parish booklet with your child. Both you and your child must sign the acknowledgment form found at the front of this handbook and the form at the beginning of the parish booklet. These two signed forms must be returned to your child's homeroom teacher as soon as possible.

REGISTRATION

The following documents are required in order to register a child at any Jefferson Parish Public School:

- Child's original birth certificate
- State of Louisiana Universal Certificate of Immunizations
- Two documents showing the parent/legal guardian's residence in the school district [Utility bills, mortgage statement and a driver's license are acceptable.]
- Transfer or withdrawal papers from previous school (if applicable)
- Most recent report card

The child must be living with the parent or legal guardian. Legal custody papers are to be provided, if applicable.

CAFETERIA RULES

IF YOUR CHILD HAS A MEDICAL OR RELIGIOUS REASON FOR NOT EATING CERTAIN ITEMS, PLEASE SEND A WRITTEN NOTE/DR. NOTE TO THE CAFETERIA MANAGER.

Students are expected to be cooperative and mindful of proper table manners while in the school cafeteria. The cafeteria rules are as follows:

- Students are to walk quietly to the cafeteria, wait in an orderly single file line, and follow the directions given by the monitors, assistants, and cafeteria workers.
- Students are to eat quietly, speak politely, and remain at the table until dismissed.
- Students are to keep their eating area clean by not leaving food or paper on the table or floor.
- Students are not permitted to throw food, or deliberately make a mess.
- Food, eating utensils, and straws are not to be taken out of the cafeteria.
- Students are to walk, not run, while in the cafeteria.

Failure to follow rules in the cafeteria will result in disciplinary action as listed in the school discipline policy.

ARRIVAL

The school day begins at 7:45 A.M. Students may not come on campus until 7:15 A.M. unless serving a scheduled detention on a Thursday morning. Unattended students arriving on campus without permission before 7:15 A.M. will be issued a detention. Upon arrival to school, students are to report directly to their designated class areas. Students are to sit in their homeroom lines and wait for their teachers to escort them to class when the bell rings.

ATTENDANCE

Elementary students must be present a minimum of 160 days during the school year in order to receive credit for the year's work. According to state law, students who have more than **15 unexcused absences** will not be given credit for the courses taken and will have to repeat the grade. Upon the student's return a parent note may be sent to the office explaining the reason for the absence.

An absence may be excused for any of the following extenuating circumstances if proper documentation is provided within five days of the absence:

- Medical appointments or illness, as verified by a doctor;
- Serious immediate family illness, as verified by a doctor;
- Death in the immediate family, as verified by a death notice or certificate;
- Observance of a religious holiday, as verified by the clergy;
- Travel for educational reasons, as approved by the school system;
- A natural catastrophe and/or disaster.

Attendance is calculated by minutes. Tardies and check outs are entered based on arrival or checkout time. The parent or legal guardian is responsible for making sure that the child attends school regularly. **Any student who has excessive absences or tardiness will be referred to the Truancy Assessment Service Center (TASC) in accordance with parish policy.**

TARDINESS

Parents must bring their child into the office to sign them in when a child is tardy to school. Students arriving at school at or after 8:00 A.M. are considered tardy and must report to the office to receive a tardy slip before going to class. Students who are tardy are missing valuable classroom instruction. **Please refer to the discipline chart for consequence as well as TASC referrals.**

DISMISSAL

Car Riders will be dismissed when the first afternoon bell rings at 2:45 P.M. Walkers will be dismissed after cars have loaded. Bus students will be dismissed as buses arrive, beginning at 2:50 P.M.

Any parent who wishes to pick up his/her child earlier than this time must come to the office to sign the student out. Students cannot be picked up from the classroom. Only adults listed on the student's emergency card will be allowed to sign a student out of school. Any person signing a

student out must show identification before the student will be released. Students may not be checked out from 2:15-2:45 P.M. due to the disruptions caused at the end of the instructional day. All checkouts are recorded for attendance.

BUS STUDENTS

For safety reasons, all bus students must follow the bus rules listed in the Procedures and Policies for Parents and Students booklet.

A student may only ride the bus to which he/she is assigned. Any exceptions must be requested in writing and approved by transportation. A bus student must have a note signed by his/her parent or guardian if he/she is not going to ride the bus home. The note must state who will pick up the student. This note must be given to the teacher at the beginning of the school day. If the student does not have a signed note, the student will be placed on the school bus as usual.

