



C.T. Janet Elementary

Student Handbook

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Table of Contents

I.	Welcome	2
	Vision/Mission/Beliefs.....	2
	Visitors and Volunteers.....	2
II.	Attendance	2
	Excused Absences	2
	Arrival and Dismissal.....	3
	Bus Students.....	3
	Student Drop-Off and Pick-Up.....	4
	Parent Parking.....	4
	Tardiness.....	4
	Phone Request for Changing a Students Means of Going Home.....	4
	Make-up Work.....	4
III.	Homework Policy	5
IV.	Parent-Teacher Conferences	5
V.	Cafeteria	5
VI.	School Supplies	6
VII.	Parental Involvement	7-8
VIII.	Discipline	8
	Positive Behavior Incentive Program.....	9
	Behavior Infractions.....	21
	Detentions	21
IX.	Lost and Found	21
X.	Accounting Procedures	22
XI.	Uniform Policy	23
	Dress Down	24
XII.	Field Trips	24
XIII.	Academics	24
XIV.	Emergency Cards	25
XV.	Parent Portal	25
XVI.	Additional Policies and Procedures	25
	Inclement Weather.....	25
	Off Campus Evacuation Due to Emergency or Threat.....	25
	Canine Searches.....	25
	Metal Detectors.....	26
	Asbestos.....	26
	Non-Discriminatory Notice.....	26
	Americans with Disabilities Act	26
	Every Student Succeeds Act (ESSA)	26-27
XVII.	Acknowledgement	28
XVIII.	Photograph and Video Release	29
XIX.	Internet Consent	31
XX.	Start Strong Jefferson Guidelines	32

Welcome

The faculty and staff of C.T. Janet Elementary School welcome you. The school days that follow are intended to be memorable ones. We hope, through our combined efforts, that your child will have a rewarding and successful educational experience. We know that you will find the setting at Janet Elementary conducive to learning. Each teacher is committed to assisting all children in developing positive attitudes towards education.

Vision

C.T. Janet will strive to be a school regarded for academic excellence and putting students first by:

- preparing students to graduate on the appropriate academic path,
- encouraging students to become life-long learners,
- developing an appreciation for diversity, and
- guiding students to embrace their roles as future leaders.

Beliefs

We Believe in...

- helping every student recognize and achieve their fullest potential, by reaching their individual academic goals,
- providing a safe, challenging, and developmentally appropriate learning environment,
- implementing rigorous, engaging, and meaningful learning opportunities through the Tier I curriculum, and
- continuously and holistically addressing all students' needs by maintaining a dedicated faculty and staff.

Visitors and Volunteers

Visitors and volunteers must go directly to the school office when entering the building. No one may go to a classroom for any reasons without receiving a visitor's badge from office personnel. All visitors and volunteers must sign the visitor sign-in book. **No other children are allowed in classes when a parent is volunteering. No children are allowed in the teacher's lounge. Volunteers are not allowed to visit classes not specified on their pass.** Visitor badge must be worn on shirt and not carried. No pets are allowed on the school campus without permission from an administrator.

Attendance

According to state guidelines and our school system calendar, an elementary or middle school student **is not allowed more than twelve (12) unexcused absences during the school year** in order to receive grades and be considered for promotion to the next grade. In order for a student to receive a grade in any nine-week period, he/she must be present thirty-five (35) days. Students in grades K-8 must be in attendance a minimum of 160 days per year to receive credit for the year's work. Student's attendance is calculated by hours. A day consists of seven hours. Hours are calculated and when they total 3½ hours it is a half day and 7 hours is a whole day. Our school system recognizes the reasons listed below that would result in an absence being classified as an excused absence. Excused absences do not count toward the total number of absences a student is allowed during the school year.

Excused Absences

The following are considered excused absences:

- A physical or emotional illness as verified by a doctor's note within five (5) days of the absence(s).
- Serious immediate family illness as verified by a physician.
- Death in immediate family, not to exceed five (5) school days.

- Observance of special and recognized religious holidays as verified by the appropriate clergy.
- School system approved travel for education trips.
- Natural catastrophe and/or disaster.
- Absences between the hearing and an appeal before the school board. All other absences due to suspensions are unexcused.
- An extended hospital stay as verified by a doctor's note.
- An extended recuperation from an accident as verified by a doctor's note.
- An extended contagious disease with a family as verified by a doctor's note.
- A parent may write a note to excuse absences. (13 days only)

For any other extenuating circumstance(s), parents/legal guardians must make a formal appeal to the Supervisor of Child Welfare and Attendance at the appropriate region office. Regular attendance at school raises a child's chances of passing to the next grade tremendously. Please monitor your child's attendance closely.

Arrival and Dismissal

Please adhere to the following:

- Students must be on the school grounds for 7:45 A.M. **Walkers and car riders will not be allowed on campus prior to 7:15 A.M without adult supervision.**
- If a student arrives before 7:15 A.M., a parent will be contacted or a probation notice will be issued. **If this occurs again the student will be required to be enrolled in child care and a suspension issued.**
- Child care is available for parents who need to pick up a child after 3:00 P.M. **NO CHILD CARE IN THE MORNING.**
- Upon arrival at school, students are to come into the building and sit in assigned areas. There is to be no playing before school.
- When the bell rings, all students are to line up quietly and walk to class.
- The normal dismissal time is 2:35 P.M. Any parent who wishes to pick up his/her child earlier than this time must come to the office and sign the student out.
- Only adults listed on the emergency card may sign a student out of school. Any person signing a student out must show identification before the student will be released.
- **Students cannot be signed out between 2:00-2:35 P.M.** Contact school if you are in route to school and will not meet the 2:00 time.
- If a student is not picked up by **3:00 P.M.**, a parent will be contacted or a probation notice will be issued. **If this occurs again the student will be required to enroll in child care and a suspension issued.**

Dismissal

- Telephone messages cannot be given to students concerning how they should go home or where they should go. The office staff has no way of knowing who the caller is and whether the information is accurate. A written note must be sent in with the guardian's signature. Students are not allowed to have cell phones on campus.

Bus Students

- A bus student must have a note 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 turned in to the teacher when the student arrives at school. If a student does not have a note, and a parent can't be reached by phone, the student will be placed on the bus. Students may ride only the bus to which they are assigned. The same behavior expected in school is expected on the bus. Misbehavior on the bus endangers the safety of all students on the bus and will not be tolerated. Behavior on the bus is also tied into the Positive Behavior Plan and can cause a student not to receive a band.

