

**Jesse Owens Elementary  
Student/Parent Handbook 2022-2023  
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## **General Information**

*Jesse Owens Elementary follows all Vermilion Parish School Board Policies and Procedures which can be found in the VPSB Student & Parent Handbook*

 **VPSB Student & Parent Handbook 2022-2023 (Adopted 7/21/22)**



### **Mission Statement**

Every child can learn, Every child will learn, and Every child must learn.

### **Vision Statement**

In partnership with parents and the community, and with the belief that all children are capable of success, we, the teachers and staff at Jesse Owens Elementary School, commit to: foster each child's full academic potential; build each child's self-esteem; and empower each child to become a respectful, responsible, and contributing citizen.

### **Office Information:**

Jesse Owens Elementary  
203 Thirteenth St.  
Gueydan, LA 70542

Principal: Anita Dupuis, Ed.S.

Email: [anita.dupuis@vpsb.net](mailto:anita.dupuis@vpsb.net)

Secretary: Mrs. Shana Boudreaux

Email: [shana.boudreaux@vpsb.net](mailto:shana.boudreaux@vpsb.net)

Counselor: Verna Broussard

Email: [verna.broussard@vpsb.net](mailto:verna.broussard@vpsb.net)

Phone: (337) 536-6541

Fax: (337) 536-6481

Office Hours: 7:40 a.m. to 3:10 p.m.

Instructional Hours: 8:00 a.m. to 3:02 p.m.

Jesse Owens website: <https://joes.vpsb.net/>

Facebook: Jesse Owens Elementary School

## **Office/School Policies**

### **Administrative Meetings:**

Meetings with the Principal and/or counselor shall be conducted during school hours and scheduled. Please call the office in order to schedule an appointment 536-6541.

### **Office Policies**

- The office is a place of business. It shall not be used as a place to visit.
- Only emergency calls will be delivered during class time. All other messages will be delivered during non-teaching time.
- **Students will not be called out of class to answer a telephone call** except in case of emergencies.
- Any change in student transportation **must be in writing, dated and signed by parent/legal guardian.**
- All parents and visitors must report to the office window upon arrival on campus and carry a visitor pass while on campus.
- If a parent needs to speak with their child's teacher, the parent must call or send a message to set up an appointment time. The teacher may be contacted at school between 7:40 a.m. and 8:00 a.m. and the recess periods during the day. If you call at other times, your number will be given to the teacher to call you when the teacher is free. This policy will be followed except in the case of emergencies.

### **Bell Schedule**

7:40am .....	Students Enter Building/ Teacher on duty
8:00 – Lunch .....	Instruction time
Lunch .....	15 minutes -15min
11:45 - 12:15 .....	Instruction time
12:15 - 12:45 .....	Recess/Duty - 30 min.
12:45 – 3:05.....	Instruction time

Total of 380 min. of instruction time

### **Classroom Parties**

Students and teachers are allowed class time for Christmas and Easter parties. Date, time and place for the parties will be set by the principal. Treats must be individually wrapped. Other holidays may be observed in a small way; for example, exchange of candy or cards with a lollipop or candy. This cannot be done during instructional time.

### **Birthday or Holiday Gifts for students**

No deliveries such as presents, flowers, etc. are to be made to students during school hours.

### **Emergency Information**

The school must have a way to contact the parents or nearest relative of each child in case of an emergency. Please check to see that your child's teacher and the office have the correct information. Parents are to keep the office and teachers informed of current addresses and phone numbers in case of an emergency.

### **Firearm-Free Zone**

The 1992 Legislature passed Act 197 that defines a Firearm - Free Zone as an area inclusive of any school campus and within 1,000 feet of any such school campus, and within a school bus. The law provides that students or non-students carrying a firearm in a Firearm - Free Zone is unlawful, and is the intentional possession of any firearm on one's person, on a school campus, or within 1,000 feet of any school campus or on a school bus.

### **Smoke -Free Zone**

According to State Law Smoking is prohibited "within 200 feet of public or private K-12 school grounds"

### **Drills**

In order to prepare students to react in a safe and orderly manner in an emergency, scheduled and unscheduled fire, tornado, & lock down drills are held periodically throughout the school year. During a Lock Down our 1<sup>st</sup> priority is the protection of the students. For that reason no one will be allowed in or out of the building.