CAR RIDERS

Students cannot be dropped off in front of the school in the bus lane or at the side gate by the cafeteria at any time during the school day. For the safety of our students please use the following method for drop off and pick up. Please enter Twelfth Street and drive through Bridge City Playground parking lot, then turn left onto Eleventh Street and line up single-file facing Bridge City Ave. This will allow students to load into cars with- out having to cross traffic.

Please do not enter Eleventh Street or the church parking lot.

Car riders may be dropped off by the side gate along 11th Street from 7:15-7:50 A.M. each morning. A student should not be dropped off before 7:15 A.M. unless the student is serving a scheduled detention. If serving a morning detention, the student is to be brought to the front office entrance by an adult. In the afternoon, car riders are dismissed at 2:45 P.M. and must be picked up promptly. Students who are not picked up by 2:50 P.M. will be taken to the office. The Jefferson Parish Sheriff's Office provides a crossing guard to assist students in safely crossing Bridge City Avenue and 11th Street. Students must use the crosswalks when crossing these streets and must follow the directions given by the crossing guard.

Parents will be provided a sign with their child's name on it. Please place the sign in the dashboard of your car or any car that will be picking up your child. For your child's safety, students will not be released unless the sign is present during pickup time. Please contact the office to obtain a replacement sign if your sign is lost or damaged. Parents are asked to please cooperate in helping us to ensure the safety of all students as they arrive and leave campus in the afternoon.

WALKERS

Walkers may not come onto school grounds before 7:15 A.M., unless serving a scheduled detention. For safety concerns, walkers may leave in the afternoon when all of the car riding students are gone. All walkers are to enter and exit the school grounds by the gate near the

crossing guard at the corner of Bridge City Avenue and 11th Street. Walkers must follow the instructions given by the crossing guard.

SCHOOL UNIFORM POLICY

All students are required to wear the approved Mildred S. Harris Elementary to school daily, unless otherwise specified by the school administrators. Uniforms are available at the following local stores:

- Johnson's Uniforms at 619 Westwood Drive, Marrero
- Uniforms by Kajan at Oak Ridge Plaza, 1981 Baratavia Blvd.

Boys must wear burgundy shirts with the school logo and dark blue pants or walking shorts. Girls must wear burgundy shirts with the school logo and dark blue skirts, skorts, jumpers, pants, or walking shorts. No blue jean material is allowed. Shirts must be tucked in at all times. Pants must be worn at waist level. A belt must be worn with any garment that has belt loops. Then Mildred S. Harris Elementary School spirit shirt may be worn on Wednesdays only. These shirts must be worn with the regular uniform bottoms. During cold weather, coats must be worn outside of the building. No team or Starter jackets or warm up suits are allowed. *Students must wear burgundy shirts or dark blue sweatshirts with the school logo as the outer garment when in the classroom. No jackets or sweatshirts with hoods may be worn.*

There is a special district uniform policy for all Pre-K and Kindergarten students. All Pre-K and Kindergarten students must wear dark purple shirts with both the school logo and the JPPSS logo. Pre-K and Kindergarten students must also wear dark blue pants, walking shorts, skirts, skorts, or jumpers. Pre-K and Kindergarten students may not wear any other color or style of uniform shirt to school.

Students may only wear tennis shoes to school. Shoes must be properly laced, tied, and/or buckled at all times. Students may not wear "light up" shoes. Pre-K and Kindergarten students are encouraged to wear Velcro shoes.

Students may not attend field trips, if not in complete uniform. New students to the school will be given ten school days to comply with the uniform policy.

Students must also follow all dress code guidelines found in the Procedures and Policies for Parents and Students handbook. Any type of clothing, shoe, hairstyle, jewelry, or accessory that is unsafe, distracting, or disruptive to the school environment will not be permitted. In particular, no large earrings, or big belt buckles will be allowed for safety reasons. Sweatbands and hats are not to be worn to school. *Masks are required.*

VIOLATIONS OF SCHOOL UNIFORM POLICY

The school uniform policy is mandatory. The following consequences will occur when a student is out of uniform:

- 1st offense – Call home
- 2nd offense – Behavior Report
- 3rd offense – Detention
- 4th offense – Referral to the Office

TELEPHONE MESSAGES FOR STUDENTS

Telephone messages cannot be given to students concerning how they should go home. The office staff has no way of knowing who the caller is, nor whether the information is accurate.