Student Drop-Off and Pick-Up

- All cars must enter the parking lot through the back gate and proceed to the driving lane closest to the school building in a single file line. **Place your child's name in LARGE PRINT on a sheet of paper in your windshield to assist with the carpool process. If name is not displayed you will be asked to park and get out for your child.** Do not get out of line to go around other vehicles. This is very dangerous for students getting in and out of vehicles. Stay in line. If you are dropping off or picking up a student, you must proceed to the canopy by the cafeteria. This is the safest means of drop-off and pick-up for the students due to the large amount of traffic. After you have dropped off or picked up your child, you are to proceed to the front gate to exit the school grounds. Drive slowly. **This gate is also an entrance for faculty and staff, so please allow for employees of the school access to this gate.** Parking in the driving lane is not allowed at any time. Only stopping to drop-off or pick-up children is allowed. If a child is not waiting in the cafeteria, you must park in a regular parking place or drive around. We cannot allow anyone to stop and block everyone else. This procedure is the same for all school days. **Do not** block the entrance, exit gates, or an available parking space.
- Students **are not** to be dropped off or picked up on **Bent Tree**, in front of the school, or through the **BUS LOADING ZONE**. Students are never to be dropped off and allowed to walk through the parking lot unattended. They are not to walk through the parking lot unattended in the afternoon. You are endangering your child when these rules are not followed. The crossing guard is there to ensure the safety of our students. It is imperative that all follow the guard's directives. All students and parents crossing the street must cross with the crossing guard. **Do not park on Bent Tree to walk your child to school. Do not block driveways or mailboxes of our neighbors. Do not allow children to walk across the parking lot without adult supervision.**

Parent Parking

- Parents are asked to park in the side parking lot when coming to school for any reason. **No parking in front driveway.** This is for school buses only. No parking is permitted in front of the cafeteria doors or in the traffic lanes. If you are waiting for a student, please park in a designated parking place. **Please remember the handicap spaces are only for vehicles that have the required handicap permit. Do not park in reserved office staff only or teacher of the year marked spots under any circumstances.** When dropping off or picking up a child for child care, please park in a parking place. **DO NOT PARK ALONG THE MEDIANS OR ON THE GRASS IN THE PARKING LOT OR ON THE OUTSIDE OF THE GATES.**

Tardiness

Students will be in class on time. When students arrive late, they miss valuable classroom instruction. Therefore, whenever a student has been tardy four (4) times, a Probation Notice will be issued.

Phone request for changing a student's means of going home

The office staff are not allowed to take a phone message from anyone requesting that a child go home in a different manner or to wait in the office until they are picked up. We have no way of verifying who you are on the phone. The request must be sent to school in writing. You may fax a request to 504-341-0548 or email the request to Mrs. Angela at angela.diamond@jpschools.org or Mrs. Sharona at sharona.comer@jpschools.org. The request must include the student name, teacher name, information on means of transportation, parent name and signature, and parent phone number. This should be used for emergency situations only. Please make sure your child knows how they will get home each morning before they go to school. We should not receive a message every day for the same child telling them how to get home. Please help us to keep our students safe by following this procedure.

Make-up Work

For excused absences of five (5) or more consecutive days, the student will be given the opportunity to initiate and complete make up work within ten (10) school days after returning to school. Extension of time may be granted at the discretion of a school administrator and the teacher in cases of extended illness. For excused absences of less than

five (5) consecutive days, the allotted time to make up the work is left to the discretion of the teacher. However, it should not exceed (10) school days.

Homework Policy

The Jefferson Parish School Board maintains that homework is an important resource in helping students learn and should be an integral part of the instructional program in grades K-12. For the homework program to be successful, however, teachers, parents, students and administrators must work closely together to assure that the homework assignment is a worthwhile experience.

Homework is a meaningful and productive experience if all persons involved share in the responsibility. It is the teacher's responsibility to clearly explain the assignment and due date. All homework will be checked on the date due and parent will be informed if the student repeatedly fails to turn in completed assignments. It is the parent's responsibility to provide the materials needed and a quiet, well-lighted place where the child can do homework. Parents must supervise homework so that good study habits are practiced **but parents must never do the assignment for the child**. Parents must insist that the child assumes the responsibility of completing assignments properly and completely. **It is the student's responsibility to pay attention in class to ask questions if he doesn't understand and to copy down the assignment correctly**. Students must select a quiet place, work carefully, and complete all assignments.

Homework will be assigned a minimum of three (3) times per week in each promotional subject and a minimum of once per week in each extended skill area in K-3. Please remember that all homework is not written and it is very important for your child to read orally to someone every night. In the fourth and fifth grades, an adult should help the student prepare for tests by going over assigned material with him/her.

Homework does count as part of the child's participation grade along with classwork and participation. This counts as 1/4 of a student's grade. Those students not completing homework assignments will not be allowed to participate in free time activities. Students who do all homework assignments each month will be awarded with a dress down pass.

Parent-Teacher Conferences

Parents must discuss their children's progress with teachers. Conferences may be scheduled before school, after school, or during planning (P.E.) period. There are two scheduled **Parent Conference Weeks** during the school year, **Nov. 2, 4-6 and March 22-26**.

Conferences are scheduled by calling the office at 340-0487. Conferences are usually scheduled before or after school or during the teacher's planning period. (Or you may contact the teacher by note, email, or Dojo). Parents should go directly to the office to meet the teacher for a scheduled conference. If you have any questions or concerns involving your child, please call the school office (340-0487) any time between 7:15 A.M. and 3:00 P.M. and a message will be given to the appropriate person or you will be forwarded to the appropriate voicemail. **Parents must discuss problems with the appropriate teacher prior to meeting with an administrator.**

Cafeteria

- **All students are free for the 20-21 school year.**
- There is **no fast food or carbonated drinks** allowed in the cafeteria.

School Supplies

Each grade level is given a school supply list. All students should have the supplies requested for their grade level. **No wheeled luggage or school bags are allowed.** No exceptions and no doctor's notes will be accepted. Wheeled book bags are a safety hazard on the stairs and in the halls. Do not bring any materials to school, which are not on the supply list unless specified by the teacher. **If an item is not on the supply list, DO NOT bring it to school.**

Fidget spinners are NOT allowed under any circumstance. If they are brought to school, they will be confiscated and returned only if a parent picks them up from school. Repeated offenses will result in a suspension. (take out? Fidget spinners are not really a thing anymore)

Cell phones are NOT allowed at school. Should a student bring a cell phone to school the school is not responsible for any damage or loss. If they are brought to school, they will be confiscated and returned only if a parent picks them up from school. Repeated offenses will result in a suspension.

Curriculum Resource Policy

Any damaged or lost books must be paid for before another book is issued. Please be aware of the following lost and damaged textbook policy:

If a student loses or damages a class book or library book during the school year, he/she will not be issued another textbook or library book until parents have made arrangements for payment.

If, at the end of a school year, a student owes for a lost or damaged class book or library book, the parents will be notified that he/she will not be permitted to reenter a Jefferson Parish School or to enter the summer school session unless arrangements for payment have been made. Should a student not be registered in school for a total of five days because parents have been negligent in making arrangements for payment the case will be turned over to the Supervisor of Child Welfare and Attendance for appropriate action under Act 109.