In the case of an emergency where students are evacuated off-site, parents are to proceed directly to Gueydan Civic Center. Under no condition should you attempt to pick your child up from the Gueydan Civic Center unless instructed to do so by local media, phone message, and/or first responder personnel. It is at the Gueydan Civic Center that students must be checked out following a state-approved procedure. You must be ready to present valid picture identification (i.e. driver's license). Only individuals whose names are in the computer system will be allowed to check out a student. Thank you in advance for your help and cooperation. Our goal is to provide for the safety of your child.

### **Field Trips**


Students are expected to follow all school rules and be on their best behavior when on all school sponsored field events & trips. Requirements for appropriate behavior will be posted

and a notice sent home prior to the field trip. Field trip fees are expected to be paid in advance and will not be refunded.

Students not following school rules and not meeting the requirements will not be allowed to attend the field trip. **Any student in grades K – 5 having 3 or more office referrals or 30 or more minor infractions will not be allowed to attend any field trip. Also, any student with a debt or the limit of unexcused absences will not be able to attend.**

### **Dress Code Reminders:**

Please refer to the Vermilion Parish Dress Code Policy in the Vermilion Parish School Board Student & Parent Handbook.

 VPSB Student & Parent Handbook 2022-2023 (Adopted 7/21/22) This policy will be followed and enforced.

If policy is not followed:

1st offense - call home.

2nd offense and more-call home and detention/infraction

### **Jackets/Coats**

Students will be allowed to wear any coat, jacket, or sweater to and from school and at any time out of the building such as recess and P.E. **Hoodies will not be allowed to be worn in the building.**

Students can wear only the following on top of school uniform when in the building:

1. Solid navy, white, red, or black windbreaker/coat.
2. Solid navy, white, red, or black cardigan, sweater, pullover, sweatshirts or v-neck sweater.  
Sweatshirts must be Jesse Owens Elementary.

### **Spirit Shirts**

Any Jesse Owens Spirit Shirt can be worn on Fridays with uniform bottoms, long blue jeans or capris for \$1.00 (No Shorts). **Jesse Owens Elementary shirts and sweatshirts ONLY** - GHS and other shirts will be designated for SPECIAL occasions. Club shirts such as Beta, DARE, 4-H, etc... will have designated days that will be determined by the teacher/sponsor and principal.

### **JEANS and Non-Uniform Days**

Jean days and non-uniform dress days will be used as fundraising opportunities and/or for student reward purposes throughout the year. These opportunities will be announced in advance by the school administration.

Jean Days:

- Jeans ONLY, shorts are not allowed.
- Uniform shirts should be worn with jeans unless otherwise instructed.
- Violations on these days will result in 1) First offense - a phone call home for a change of clothes or a change of clothes will be given to the student from the uniform closet.

Non-Uniform Dress:

- Bottoms and dresses should be close to knee length.
- No bare shoulders (sleeveless tops, halter tops, spaghetti straps, visible undergarments, etc.).
- Any graphics on t-shirts must be appropriate for elementary school.

- Shoes need to be appropriate for P.E. class.

\*\*\*The school administration makes the final decision on what is considered proper or improper appearance. The administration also reserves the right to amend the dress code policy as needed or as new fashion fad occur.\*\*

## **Attendance and Health**

### **Tardiness/Absenteeism**

Students arriving late to class are disruptive to the classroom and tardies have an adverse effect on your child's educational progress. **Students are required to be at school on time.**

Tardiness is considered a form of truancy. If a child is tardy, the parent/guardian must escort the student to the office and sign him/her into school. A written excuse explaining why your child is late is needed within 5 days of the tardy. We feel it is important that your child is at school, every minute of each school day. Do not check your child out of school unless it cannot be avoided.

- **Upon the 3rd Unexcused Absence:**
  - The principal of a school, or his designee, shall notify the parent or legal guardian in writing upon the student's 3<sup>rd</sup> unexcused absence or unexcused occurrence being tardy, and shall hold a conference with such student's parent or legal guardian. This notification shall include information relative to the parent or legal guardian's legal responsibility to enforce the student's attendance at school and the civil penalties that may be incurred if the student is determined to be habitually absent or habitually tardy. The student's parent or legal guardian shall sign a receipt for such notification.
- **After the 5<sup>th</sup> Unexcused Absence:**
  - As defined by state law, a student is considered habitually absent after the 5th Unexcused Absence or 5th tardy in a semester.
  - After the 5th Unexcused Absence, the student will be referred to **TASC (grades K-5)** .
    - TASC (Truancy Assessment and Service Center) is an early intervention program that addresses habitual unexcused absences from school, or truancy, in K-5<sup>th</sup> grade in order to increase attendance and prevent juvenile delinquency.
- **After the 10th Unexcused Absences:**
  - The school will refer the student to the VPSB CWA office.