EMERGENCY CARDS

The information on the emergency card is very important. If a student becomes sick completing an emergency card, we must be able to contact a parent or guardian. The parent is responsible for completing an emergency card on each student and sending the card to school promptly. At least three current working phone numbers should be listed on the card. Only adults who are listed on the emergency card will be allowed to sign the student out from school. Please stop by the office in order to add or delete names or phone numbers to the card.

CHANGE OF ADDRESS OR TELEPHONE NUMBER

Please notify the school office if there is a change of address, telephone number, or other pertinent information. We must be able to contact you in the event of an emergency involving your child. All address changes must have new proof of address submitted to the school office before anything can be changed in the school database or bus assignments can be changed.

TELEPHONE USE BY STUDENTS

Students will only be allowed to use the office telephone in the event of an emergency, such as an illness, accident, or injury. Students will also call home for proper uniform clothing in accordance with the school uniform policy. The student must get permission from his supervising teacher in order to call home for any reason. Students will not be allowed to call home for forgotten homework, books, field trip forms, or money.

BOOK BAGS

Wheeled book bags will not be allowed at any time for any grade level.

PERSONAL BELONGINGS

Parents are advised to label all of their children's belongings, including school supplies and clothing. Toys, handheld games, iPods, and other non-academic materials are not allowed at

school without specific permission from a teacher or administrator. These items will be confiscated and kept at school until a parent comes to school to pick up the items. Further disciplinary action will be taken if a student continues to bring non-academic materials to school.

STUDENT BEHAVIOR

Students are expected to speak and act in a respectful manner at all times. Students must respect the property of others. Every classroom has a set of rules, rewards, and consequences that will be consistently enforced. Students are to use the bathrooms and water fountains at assigned times. Students are expected to behave everywhere on campus, including the hallways, the cafeteria, the playground, and the library. Students who make good choices will be rewarded, and students who make poor behavior choices will have consequences that follow the school-wide Positive Behavior Intervention Support plan. The student must respect and take responsibility for their personal behavior.

HALL PASSES

Students at Mildred S. Harris Elementary School must receive permission from the supervising adult before leaving his/her assigned area to go to the bathroom, office, or other area of campus. Students must obtain a pass from the adult in charge.

BATHROOMS

Students are not to play, eat, or do unsafe or unsanitary acts in the bathroom. Any such misbehavior in a school bathroom will result in disciplinary action. Students are to use the bathrooms and water fountains at assigned times. Any student who vandalizes a school bathroom will be suspended and will be required to pay for any necessary cleaning or repairs. Please see the JPPSS Procedures and Policies Handbook.

SUBSTITUTE TEACHERS

When the regular classroom teacher is absent, a substitute teacher will relate assignments and lessons that have been left by the regular teacher for students to do. All students are expected to respect and obey the instructions given by the substitute teacher. Failure to do so will result in disciplinary action. Any adult who is interested in working as a substitute teacher should contact the school office for more information.

SUSPENSIONS

The length of a student's suspension will be determined by the school administrator and will reflect the offense committed. Suspensions generally range from those pending a parent conference to a total of nine days out of school. If the conduct is related to drugs, weapons, or assault, the student may be expelled for the remainder of the school year.

When a student is suspended, a copy of the suspension notice will be sent home with the student. The student has the responsibility of taking his/her copy of the suspension notice home

to the parent/guardian on the day it is issued. The parent/guardian has complete custody and jurisdiction of the child on the days that the child is suspended from school. A suspended student may not return to school or attend any school-sponsored activity prior to being readmitted to school via a conference between the parent/guardian and a school administrator. The date of the re-entry conference will be set by the school.

THREATS OF VIOLENCE

Threats from students or parents will not be tolerated. Threats of violence will be reported to the appropriate law enforcement agency for action.

SCHOOL DISCIPLINE POLICY

Students at Mildred S. Harris Elementary School are expected to treat all people with respect and take responsibility for their personal behavior. In order to foster an environment that is both safe and conducive to learning, the following school discipline policy will be strictly and consistently enforced throughout the school year. Please read and discuss this chart with your child. Mildred Harris Elementary follows the JPPSS Bullying Policy. Please see the JPPSS Procedures and Policies Handbook.

Mildred S. Harris Elementary School Discipline Policy

The discipline policy for Mildred S. Harris Elementary School will be administered under the guidelines of the Jefferson Parish Public School System. All appropriate actions will be instituted with due regard to any extenuating circumstances which may exist in any individual occurrence.