If a student attempts to register at another school within or outside the Jefferson Parish School System, the school to which the parents have financial obligation will withhold all records until such financial obligation are cleared.

Parental Involvement

Parental involvement is an important ingredient of our children's education. We at C.T. Janet Elementary School encourage all our parents to become active in their child's education and volunteer in the classrooms, go on field trips, and participate in school sponsored activities. It is a really easy process. Go to the office and sign the volunteer book and get a pass. The pass and mask must be worn at all times. When you leave sign out and turn in your pass. No other children are allowed when volunteering. Class size in grades K-3 are 26 students to 1 teacher and in grades 4-5, 33 students to 1 teacher. (Covid- 25 people per class) With this in mind, our teachers are always looking for some extra help in the classroom. Parents, aunts, uncles, grandparents, and siblings over 21 years of age are welcomed to come make copies, laminate, file papers, read to students, help students with review skills, etc... The following is a list of scheduled opportunities for parental involvement. However, there will be many others during the school year. Please look for weekly notices in your child's folder and monthly newsletters, which will contain information on upcoming activities. **All dates are tentative and may change. Please check monthly calendars for any changes. (Volunteering is limited to due Covid19 restrictions)**

August 3-7	Teacher welcome calls
August 17-18	Pre-K and K begin Orientation is virtual
August 17	Family Engagement/Title I meeting 6:00pm (Virtual)
August 18	Family Engagement/Title I meeting 8:00am (Virtual)
November 2, 4-6	Parent Conference Week (Make appointment with teacher)
March 22-26	Parent Conference Week (Make appointment with teacher)

Due to Covid19, many activities will be announced based on the reopening phase.

Every day we sell snacks during recess. We need volunteers to help sell snacks. If you would like to volunteer, we begin at 11:00 and end at 1:10. Please call school and let us know the day and time you will be able to volunteer. We will also need help when we do our school-wide fundraisers.

C.T. Janet Elementary agrees to implement the following statutory requirements:

- Consistent with section 1118, the school will work to ensure that the required school level parental involvement policies meet the requirements of section 1118 of the ESEA, and each include, as a component, a school-parent compact consistent with section 1118(d) of the ESEA. (See Enclosure)
- Schools will notify parents of the policy in an understandable and uniform format and, to the extent practicable, in a language the parents can understand. The policy will be made available to the local community and updated periodically to meet the changing needs of parents and the school.
- The school will involve the parents of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parental involvement is spent, and will ensure that not less than 95 percent of the 1 percent reserved goes directly to the schools.
- The school will build its own and the parent's capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement.
- The school will provide other reasonable support for parental involvement activities under section 1118 of the ESEA as the parents may request.

1. C.T. Janet Elementary will take the following actions to involve parents in the joint development of its school parental involvement plan under section 1118 of the ESEA: Develop a School Improvement Team which will consist of parents, teachers and community members.

2. C.T. Janet Elementary will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA: Conduct an end of the year evaluation of the plan which will be given to parents and teachers.
3. C.T. Janet will hold an annual meeting to inform parents of the school's participation in Title I, Part A programs, and to explain the Title I, Part A requirements and the right of parents to be involved in Title I, Part A programs. The school will convene the meeting at a time convenient for parents and will offer a flexible number of additional parental involvement meetings, such as in the morning or evening, so that as many parents as possible are able to attend. The school will invite all parents of children participating in Title I, Part A programs to this meeting, and will encourage them to attend, by: Sending notices home in the weekly communication folder, posting notice on face book and the webpage, posting on the parent boards and the school marquee.
4. C.T. Janet Elementary will provide each parent an individual student report about the performance of their child on the State assessment in at least math, language arts and reading by: Providing a copy of each students' report for the LEAP state assessments in math, English language arts, and science upon release.
5. C.T. Janet Elementary will take the following actions to provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in section 200.56 of the Title I Final Regulations (67 Fed. Reg. 71710, December 2, 2002) by: Completing a notice to parents to notify them of a teacher who is not certified after 4 or more consecutive weeks and completion of the Title I Attestation to verify that all classes have a certified teacher.

Discipline

The following behavior events are considered MAJOR INFRACTIONS and warrant a behavior referral:

- Abusive / Inappropriate Language / Profanity / Gestures - Verbal message that includes swearing, name calling, or use of words in an inappropriate way.
- Alcohol - Student is in possession of or is using alcohol. (real or look alike)
- Arson - Student plans and/or participates in malicious burning of property.
- Bomb Threat / False Alarm - Student delivers a message of possible explosive material being on campus, near campus, and/or pending explosion.
- Combustibles - Student is in possession of substances / objects readily capable of causing bodily harm and / or property damage (matches, lighters, firecrackers, gasoline, and lighter fluid). (real or look alike)
- Defiance / Disrespect / Subordinate / Non-Compliance - Refusal to follow directions, talking back and/or socially rude interaction.
- Disruption - Behavior causing an interruption in a class or activity. Disruption includes sustained loud talk, yelling, or screaming; noise with materials; horseplay or roughhousing; and/or sustained out-of-seat behavior.
- Dress Code Violation - Student wears clothing that does not fit within the dress code guidelines practiced by the school district and/or C. T. Janet Elementary. Student does not wear all parts of the uniform as described in the C. T. Janet Handbook. 3 or more violations.
- Fighting / Physical Aggression - Actions involving serious physical contact where injury may occur (e.g., hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.).
- Theft - Student is in possession of, having passed on, or being responsible for removing someone else's property.
- Harassment / Tease / Taunt / Bullying / Threatening / Forgery - Student delivers disrespectful message (verbal or gestural) to another person that includes threats and intimidation; obscene gestures, pictures or written words or has signed a person's name without that person's permission.
- Lying / Cheating / Making False Accusations - Student delivers message that is untrue and/or deliberately violates rules.
- Other Drugs - Student is in possession of or is using illegal drugs/substances or imitations. (real or look alike)

- Skip Class / Truancy - Student leaves class/school without permission or stays out of class/school without permission.
- Tobacco - Student is in possession of or is using tobacco. (real or look alike)
- Vandalism / Property Damage - Student participates in a deliberate activity that results in substantial destruction or disfigurement of property and/or impairs the usefulness of property. (Property is defined as "Other than their own")
- Weapons - Student is in possession of knives or guns (real or look alike), or other objects readily capable of causing harm.
- Sale of Any Items For Money On School Grounds - Student is selling any item not sponsored by the school.
- Explicit / Vulgar / Offensive Materials - Student is in the possession of ANY materials that is considered explicit, vulgar, or offensive. (Including but not limited to: drawings, notes, pornography, videos, video games, CD's, DVD's, etc.)
- Other - Problem behavior causing a referral which is not listed above. Staff using this area will specify the problem behavior observed.