### **Perfect Attendance**

It is important for students to attend school every day. "Perfect" attendance means being at school every minute of the school day. This is a student that never comes in late in the morning, never leaves early in the afternoon, or never leaves during the school day. If a child maintains "Perfect" attendance, they will be given a Perfect Attendance certificate at the end of the school year.

### **Excused Absences**

If your child is absent or must be picked up early for reasons approved by the office you **must** send a written excuse within the next 5 school days for those days to be excused. Excuses sent after 5 school days will not be accepted. Please refer to the Vermilion Parish Attendance Policy in the front of this handbook. [VPSB Student & Parent Handbook 2022-2023 \(Adopted 7/21/22\)](#)

Students will be rewarded for perfect attendance. Awards at the end of the school year will include "Perfect Attendance" (no tardy days or early dismissal)

### **Physical Education & Recess**

If for some reason a student is unable to participate, the parent should send a written excuse to the teacher or principal. A doctor's statement may be requested in prolonged cases. Days when all students go on the playground Pre-K has their own area, K, 1, and 2, students will play West of the sidewalk and center line of the courtyard; 3, 4, and 5 students will play East of the sidewalk and center line of the courtyard.

Children will be permitted to remain inside during recess during fair weather days only if they present a statement dated and signed by a physician. Other emergency situations necessitating children to remain indoors must be addressed to the principal.

### **Sickness, Accidents or Appointments**

Any student too sick to be in the classroom is sent home. Any student who throws up or runs fever at school may not return to school that day and must be fever free or not throwing up for 24 hours. If a student is injured at school, he/she is to report to the teacher on duty, his teacher, or the secretary. If necessary, first aid is administered. In case of illness, injury, or emergency (at the discretion of the principal) the parent will be contacted and given the opportunity to check out or pick up the child. If the parents cannot be reached, the procedure the parents have outlined on the student's emergency card will be followed.

### **Lice**

Any student with lice (live bugs) will not be allowed to attend school until after treatment. Students absent because of lice infestation shall have an excused absence (not to exceed 3 days) and shall be allowed to make up work missed.

### **Medication**

Medications are not allowed on campus or to be given at school. When special circumstances exist for a health problem that can be expected to be of a long duration and to assure school attendance for students who must use medication in the treatment of chronic disabilities or illness, the VPSB Medication Policy for Vermilion Parish Students must be followed and can be found at [vpsb.net](http://vpsb.net).

### **Cafeteria**

Parents are asked to encourage their children to take advantage of the school breakfast and lunch program to the fullest extent. ***Free meals are available to all students of Jesse Owens.*** Children who bring their lunches must eat them in the cafeteria. The bringing of soft drinks,

chips, and candy into the school cafeteria is discouraged. The cafeteria manager can be contacted at the GHS cafeteria 536-9890.

### **Snacks**

Snacks and refreshments are made available to purchase after students have eaten lunch. Participation in the purchase of snacks and refreshments are a privilege and on a voluntary basis.

## **Academics**

### **Pupil Progression Plan**

The VPSB approved Pupil Progression Plan can be accessed electronically on the Vermilion Parish website: <https://www.vpsb.net/>. The plan can be located by clicking on District Documents and then clicking on Pupil Progression Plan. This document is the guide used to determine promotion and retention of all students

### **Grading Scale**

Tuesday is the designated day for signed papers to go home. Grading and reporting shall reflect the academic achievement of the student. Grades shall not be used with the intent of rewarding or punishing a student. The following grading/policy scale will be used to change all numerical grades to letter grades:

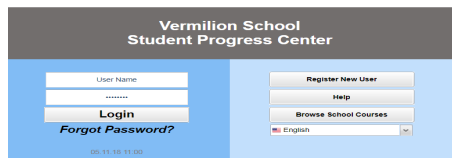
**A=100-93; B=92-85; C=84-75; D=74-67; F=66-0**

All .5's shall be rounded up. No less than eight (8) grades for each subject per marking period will be recorded in the teacher's grade book. Each graded paper must have at least ten items. Raw scores shall be recorded in the teacher's grade book to determine the nine-week percentage grade. For example if a 48 point test is administered to students and the student scores 35 on the test, the teacher shall record 35/48 in the grade book. The grading scale will be printed on the student report card. Scores earned in a nine-week period must be recorded and averaged in that particular nine-week period. Grades in each subject area will be weighted as per pupil progression plan. Your child's grades can be accessed through the Student Progress Center which can be found on the Vermilion Parish Website under the Parent Tab.