OFFENSE	1ST INCIDENT	2ND INCIDENT	3RD INCIDENT
Tardiness to School per semester	tardies-detention / Referred to TASC	tardies-detention / Referral to ABIT	tardies- conference / ABIT
Failure to return communication from school after duplicates are issued	Parental contact by teacher	Behavior Report	Detention
Class or campus disturbance	Behavior report or Parental Contact	Detention	Referral/Probation/ Suspension
Continual class disruptions	Parental Contact/Detention	Referral/Suspension	Referral/FBA & BIP by teacher
Willful disobedience	Parental Contact by teacher	Detention	Referral/Suspension
Disrespect to school personnel	Parental Contact by teacher/Detention	Referral/Suspension	Referral/Suspension
Stealing; possession of stolen property	Referral/Parental Contact & Restitution	Referral/Probation, Restitution, & contact by social worker	Referral/Suspension & Restitution
Cheating	Automatic "F" on test & Parental Contact	Automatic "F" on test & detention	Automatic "F" on test & Referral
Forgery	Parental Contact by teacher	Parental Contact & Detention	Referral/Suspension
Chewing gum	Deduction of PBIS Points	Behavior Report	Detention
Eating snacks without permission	Deduction of PBIS Points	Behavior Report	Detention

OFFENSE	1ST INCIDENT	2ND INCIDENT	3RD INCIDENT
Out of designated area without pass	Behavior report	Detention	Referral / Probation
Loss of personal control	Parental Contact by Teacher	Parental Contact / Detention	Referral/Suspension
Leaving class without permission	Parental contact	Detention	Referral/Suspension
Leaving campus; truancy	Parental & police contact/suspension	Parental & police contact/probation	Parental & police contact/ROSY
Bus disturbance (non-physical)	Parental Contact / warning	Parental contact & Bus Referral	Parental contact & Bus Suspension
Failure to serve Conference/Referral being rescheduled	Contact Parent & In-	Administrative	Admin. detention after School Conference
Display and/or use of toys, radios, and non-academic items	Confiscation of items & Parental Contact	Confiscation of items & detention	Referral/probation & confiscation of items
Profanity, obscenity (verbal), or finger signs	Parental contact & Behavior report	Contact parent & detention Suspension	Parental Contact & or written)
Indecent behavior	Parental contact & Referral	Referral to Social Worker	Referral/Suspension
Verbally threatening students; hreats of Violence	Parental Contact/SW Referral/Suspension/T hreats of Violence	Referral/Suspension & Violence Prevention/Probatio n	Referral/Suspension & threatening other students; hreats of Violence Referral/Suspension/T & Violence Violence intimidation n
Verbally threatening school personnel	Parental Contact/SW Referral/Suspension/T hreats of Violence	Referral/Suspension & Violence Prevention/Probatio n	Referral/Suspension & Violence Prevention/ROSY
Fighting (deliberate physical contact between two or more students)	Referral/Suspension/ Violence Prevention 3 rd – 5 th	Referral/Suspension & Violence Prevention	Referral/Suspension or ROSY & Violence Prevention
Deliberate attempt to cause bodily injury	Referral/suspension/Vi olence Prevention 3 rd – 5 th	Referral/suspension & VP/Probation	Referral/Suspension / ROSY
Physical abuse of school personnel	Parental Contact/Referral / Suspension possible ROSY	Referral / Suspension possible ROSY	Referral/Suspension possible ROSY

- After two suspensions, a behavior contract will be written.
- After a particular behavior necessitates a second suspension, the teacher must complete FBA/BIP documents and/or referral to TASC or FINS.
- After the third occurrence of a behavior listed on the chart, progressive disciplinary consequences will be recommended.
- ROSY means suspension for the remainder of school year and the student will repeat the grade.

GUIDELINES STATED IN THE PROCEDURES AND POLICIES FOR PARENTS AND STUDENTS HANDBOOK WILL BE FOLLOWED FOR THE OFFENSES LISTED BELOW:

Setting off fire alarm	Referral/suspension-possible ROSY
Deliberately causing serious bodily harm to an individual	Referral/suspension-possible ROSY
Possession of starter gun, stun gun	Referral/suspension-possible ROSY
Possession or use of fireworks, firearms, weapons, or explosives	Referral/suspension-possible ROSY/police contact
Possession or use of alcohol, drugs, or any look-alike substances	Referral/suspension-possible ROSY/police contact
Bullying	Refer to the JPPSS Procedures & Policies Handbook