Please note that all major behavior infractions will warrant a referral to be issued. All referrals resulting in a SUSPENSION will require band REMOVAL. ** A Probation Notice is considered a suspension until the parent returns for the conference. A Parental Conference request IS NOT considered a suspension. Suspensions Include: Probation Notice; In School; Out of School; Remainder of the Year

Positive Behavior Incentive Program

PBIS is a collaborative, assessment-based approach to developing effective interventions for problem behavior, emphasizes the use of proactive, educative, and reinforcement-based strategies to achieve meaningful and durable behavior and lifestyle outcomes, and aims to build effective environments in which positive behavior is more effective than problem behavior

C. T. Janet Elementary Has Adopted the Following Three School Wide Expectations:

Just Be Safe
Always Be Respectful
You Can Be Responsible

School Rules and Behavioral Expectations

Area	Just Be Safe	Always Be Respectful	You Can Be Responsible
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Area	Just Be Safe	Always Be Respectful	You Can Be Responsible
<p>All Common Areas (These rules should be followed)</p>	<ul style="list-style-type: none"> • Keep hands, feet, and objects to self • Walk facing forward • Walking feet (except for playground) • Use safe hands 	<ul style="list-style-type: none"> • Use kind words and actions (Avoid back talking, rolling eyes, smacking lips, sucking teeth and inappropriate gestures) • Wait your turn • Clean up after self • Follow adult directions • Address others by given name • MYOB in matters that do not pertain to you • Before speaking wait patiently to be acknowledged • Allow adults to pass in front of you • Avoid Inappropriate physical contact • Respect others property • Use proper manners • Avoid bullying 	<ul style="list-style-type: none"> • Remind others to follow school rules • Always have a pass when in hallway • Full proper uniform daily • Be honest • Take care of all personal belongings and school property • Be on time for class • Writing on self or other items is inappropriate • Only eat appropriate snacks in class • Have appropriate hygiene • Inappropriate items should be left at home • Belts required grades 2-5 • Shirt tucked in at all times • Shoes must be tied • Report bullying or inappropriate behavior to the nearest adult

Area	Just Be Safe	Always Be Respectful	You Can Be Responsible
Cafeteria	<ul style="list-style-type: none"> • When you get off the bus go to the cafeteria first • Keep feet on the floor under the table. • Food/and or straws must remain in the cafeteria • Stay in seat • Face forward in line • Keep hands, feet, and objects to self • Walking feet • Use safe hands 	<ul style="list-style-type: none"> • Keep place in line • Keep hands off of others food • Allow anyone to sit next to you • Use inside voices at all times • Follow adult directions • Use kind words and actions (Avoid back talking, rolling eyes, smacking lips, sucking teeth and inappropriate gestures) • Wait your turn • Clean up after self • Address others by given name • MYOB in matters that do not pertain to you • Before speaking wait patiently to be acknowledged • Avoid inappropriate physical contact • Respect others property • Use proper manners • Avoid bullying 	<ul style="list-style-type: none"> • Leave the cafeteria when finished breakfast • Wait to be dismissed after lunch • Get all utensils, napkins, milk and condiments when first going through line or raise your hand if you forget • Clean your eating area • Remind others to follow cafeteria rules • Only eat appropriate snacks in cafeteria • Report bullying or inappropriate behavior to the nearest adult

Area	Just Be Safe	Always Be Respectful	You Can Be Responsible
Playground/ Recess	<ul style="list-style-type: none"> • Walk to and from playground • Rocks, sticks and other such items should remain on the ground • Keep hands, feet, and objects to self • Use safe hands • Play appropriately on playground equipment • Shoes must be tied 	<ul style="list-style-type: none"> • Play fairly • Include everyone • Only appropriate physical contact • Use kind words and actions (Avoid back talking, rolling eyes, smacking lips, sucking teeth and inappropriate gestures) • Wait your turn • Address others by given name • MYOB in matters that do not pertain to you • Before speaking wait patiently to be acknowledged • Respect others property • Use proper manners • Avoid writing on tables, walls, or other equipment • Avoid bullying 	<ul style="list-style-type: none"> • Appropriate behavior in restroom • Line up in number order when bell rings • Remind others to follow school rules • Take care of all personal belongings and school property • Be on time for class • Shoes must be tied • Report bullying or inappropriate behavior to the nearest adult

Area	Just Be Safe	Always Be Respectful	You Can Be Responsible
<p>Passing Areas: Halls, Breezeways, sidewalks, stairwells</p>	<ul style="list-style-type: none"> • Stay in pink square in a straight line facing forward • Hold railings on stairs • Step on every step • Walking feet and safe hands • Keep hands, feet, and objects to self • Use safe hands • Shoes must be tied • Walk facing forward 	<ul style="list-style-type: none"> • Hold the door open for others • Talking in hallways disrupts others • Respect other's space • Use kind words and actions (Avoid back talking, rolling eyes, smacking lips, sucking teeth and inappropriate gestures) • Wait your turn • Follow adult directions • Address others by given name • MYOB in matters that do not pertain to you • Before speaking wait patiently to be acknowledged • Avoid inappropriate physical contact • Respect others property • Use proper manners • Avoid bullying 	<ul style="list-style-type: none"> • Stay on sidewalk, under breezeway, or on pink squares • Must have hall pass • Remind others to follow school rules • Be honest • Take care of all personal belongings and school property • Be on time for class • Avoid writing on tables, walls, or other equipment • Belts required grades 2-5 • Shirt tucked in at all times • Shoes must be tied • Report bullying or inappropriate behavior to the nearest adult

Area	Just Be Safe	Always Be Respectful	You Can Be Responsible
Bathrooms/Water Fountains	<ul style="list-style-type: none"> • Keep feet on floor • Keep water in sink • Wash hands • Put trash in garbage can • Report any mess to an adult • Keep hands, feet, and objects to self • Walk facing forward • Use safe hands 	<ul style="list-style-type: none"> • Knock on stall doors • Give others privacy • Use inside voices at all times • Wait your turn • Fountains are for drinking purposes only • Only appropriate physical contact • Use kind words and actions (Avoid back talking, rolling eyes, smacking lips, sucking teeth and inappropriate gestures) • Clean up after self • Follow adult directions • Address others by given name • MYOB in matters that do not pertain to you • Respect others property • Use proper manners • Avoid writing on tables, walls, or other equipment • Avoid bullying 	<ul style="list-style-type: none"> • Flush toilet after use • Return to room promptly • Drink fair share of water • Use toilet and urinals correctly • Wash and dry hands after using the bathroom • Keep mouth a safe distance from the fountain • Remind others to follow school rules • Always have a pass when in hallway • Have appropriate hygiene • Belts required grades 2-5 • Shirt tucked in at all times • Shoes must be tied • Report bullying or inappropriate behavior to the nearest adult

Area	Just Be Safe	Always Be Respectful	You Can Be Responsible
Bus Areas/ Car Riders	<ul style="list-style-type: none"> • Walk to assigned area • Sit in assigned areas • Wait until you or your bus is called • Keep hands, feet, and objects to self • Walk facing forward • Walking feet at all times • Use safe hands • Stay behind the cones • Stay on sidewalk 	<ul style="list-style-type: none"> • Car riders remain seated in grade level lines until called • Bus riders sit in assigned area until called • Follow adult directions • Use inside voices at all times • Use kind words and actions (Avoid back talking, rolling eyes, smacking lips, sucking teeth and inappropriate gestures) • Address others by given name • MYOB in matters that do not pertain to you • Respect others property • Use proper manners • Avoid writing on tables, walls, or other equipment • Avoid bullying 	<ul style="list-style-type: none"> • Arrive to school on time • Follow rules • Wait to be called • All students enter through front entrances unless eating breakfast, go to cafeteria • Remind others to follow school rules • Take care of all personal belongings and school property • Be on time for class • Avoid writing on tables, walls, or other equipment • Report bullying or inappropriate behavior to the nearest adult

Area	Just Be Safe	Always Be Respectful	You Can Be Responsible
Bus	<ul style="list-style-type: none"> • Remain seated while bus is in motion • Sit facing forward and in assigned seats • Keep hands, feet and objects to self • Use inside voices • All objects stay inside the bus • Report problems to the driver 	<ul style="list-style-type: none"> • Wait your turn in bus line • Respond to the driver's instructions • Avoid inappropriate physical contact • Bus riders sit in assigned area until called • Follow adult directions • Use inside voices at all times • Use kind words and actions (Avoid back talking, rolling eyes, smacking lips, sucking teeth and inappropriate gestures) • Address others by given name • MYOB in matters that do not pertain to you • Respect others property • Use proper manners • Avoid writing on tables, walls, seats, or other equipment • Avoid bullying 	<ul style="list-style-type: none"> • Arrive to school on time • Follow bus rules • Walk to bus when called • Remind others to follow school rules • Take care of all personal belongings and school property • Be on time for class • Avoid writing on tables, walls, seats or other equipment • Report bullying or inappropriate behavior to the nearest adult

Area	Just Be Safe	Always Be Respectful	You Can Be Responsible
P.E.	<ul style="list-style-type: none"> • Sit in assigned area when you arrive • Stay in designated area • Keep shoes on • Keep hands, feet and objects to self • Use inside voices • Report problems to the P.E. Coach 	<ul style="list-style-type: none"> • Follow rules of the game • Include others • Show good sportsmanship • Line up when called • Follow adult directions • Use inside voices at all times • Use kind words and actions (Avoid back talking, rolling eyes, smacking lips, sucking teeth and inappropriate gestures) • Address others by given name • MYOB in matters that do not pertain to you • Respect others property • Use proper manners • Avoid writing on tables, walls, seats, or other equipment • Avoid bullying 	<ul style="list-style-type: none"> • You must have permission or a hall pass for water and restroom • Return equipment after use • Remind others to follow school rules • Take care of all personal belongings and school property • Be on time for class • Avoid writing on tables, walls, seats or other equipment • Report bullying or inappropriate behavior to the nearest adult

Area	Just Be Safe	Always Be Respectful	You Can Be Responsible
Special Events and Assemblies	<ul style="list-style-type: none"> • Wait in classroom until called • After assembly wait until teacher calls for class before standing to leave • Keep hands, feet and objects to self • Use inside voices • Walk facing forward • Walking feet • Use safe hands 	<ul style="list-style-type: none"> • Sit C. T. Janet style • Listen to speaker • Keep eyes on speaker • Applaud appropriately • Keep hands, feet and objects to self • Follow adult directions • Use inside voices at all times • Use kind words and actions (Avoid back talking, rolling eyes, smacking lips, sucking teeth and inappropriate gestures) • Address others by given name • MYOB in matters that do not pertain to you • Respect others property • Use proper manners • Avoid bullying 	<ul style="list-style-type: none"> • Provide appropriate questions and responses if requested • Remind others to follow school rules • Report bullying or inappropriate behavior to the nearest adult

Area	Just Be Safe	Always Be Respectful	You Can Be Responsible
Office	<ul style="list-style-type: none"> • Ring bell to enter front doors • Stay inside building • Walking feet • Use inside voices • Use safe hands • Keep hands, feet and objects to self • Keep folders and envelopes sealed 	<ul style="list-style-type: none"> • Office phones for emergency purposes only. Get permission before using. • Wait your turn in line • Use kind words and actions (Avoid back talking, rolling eyes, smacking lips, sucking teeth and inappropriate gestures) • Follow adult directions • Address others by given name • MYOB in matters that do not pertain to you • Before speaking wait patiently to be acknowledged • Allow adults to pass in front of you • Avoid inappropriate physical contact • Respect others property • Use proper manners • Avoid bullying 	<ul style="list-style-type: none"> • Must have office pass • Return to room promptly and be on time • Remind others to follow school rules • Be honest • Take care of all personal belongings and school property • Avoid writing on tables, walls, or other equipment • Belts required grades 2-5 • Shirt tucked in at all times • Shoes must be tied • Report bullying or inappropriate behavior to the nearest adult

Area	Just Be Safe	Always Be Respectful	You Can Be Responsible
Library	<ul style="list-style-type: none"> • Walking feet /safe hands • Push in chairs • Use inside voices • Keep hands, feet and objects to self • Stay in seat 	<ul style="list-style-type: none"> • Follow Librarian's instructions • Remain quiet/Reading in progress • Wait your turn in line • Use kind words and actions (Avoid back talking, rolling eyes, smacking lips, sucking teeth and inappropriate gestures) • Address others by given name • MYOB in matters that do not pertain to you • Before speaking wait patiently to be acknowledged • Avoid inappropriate physical contact • Respect others property • Use proper manners • Avoid bullying 	<ul style="list-style-type: none"> • Take care of your library book • Return to room promptly and be on time • Remind others to follow school rules • Be honest • Take care of all personal belongings and school property • Avoid writing on tables, walls, or other equipment • Belts required grades 2-5 • Shirt tucked in at all times • Shoes must be tied • Report bullying or inappropriate behavior to the nearest adult
Classroom	Each Classroom will define their expectations for being SAFE, RESPECTFUL, and RESPONSIBLE		

Behavior Infractions

-5 Points/Green Strips

- G1 uniform violation
- G2 talking excessively
- G3 being inattentive
- G4 not following directions
- G5 unsigned papers/notes
- G6 being unkind to others
- G7 incomplete classwork
- G8 incomplete homework
- G9 looking at others work for answers
- G10 leaving seat without permission
- G11 lack of materials
- G12 Not sitting correctly in chair
- G13 Not using inside voices

-7 Points/Yellow Strips

- Y1 annoying other
- Y2 improper behavior/language
- Y3 interfering with instruction
- Y4 lack of cooperation
- Y5 inappropriate behavior outside classroom (bathroom, bus Duty, P.E., recess, cafeteria, library, hallway)
- Y6 Disturbing others during nap (Pre-K) in class
- Y7 Any G code repeated more than 3 times

-10 Points/Red Strips

- R1 improper behavior/language
- R2 misconduct at a special function (including field trips)
- R3 rude/discourteous behavior toward any adult
- R4 bullying
- R5 fighting/hitting/pushing
- R6 stealing
- R7 cheating
- R8 being dishonest
- R9 name-calling
- R10 destruction to school property
- R11 consistent disregard for rules
- R12 Bringing electronics/forbidden articles (Items not on the supply list)

Our discipline policy is school-wide. It's based on a point system. When students commit an infraction, points are deducted. Weekly conduct grades are based on this system. Good behavior will be rewarded. When a MAJOR infraction occurs a referral will be written. If action is taken regarding the referral an F will be recorded on the student's discipline sheet for the week.