DETENTION

Detention will be held from 7:00 A.M. - 7:45 A.M. on Thursday mornings. The parent is responsible for providing transportation to school if the student receives a detention. The student is to report to the school office when coming to school to serve a detention. Any student who does not arrive by 7:05 A.M. will not be allowed to serve detention that day. Failure to serve detention will result in suspension. Only detention students will be supervised before 7:30 A.M. No siblings are allowed to be dropped off with students serving detention may be left at school prior to that time. When a student is issued a detention, he/she is responsible for getting the white or yellow copy of the form signed by a parent and return the form to school promptly. If a student cannot serve the detention due to an extenuating circumstance, it is the parent's responsibility to contact the teacher and request that the detention date be rescheduled.

TRANSFER/WITHDRAWAL FROM SCHOOL

The school office should be notified in advance whenever a parent is planning to withdraw a student from the school in order to transfer the student to another school. The school must have three working days' notice to complete the transfer records. All textbooks and library books that belong to the school must be returned, and all outstanding school debts must be paid.

HOME-SCHOOL COMMUNICATION

Please check with your child daily for any notice or memo that the school or teacher may have sent home. Each student in Pre-K through Grade 5 will be given a special home-school folder to use in sending communications back and forth. Each student in Grades 1-5 will be given a student agenda to use in keeping track of homework assignments and notes from the teacher. Parents are encouraged to communicate regularly with the teacher about grades, behavior, and

other important issues concerning your child. A monthly newsletter and calendar will also be sent home at the beginning of each month to keep parents informed of school news and activities. Lost agendas may be purchased for \$5.00. All teachers can be reached by email by entering the teacher's name. Ex: John.Doe@jpschools.org

HOMEWORK POLICY

Homework is an integral part of the learning process. Your child's teacher will send home a copy of his/her homework policy at the beginning of the school year. All homework will be checked on the due date, and the parent will be informed if the student repeatedly fails to turn in completed assignments. Homework will be assigned a minimum of three times per week in each promotional subject and a minimum of once per week in each extended skill area. An attempt will be made to insure that combined homework assignments will not exceed 1 hour in grades K-3 and 1 ½ hours in grades 4-5. Parents are asked to provide a quiet place where the child completes their homework and to supervise the child so that good study habits can be developed.

PARENTAL INVOLVEMENT POLICY

A parent's help and support are vitally needed in order for the student to be successful in school, each parent is asked to agree to do the following things:

- Ensure that the student attends school daily, gets adequate rest, eats nourishing meals, and arrives on time to school
- Ensure that the student completes all homework assignments and provides assistance when necessary
- Read, sign, and return all important papers as requested by the school
- Support the school and teacher in maintaining a well-disciplined environment
- Maintain communication with the school and the teacher as well as attending all required conferences
- Encourage the student to do his/her best every day

PROMOTIONAL SUBJECTS

In grades 1 and 2, the promotional subjects are English Language Arts and Math. In grades 3rd-5th, promotional subjects are English Language Arts, Math, Social Studies, and Science. Students must pass all promotional subjects in order to advance to the next grade.

INTERIM REPORTS

Interim reports will be sent home during the fifth week of each marking period. Interim reports are used to notify parents of the student's progress in each subject up to that point in the marking period. If a student is in danger of failing for the year, a comment will indicate such during the 3rd marking period. Please contact your child's teacher immediately if you have any concerns regarding their academic progress.

REPORT CARDS

Report cards are issued to students at the end of each marking period. Upon receiving the report card, the parent must sign the back of the report card jacket and return the jacket to school.

GRADING POLICY

A student's grade in a subject for a marking period is determined $\frac{3}{4}$ by assessment measures, such as tests and quizzes, and $\frac{1}{4}$ by participation. Participation is defined as class work, homework, involvement in discussion and activities, and preparation for class, such as having books and supplies.

GRADING SCALE

The following grading scale is used in promotional subjects in Jefferson Parish Public Schools:

A	93-100	Excellent	4 quality points
B	85-92	Very Good	3 quality points
C	75-84	Satisfactory	2 quality points
D	67-74	Needs Improvement	1 quality point
F	0-66	Unsatisfactory	0 quality points

The following grades are used in non-promotional subjects:

E-Excellent	N-Needs Improvement
S-Satisfactory	U- Unsatisfactory

TEXTBOOK POLICY

Students and parents are highly encouraged to put book covers on all textbooks that are brought to and from school. Book covers should not be taped to the books. If a student loses or damages a textbook during the school year, he/she will not be issued another textbook until parents have made arrangements for payment. This same policy applies to the loss or damage of a library book. If, at the end of the school year, a student owes for a lost or damaged book, the parent will be notified. When a student owes any debt to the school the student WILL NOT be allowed to attend any field trip until that debt is paid, in full, to the school.