All Pre-k through 2nd grade students will have a behavior folder that is sent home on a daily basis for the parent to sign. Behavior codes are recorded in student agendas for 3rd- 5th grade students. Parents are required to sign when infractions are recorded.

Class Dojo will be utilized as a way to communicate between the school and parent. Be sure to sign up for Class Dojo.

Detentions

Should a student receive a detention, he/she is required to report to school at 2:45pm. or noted time on the designated day. Students must report to the office or designated classroom for detention after dismissal. If the 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. A detention will only be rescheduled one time. If the detention is not served, the student will be suspended.

Lost and Found

All articles that are found should be turned in to the teacher or the office. Any student who has lost something should ask to check for the article in the office. Parents are welcome to come to the office to check for lost articles. All articles left at the end of the year will be donated to a charitable organization. **Please put your child's name on all belongings (supplies, jackets, sweatshirts, lunch boxes, etc.) The School is not responsible for any lost or stolen items. AT THE END OF EACH QUARTER, ITEMS NOT CLAIMED FROM THE LOST AND FOUND WILL BE DONATED TO A NON-PROFIT ORGANIZATION.**

Accounting Procedures

NO CHECKS ALLOWED. All payments to the school and cafeteria must be cash only or cashier's check. Checks are allowed for Pre-K tuition only. **All field trip permission forms and money must be turned in by the stated due date, 9:30a.m., no exceptions. All payments must be turned in by 9:30a.m., no money will be accepted after 9:30 a.m.**

Uniforms

The official uniform at C.T. Janet Elementary consists of the following:

Top: School Shirt –**ONLY Navy Blue** “T” Shirt, Golf Shirt, Blouse or Sweatshirt **with school emblem** embroidered, silk screened or lextra on it. Shirts worn under uniform shirt **must be solid white only**. Shirts must be tucked in for all grade levels.

Pre-K and K Students Only – **Dark Purple** “T” Shirt, Golf Shirt with **school emblem and JPPSS Pre-K or Kindergarten**. Shirts worn under uniform shirt must be white only. **IF THEY RIDE THE BUS THEY MUST ALWAYS HAVE A PURPLE SHIRT ON; EVEN ON DRESS DOWN DAYS THEY MUST WEAR THE UNIFORM SHIRT.**

Shirts must be tucked in for all grade levels.

Bottom: Solid Navy Blue Uniform Skirt, Jumper, Pants, Shorts, or Skorts. **No** flare legs, baggies, leggings, nylon warm up pants, or cargo pants. **Stockings/tights** worn must be navy blue or white and **must cover the feet**. (No ankle stockings/tights) Solid Navy Blue sweat pants may be worn during the winter months only. **Bottoms must be worn on the waistline. Under-garments should not be seen. Do not buy pants a size larger. Pants must be hemmed, not rolled or frayed at the edges.**

Outerwear: Sweaters and sweatshirts may be worn inside the building, but must be school uniform or solid navy blue. School emblem only. **No other Logos allowed.** Any jacket may be worn outside. **NO HOODIES ALLOWED.**

Overcoats: May be any color or style.

Shoes & Socks Lace up or Velcro **tennis shoes only. Tennis shoes may not be higher than a regular high top tennis shoe.** May be any color. **NO heelys with or without wheels. No light up shoes. Must wear solid white socks only.** (No trim or logos of different colors on the socks.) **No sandals, open toe or open back shoes.** Entire foot must be covered. **No platform shoes, high heel shoes, or boots. Tights or stockings** worn must be white or navy blue only and must cover the feet.

Belts: Required for grades 2 – 5 (Black, Navy Blue, or Dark Brown only). No large buckles (No larger than 1-1/1/2 inches), rhinestones, sequins or flashy items on belts. **Solid colors only.**

Accessories No large headbands, no animal ear headbands, or large bows/flowers which become a distraction to students. Headbands must lay flat against the head. No attachable tails.

Other Masks must be worn by all people on campus. Face shields may be worn, however a mask must also be worn.

All Uniforms must be properly fitting.

We have experienced numerous problems in the past regarding the fit of the uniform. In most instances pants and shirts are bought and worn by students that are several sizes too large. This opens the door for possible safety concerns. Oversized clothes better allows for concealment of weapons, drugs, or drug paraphernalia and becomes a safety hazard because students trip on pants.

This practice will be discontinued! All uniforms worn by C.T. Janet students must be of the proper size and fit. Pants must fit at the waist so as not to fall below the hips and buttocks and the length of which should be to the top of the shoe.

Any student found in violation of dress code as pertains to proper fit will be given a warning letter on the first offense. On the second offense the student will be issued a detention. On the third offense the student will be suspended from school until the problem is addressed by the parent/student and corrected.

Dress Down

Please adhere to the following rules for dress down days:

- Students must receive notification from the teacher that they have met all requirements for the dress down day.
- Clothing must be properly fitting.
- No sleeveless or cap sleeves shirts for girls or boys.
- No sandals, open toe or open back shoes. No platform shoes, high heel shoes, or boots. Entire foot must be covered. No heelys with or without wheels. No light up shoes. **Lace up or Velcro tennis shoes only.**
- No hats, bandanas, or sweatbands may be worn unless indicated on the dress down pass.
- Students must only dress down on the designated day. If a student dresses down on the wrong day, the students will not be allowed to participate on the designated day.
- Any student who violates the rules for dress down day will not be allowed to participate in the following dress down day activity.
- Students must follow any special directions given for each dress down day. (Ex. Red shirt day, blue jean day, favorite sports team day, etc...)
- Pre-K and K students must always wear the purple uniform shirt if they ride the bus.

Field Trips (Not allowed due to Covid19)

All field trip permission forms will be sent home about 2 weeks prior to the trip. The deadline date will be stated on this form. No money or permission forms will be accepted after 9:30 a.m. on the due date. If a parent misses the deadline date and decides to take their child on the field trip themselves, they will be considered a regular visitor to the location and will not be allowed to participate with the school group or receive the group price for admission. In order for a chaperone to attend a field trip, the chaperone contract MUST be signed and returned. Because payments to secure reservations are due ahead of time, no refunds can be given to any student or chaperone that is unable to attend for any reason, including illness and behavior.

In order to attend a field trip as a chaperone, a chaperone form must be completed and returned to school in September.

Academics

A, B, C, D, F Grading Scale: A = 93-100 B = 85-92 C = 75-84 D = 67-74 F = 66 -50*
(This is for ELA and Math grades 1-5 and Science and Social Studies for grades 3-5)

M, P, N Grading Scale- (Kindergarten Only)

M (Mastery)= 100-93 P (Progressing)= 92-75 N (Needs Improvement)= 74-50

O, S, N, U Grading Scale- (Grades 1-5 P.E., Grades 1-2 Science and Social Studies, and Grades 1-5 ELL Beginners All Courses)

O (Outstanding)= 100-93 S (Satisfactory)= 92-80 N (Needs Improvement)= 79-67

U (Unsatisfactory) 66-50

***As per JPPSS Policy, no score less than a 50 may be entered in the electronic gradebook.**

Homework assignments must be completed and submitted by the assigned date in order to receive credit. At the end of each nine weeks period, award certificates will be given to those who have achieved the Honor Roll.

- **A Honor Roll** – A student earns an **A** or **O** in every subject.
- **B Honor Roll** – A student earns an **A, B, O, or S** in every subject.

All students, teachers, parents and administrator must sign the compact for student success and return the form to the school by the end of August.

Emergency Cards

The information on emergency cards is very important. If a child becomes sick or is injured, we must be able to contact a parent. Please be sure your child has an emergency card on file and please keep the phone numbers current. Remember that students may be released only to persons listed on the emergency card. **We must have three (3) working numbers at all times or student will be suspended.** If it is found that an emergency card is not current the parent will be notified by letter and must update the card within 24 hours to avoid the student from being suspended. The school office will **not** make long distance phone calls.

Parent Portal

Check for information on how to set up your parent portal at jpschools.org.

Additional Policies and Procedures

Inclement Weather

In the event of bad weather or possible closing of school, please listen to WWL radio (870AM) for instructions from the school system. If you have any questions, please feel free to call the school office between 7:45am-2:35pm at 340-0487

Off Campus Evacuation Due to Emergency or Threat

Our off campus evacuation sites are the Bent Tree Walking Track and Estelle Elementary located at 2800 Barataria Blvd. In the event students must be moved off campus we will evacuate to the Bent Tree Walking Track first. From there buses will come and transport students to Estelle Elementary. If this should occur, parents and/or guardians will be notified by phone message giving instructions on procedures for reuniting our families. **Please, under no circumstances are parents and/or guardians to come to the walking track to pick up their children. This will cause congestion in the area and will prevent emergency support or bus transportation from getting to our students. No students will be dismissed prior to arriving at Estelle Elementary.**

Canine Searches

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

Metal Detectors

In order to provide a safer environment for students and employee, the Jefferson Parish School Board shall authorize searches with a hand-held or stationary metal detector of school board property, of students and non-students, and/or any bags, parcels, purses, containers, etc., that they bring on the school property or to school sponsored activities.

Asbestos

Our school building has been examined for the presence of asbestos. According to the inspection report prepared by Asbestos Environmental Controls, the facility is asbestos free. Therefore, a management plan is not required.

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 the Title IX of the 1972 Educational 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.

Americans with Disabilities Act

This is to advise the public that 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, and make such information available to them in such a manner to apprise such persons of the protection against discrimination assured by the Americans with Disabilities Act.

Every Student Succeeds Act (ESSA)

The Every Student Succeeds Act (ESSA) requires that both SEAs (states) and LEAs (local districts) receiving Title I, Part A funds prepare and widely disseminate an annual report. State and local report cards must include information about public schools related to student subgroups and school performance metrics, accountability, per-pupil expenditures, and educator qualifications, as well as any other information that the SEA or LEA deems relevant.

State and local report cards must be:

- Developed along with parents.
- Concise and presented in an understandable and uniform format accessible to persons with disabilities.
- Provided in a language that parents can understand (to the extent practicable).
- Posted annually on state and LEA websites on or before December 31 for the preceding school year (e.g., by December 31, 2018, for the 2017-2018 school year).

Under ESSA, state and LEA report cards must include: (1) an overview section and (2) a detail section. The overview section includes:

- The number and percentage of students at each achievement level (at least 3) on each of the state's academic assessments in mathematics, reading/language arts, and science.
- The English language proficiency of English learners.

- The performance on each measure within the state’s academic progress indicator (such as growth) for schools that are not high schools.
- High school graduation rates (four-year cohort and extended-year, if state is using).
- The performance on each measure of school quality or student success.

The detail section includes:

- The minimum number of students (N-size) necessary to be included in each of the student subgroups for use in the accountability system.
- Progress toward the long-term goals and measurements of interim progress for academic achievement, graduations rates, and English learners achieving English proficiency for all students and for each student subgroup.
- The state’s system of meaningful differentiation including the indicators, the weight of each indicator, and the methodology used to determine consistently under-performing for any subgroup of students.
- The number and names of all schools identified for comprehensive or targeted support and improvement.
- The percentage of students assessed and not assessed, for all students and each subgroup of students.
- Information submitted to the Civil Rights Data Collection regarding such measures as suspensions, expulsions, chronic absenteeism, bullying and harassment, preschool enrollment, and teacher qualifications.
- Per-pupil expenditures of federal, state, and local funds for each school district and each school for the preceding year (beginning with 2018-2019 SY).
- Number and percentages of students with the most significant cognitive disabilities who take the alternate assessment on alternate academic achievement standards by grade and subject.
- Results of the state on the National Assessment of Educational Progress (NAEP) in reading and math in grades 4 and 8 compared to the national average of NAEP results.
- Enrollment in public and private postsecondary education, where available, by each student subgroup.
- Educator qualifications.
- Information on school improvement funds, by LEA and school.
- Any additional information the state believes is important to parents, students, and other members of the public.

ACKNOWLEDGEMENT FORM

STUDENT'S NAME _____

TEACHER'S NAME _____

We hereby acknowledge that we will be held accountable for all rules and regulations.

Student's Signature

Date

Parent/Guardian's Signature

Date



Please return this sheet by: _____ **Friday, August 28, 2020**

Photograph and Video Release

I do hereby grant to the Jefferson Parish Public School System permission for my child, _____, to be photographed, videotaped or filmed while participating in C.T. Janet Elementary School activities. I fully understand that this film will be shown at School Board Meetings, in-service meetings, wikis, school website, eboard, school Facebook, Google Classroom, Google Meets, Zoom, and other gatherings which concern the education of children.

I further understand that the film may be telecast over any American or Foreign Broadcast system on any date(s) and time(s) so scheduled by the Broadcast facility.

I hereby release the Jefferson Parish Public School System and its employees from all claims and liabilities resulting from the usage of such pictures.