LOST AND FOUND

All articles that are found on the school campus should be turned in to a teacher or the office. If a student's school supplies and articles of clothing are labeled, it is much easier to return the lost item to the proper student. Any student who has lost something should ask for permission to check the Lost and Found box located in the cafeteria. All articles left in the Lost and Found at the end of the school year will be donated to a charitable organization.

VISITORS

All parents, volunteers, and other visitors must report directly to the school office when coming onto the campus. All persons must sign in and receive a special school pass to wear. All persons

must sign out and return the pass when leaving the school. To help keep the school campus safe for our students, gates will be kept locked during the school day.

PARENT VOLUNTEERS

Parents are encouraged to volunteer their services to help the students and teachers. Parents can help out in the library, assist in classrooms, mentor students, take part in P T O activities, or assist with special school events. If interested, please send a note to the office or call the Principal.

PARENT/TEACHER CONFERENCES

All parents are urged to discuss their children's progress with the teachers. Parent/ Teacher conferences will be held by appointment on the teacher's planning time. Please call the office to set up a conference. Teachers are not available for conferences during instructional time. Whenever possible, the parent should contact the teacher ahead of time to arrange a suitable time for the conference. Parents must report to the school office to sign in and receive a pass.

PARENT-TEACHER CONFERENCE DAYS

During each school year, two scheduled days are set aside for Parent-Teacher Conferences. Parent-Teacher conferences for the 2021-2022 school year will be scheduled virtually for both the weeks of September 20 and February 14. Parents/guardians are encouraged to attend.

PROBLEM RESOLUTION

All problems concerning your child's grades or behavior in the classroom should first be handled through your child's teacher. The parent is asked to call the school or write a note requesting a conference with the teacher to resolve the problem. If the problem can- not be resolved, or if the problem involves a school matter, please contact the principal for assistance. School Office: (504) 436-4626

P T O

The Parent-Teacher Organization meets once a month in the school cafeteria. The PTO sponsors many special events and programs throughout the year to help the school and the students. A Membership Drive will be held at the beginning of the school year. Dues to become a member of the PTO are \$5.00 per family. Please consider becoming an active member of our parent group.

CLASS PARTIES

In order to maximize instructional time, classroom parties will be limited. The parties will be held in the classrooms with the possible assistance of parent volunteers at these parties. Birthday celebrations are allowed for parents wishing to send a treat to celebrate a child's birthday on the last day of the month only. Parents must first contact the child's teacher to make arrangements. Please send CUPCAKES ONLY to the front office to be shared by the child's class at the end of

the day. This ensures easy distribution & simplicity. Parents and other family members will not be allowed in the classroom for these celebrations.

STUDENT AWARDS

At the end of each nine weeks marking period, awards will be presented to students who have achieved the following distinctions:

- "A" Honor Roll
- "B" Honor Roll
- Outstanding Conduct Perfect Attendance

*Some classes and grade levels present additional awards at the end of each marking period.

HONOR ROLL

"A" Honor Roll - A student must earn an "A" in every subject. A student can earn no lower than a "B" or "S" in conduct.

"B" Honor Roll - A student must earn an "A" or "B" in every subject. A student can earn no lower than a "B" or "S" in conduct.

PHYSICAL EDUCATION (P. E.)

Physical Education classes are conducted by certified P.E. teachers. Students must regularly participate in P.E. unless a doctor's note is presented stating that the child cannot participate due to a medical condition. Students should wear tennis shoes with their school uniform. Slip on shoes, sandals and crocs are not deemed safe for participation. Also, girls should wear shorts under their skirts or jumpers. Jewelry can be a safety hazard during P.E. classes. Chains can be pulled or popped. Earrings must be post only. Students dressed out of uniform for a scheduled dress down day must comply with all of the above stated dress regulations for Physical Education classes.

Parents will be notified if a child is seriously injured during physical education classes by the physical educator. The physical education instructor who is responsible for the class will complete a JPPSS Accident/Incidents Report. If the injury is determined to be minor, such as a scraped knee, the teacher will send the child to the office to clean the scrape, give a Band-Aid or ice if needed. Note: No medications or salves will be provided.

FIELD TRIPS

Field trips are planned by teachers in order to provide first-hand experiences for students to supplement the learning that takes place in the classroom. Parents will receive notification of the date, time, destination, and cost of each field trip. A permission form will also be sent home for the parent to sign and return to school by a specified date. If the signed field trip form or the money for the trip is not sent to school by the deadline, the student will not be allowed to attend the field trip. If the student is exhibiting disobedient or disruptive behavior at school, the student's parent may be required to serve as a chaperone or the student may be excluded from the trip. If a student displays unacceptable behavior while on a field trip, he/she may not be allowed

to attend the next scheduled field trip. If a student pays for a field trip but is unable to attend due to illness or some other reason, a full refund will be given only if prepayment of admission fees was not required of the school. All money for activities or field trips should come in with the student & provided to the homeroom teacher. Additionally, the office staff cannot collect money for any reason.

GUIDELINES FOR FIELD TRIP CHAPERONES

At the beginning of the school year, teachers will send home a notice inviting parents and guardians to serve as field trip chaperones for the upcoming school year. Chaperones will be chosen on a rotating basis. Any parent or guardian who wishes to serve as a chaperone must sign the form indicating that he/she agrees to follow the following guidelines:

- Only parents, grandparents, and legal guardians may serve as chaperones. **No other adults or children are allowed on field trips**
- Chaperones must pay the full cost of the field trip
- Chaperones must dress appropriately
- Chaperones must be at school at least 15 minutes before the buses are scheduled to leave
- Chaperones must not smoke or drink alcoholic beverages while on a field trip
- Chaperones are asked NOT to talk on cell phones while on the field trip
- Each chaperone must agree to be responsible for a particular group of children
- The chaperone must remain with the group at all times, including escorting students to restrooms
- Chaperones must follow the schedule given to them by the teacher
- Chaperones must report any behavior problems to the teacher immediately
- Chaperones are not to touch students at any time
- Chaperones are not to purchase anything for themselves or the students in the group
- A doctor's note is required for any chaperone who is pregnant or who has a medical condition. The note must state that the person is capable of riding a school bus and can safely participate in the field trip activities.
- Chaperones must ride the school bus with their group. Chaperones are not allowed to take their own cars and join the group at the field trip location. (This rule does not apply to our Pre-K program.)

PHOTOGRAPHING AND/OR VIDEOTAPING OF STUDENTS

Students are sometimes photographed or videotaped in conjunction with a special school or class event/program. The photographs may be posted on a school bulletin board, posted on our website/Facebook, or even published in the newspaper or videotaped by a local television station covering a special event at our school. If, for some reason, you do not want your child to be photographed or videotaped while at school, please send a note stating your request to your child's homeroom teacher.

CLEANLINESS

Students are required to pay particular attention to the cleanliness of their person and the appropriateness of their dress. Students should bathe regularly and comb/brush their hair daily. Clean uniforms and socks should be worn each day.

MEDICATION

Students are not allowed to have any type of medication (prescription or non-prescription) in their possession while under school supervision. An exception to this rule can only be made when ordered by a doctor for an urgent need and after consultation with the parent, the school nurse, and the school staff. All of the rules regarding the administration of medication at school are clearly outlined in the Procedures and Policies for Parents and Students booklet. The parent may pick up the necessary forms at school. Once the forms are completed and signed by the parent and the doctor, the forms and medication are to be taken to the Student Services Office for approval. The parent is to then bring the approved forms and medication to the school.

LICE POLICY

Any student with head lice shall be excluded from school until the student is free of active infestation and all nits. The student may return to school when his/her head is free of all nits as verified by a visual inspection and written verification by the parent of treatment of the child and household as directed. When there is recurrent infestation of a student, a referral will be submitted to the Health Unit after consultation between the school administrator and the school nurse.

CHILD ABUSE AND NEGLECT

Louisiana state law considers all school personnel to act as a "Mandatory Reporter" and to report any suspected cases of child abuse to the Department of Children and Family Services at 855-4La-Kids or 855-452-5437.

SCHOOL INSURANCE

School insurance is available to all students. Student enrollment in the plan is optional. All transactions are carried on between the student's parent/guardian and the insurance company. Interested parents may contact Ms. Wenzel, the school account clerk, for more information.