Signature of Parent

Date

Student Name

Please return to the teacher by **Friday, August 28, 2020.**

Internet Consent

JEFFERSON PARISH PUBLIC SCHOOLS

Parental Consent Form for Student Access to the Internet Computer Network & Student Agreement Regarding Internet Access

POSSIBLE RISKS INVOLVED IN STUDENT USE OF THE INTERNET COMPUTER NETWORK (referred to hereafter as "Internet"), INCLUDE BUT ARE NOT LIMITED TO:

- ▶ There is the possibility that there may be materials present or otherwise available on the Internet that some students, parents, or teachers may find controversial, offensive, objectionable, pornographic or otherwise inappropriate for minors.
- ▶ Some services available on the Internet could be considered offensive, and students must take responsibility for their own actions in navigating the network.
- ▶ It is virtually impossible to prevent students from getting to materials whose presence the school system never anticipated, while preserving the student's status as a full member of the Internet community.
- ▶ The school system policy cannot formalize precise limits upon a student's access. Rather, it is the student's responsibility to follow standards set by their parents.

STUDENT RESPONSIBILITIES IN INTERNET USAGE:

- ▶ Students have a responsibility to use appropriate language when using the Internet. The school system will not tolerate a student's use of profanity or obscenity on the Internet, and the use of such inappropriate language on the Internet may result in school disciplinary action and the student losing Internet privileges.
- ▶ As community members, students must respect the rights of others in both the local community and in the Internet at large. Offensive, obscene, harassing, abusive or inflammatory language, pictures, or materials, and/or personal attacks are unacceptable uses of the Internet, and students who engage in such communications on the Internet may be subject to school disciplinary action and/or loss of Internet privileges.
- ▶ Students have the responsibility to follow copyright laws and rules, and must respect all copyright issues regarding software, information, and attributions of ownership in their exercise of Internet privileges. A student's failure to do so may result in school disciplinary action, the loss of Internet privileges, and/or prosecution under applicable state and federal law.
- ▶ Students must recognize the privacy rights of others, and refrain from re-posting personal communications without the original author's prior consent. Failure to do so may result in school disciplinary action and/or the student's loss of Internet privileges.
- ▶ Students must use the Internet only for legal activities. A student who engages in illegal activities, including but not limited to, tampering with computer hardware or software, computer piracy, hacking, unauthorized entry into computers, or knowledgeable vandalism or destruction of computer files will be subject to school disciplinary action, lose Internet privileges, and may be prosecuted for criminal violations under applicable state and/or federal law.
- ▶ Students are responsible for avoiding the knowing or inadvertent spread of computer viruses. Deliberate attempts to degrade or disrupt system performance by spreading computer viruses is considered criminal activity under state and federal law. A student who engages in such activity will be subject to school disciplinary action, lose Internet privileges, and may be prosecuted for criminal violations under applicable state or federal law.
- ▶ A student must accept full responsibility for usage of his or her account. A student's failure to fulfil this responsibility by giving his or her password to another may result in school disciplinary action and/or the loss of Internet privileges.
- ▶ A student must take responsibility for his or her own messages, actions and words on the Internet. Failure to fulfil these responsibilities may result in school disciplinary action and/or loss of Internet privileges.
- ▶ Students have the responsibility to display exemplary behavior when using the Internet, and must conduct themselves as representatives of both their respective schools and the community as a whole. Failure to fulfil this responsibility may result in school disciplinary action and/or loss of Internet privileges.

STUDENT AGREEMENT:

I have read and understand my responsibilities in exercising the privilege of using the Internet Communications System. I agree to follow the rules and regulations of the Jefferson Parish Public School System when using the Internet, and to fulfil my responsibilities as outlined above. I understand that any violation of the school system's rules and regulations, or my failure to fulfil my responsibilities in using the Internet may result in school disciplinary action, loss of my access privilege on the Internet, and/or prosecution under applicable state and/or federal law.

Student User's Signature: _____

Date: _____

CONSENT OF PARENT OR GUARDIAN:

As the parent or guardian of the above-named student, I have read and understand the terms and conditions for my child's use of the Internet Communication System at school, and the possible risks involved in my child's use of the Internet. I have read and understand, and have discussed with my child the school system's rules and regulations, and my child's responsibilities in accessing and using the Internet. I understand that the opportunity being provided to my child to access the Internet at school is designed for educational purposes, and that the Jefferson Parish Public School System is taking reasonable precautions to eliminate materials that may be considered controversial, offensive, objectionable, pornographic or otherwise inappropriate for minors. However, I also recognize that restricting access to all such materials is impossible for the school system I will not hold the School System responsible for materials acquired by my child on or through the Internet either at school, or away from school using such knowledge and skills in accessing the Internet as my child may acquire at school.

Parent/Guardian (please print) _____

Signature: _____

Date: _____

Please return to the teacher by **Friday, August 28, 2020.**

Guidelines for Field Trip Chaperones (Cancelled)

1. Chaperones will be chosen on a rotating basis, giving everyone the opportunity to attend a field trip during the year.
2. Each chaperone will be responsible for a particular group of children, not just their own child.
3. The chaperone must remain with this group at all times, including taking students to restrooms. Please notify the teacher if there is an emergency and you must leave.
4. All chaperones must follow the agenda given to them by the teacher.
5. Chaperones must ride the school bus with their group. Parents **cannot** take their cars and join the group at the field trip location.
6. Chaperones must report any behavior problems to the teacher immediately. Chaperones are not to touch students at any time.
7. Only parents, grandparents, or legal guardians may serve as chaperones. **No other adults or children are allowed on field trips. Chaperones must be of legal age (21 years).**
8. **Chaperones are not allowed to purchase anything for themselves or the students in their group. We would like all children to have an equally exciting experience. If this occurs you will not be able to chaperone on future trips.**
9. Chaperones must be at school at least 15 minutes before the time the buses are scheduled to leave. If late and you miss the bus, refunds cannot be given.
10. All chaperones must pay the cost of the trip as indicated on the field trip permission slip form.
11. Chaperones must dress appropriately. Midriffs and “short” shorts are not allowed. There is usually a lot of walking, so wear walking shoes or tennis shoes. Administrators can refuse a chaperone’s participation if their attire is inappropriate.
12. **Chaperones must not smoke, drink alcoholic beverages, or talk on cell phones while on a field trip. Cell phones should be turned off and used only in an emergency.**
13. A doctor's note is required for all expectant mothers and for adults with any medical condition who wish to chaperone.
14. Everyone who plans to serve as a chaperone must sign that he/she understands and will follow these guidelines.

If you wish to serve as a chaperone for your child's class during the 2020 - 2021 school year, you must sign below and **return the bottom section to your child's teacher by Friday, 8/28/20**

(Please submit to homeroom teacher)

I have read the chaperone guidelines and agree to abide by them. Please put my name on the list to serve as a chaperone.

Student's Name _____

Parent's Signature _____

Date _____