INCLEMENT WEATHER

In the event of bad weather or the possible closing of school, please listen to the WWL-870 AM radio station for instructions. WWL-870 AM is the official station used by the school system to carry announcements from the Superintendent about school closings.

EMERGENCY DRILLS

Fire, tornado, and other safety drills are conducted regularly throughout the school year. Students will be made aware of the specific drill procedures and will be expected to conduct themselves in

a safe and orderly manner during all such drills. All directions given by the teachers and other school personnel are to be followed immediately. Student misbehavior during an emergency drill will result in disciplinary action.

EMERGENCY/CRISIS PLAN

Should a serious emergency or crisis occur, specific safety guidelines will be followed to insure each child's well-being. School system personnel have developed these guidelines with the cooperation of local agencies. The Senior Center has been identified as an emergency site should students have to be taken off campus.

In the event of a crisis, parents are asked to listen to the WWL broadcasting station for information. Parents are asked to not call the school since telephone lines will be needed for emergency calls. A crisis team member will contact the parent of any student who has been injured or needs assistance. Parents are also advised to not drive to the school site so that access routes can be accessible to emergency vehicles. In case of emergency evacuation, parents will be notified of the reuniting location.

No student will be dismissed from school unless an adult listed on the student's emergency card comes for him/her. **Parents are reminded to regularly update the names and telephone numbers listed on each student's emergency card.**

POLICY FOR SEARCH WITH METAL DETECTORS

In order to insure a safe environment for students and employees, the Jefferson Parish School Board has authorized periodic searches with a hand-held or stationary metal detector of school property, of students and non-students, and/or of any bags, parcels, purses, containers, etc., that are brought onto school property or to school-sponsored activities. Random searches and searches due to probable cause are allowed.

POLICY FOR CANINE SEARCHES

In order to provide a drug-free environment for students and employees, the Jefferson Parish School Board has authorized searches of school property and automobiles parked on school property using the services of canines whose reliability and accuracy for sniffing out contraband has been established.

SMOKE-FREE ENVIRONMENT

In accordance with federal and state policies, the Jefferson Parish School Board has declared that all public school buildings are to be smoke-free while students are on campus. Consequently, parents and other visitors to the school will not be permitted to smoke on school property.

ASBESTOS

Mildred S. Harris Elementary School is in compliance with Public Law 99-519, the Asbestos Hazard Emergency Response Act (AHERA) of 1986. The school's asbestos management plan is

available for public viewing in the school office. Copies of the plan can be made at a cost of 10 cents per page.

AMERICANS WITH DISABILITIES ACT NOTICE

The Jefferson Parish Public School System will make available to applicants, participants, beneficiaries, and other interested persons information regarding the provisions of the Americans with Disabilities Act and its applicability to the services, programs, or activities of the district. This information is available to apprise such persons of the protection against discrimination assured by the Americans with Disabilities Act.

NON-DISCRIMINATORY NOTICE

It is the policy of the Jefferson Parish Public School System not to discriminate in its educational programs, activities, or employment policies on the basis of race, color, religion, or national origin as required by Title VI of the Civil Rights Act of 1964; on the basis of sex as required by Title IX of the 1972 Education Amendments; or on the basis of disabilities as required by Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990. The school system also complies with the requirements of Title IV of the General Education Provisions Act, as amended, protecting the privacy of educational records.

SEXUAL HARASSMENT POLICY

The following conduct is prohibited on school grounds: the making of sexual advances or requests for sexual favors which have the purpose or effect of interfering with an individual's school performance or creating an intimidating, hostile, or offensive school environment; or conduct of a sexual nature which explicitly makes acceptance or rejection of a sexual invitation a condition for receiving favorable treatment in relation to participation in school activities or any school matter.

NOTICE

It is the policy of the Jefferson Parish Public School System not to discriminate in its educational programs, activities, or employment policies on the basis of race, color, religion, or national origin as required by Title VI of the Civil Rights Act of 1964; on the basis of sex as required by Title XI of the 1972 Education Amendments, or on the basis of disabilities as required by Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990.

The school system also complies with the requirements of Title IV of the General Education Provisions Act, as amended, protecting the privacy of educational records.

Inquiries may be made by contacting the ADA Compliance Office, 1901 Manhattan Boulevard, Suite A-201, Harvey, LA 70058 or by calling (504) 365-8525 from 8 a.m. to 4 p.m., Monday through Friday. *Revised: June, 2009*