### **Parent Command Center**

Parents can access Vermilion School Student Progress Center, create an account and keep track of grades and attendance. Go to [www.vpsb.net](http://www.vpsb.net) click on Parent, click on Student Progress Center, and you should see:





***You will need a PSN number to set up your account. You may contact the school for that information.***

### **Parent-Teacher Conferences**

Parents of Pre-K and Kindergarten students will receive report cards at Parent-Teacher conferences which will be held three times a year.

Conferences can be scheduled at any grade level when the need arises. Teachers are available for conferences before school daily, during their planning time, and after school. All conferences should be scheduled ahead of time. Teachers may be contacted by note or telephone. If parents call during the day, the office will leave the teacher a note to return your call. Our teachers' schedules do not allow time for drop-in conferences, nor will conferences be allowed during instructional time.

### **Homework**

The Vermilion Parish School System believes that homework is an integral part of the curriculum and, therefore, serves the following valid purposes:

- a. Provides essential practice in needed skills
- b. Enhances development of independent study habits
- c. Enriches and extends school experiences
- d. Fosters contact with out-of-school learning resources
- e. Promotes growth in responsibility

Recognizing the importance of homework, teachers initiate assignments as extensions of class work. When homework is assigned, students are expected to complete the assignment. Failure to complete homework may affect the rate at which a child progresses academically and/or disciplinary infractions.

### **Request for Homework**

We encourage parents of students who are absent from school to request homework by 9:00 a.m. If your child misses one day of school, we request that your child pick up that homework the next day when he/she returns to school. If your child misses more than one day of school, please call school by 9:00 a.m. to give the teacher ample time to get the assignment together without taking away valuable instructional time. Homework will be ready for pickup in the front office daily at 2:00 p.m.

### **Academic Awards**

Grades 1-5 will have an Academic Awards Program during the day at the end of the second semester.

1. Perfect attendance certificate (this means missing 0 minutes of school the whole year.)
2. One student from each class in grades K-5 is chosen by the teacher as the Most Improved Student and receives a small trophy.
3. Grade Pre-K receives a Pre Kindergarten Certificate

4. Grade K receives a Kindergarten Certificate.
5. Grades 1-5: gold medal & certificate for 4.0  
Silver medal & certificate for 3.9-3.0  
Certificate only 3.9-3.0 without honor roll  
(All medal honors received no grade lower than a B)
6. All grades will be counted including to the end of the 4<sup>th</sup> 9 weeks.
7. Students reaching their Accelerated Reader will receive a certificate.
8. Band awards
9. Choir awards
10. 4-H awards
11. 5th Grade Student of the Year

### **Library Policies**

- Books may be checked out for two weeks and can be renewed once.
- Children in grades K through five will check out books in their own names.
- It is the responsibility of the student to return items on or before the date due, in good condition.
- If an item is lost or severely damaged, the student is held responsible for the cost of replacing the item.

### **Accelerated Reading (AR)**

Accelerated Reader is a computer-based program that monitors reading practice and progress. It helps teachers guide kids to books that are on kids' individual reading levels. Kids take short quizzes after reading a book to check if they've understood it.

### **A.R. Requirements for K-5th Grade (2022-2023)**

#### **Activity 1 - Field Day**

August 11, 2022 - October 14, 2022

Grade 1: 6 points with an 80% accuracy

Grade 2: 10 points with an 80% accuracy

Grade 3: 10 points with an 80% accuracy

Grade 4: 10 points with an 80% accuracy

Grade 5: 10 points with an 80% accuracy

**Field Day - Thursday, October 20**

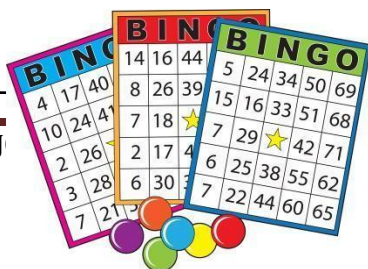
**4 points above requirement- FREE JEAN DAY 10-19-22**



#### **Activity 2 - Book Bingo**

October 17, 2022 - December 23, 2022

Grade K: 2 points with an 80% accuracy



Grade 1: 10 points with an 80% accuracy  
 Grade 2: 10 points with an 80% accuracy  
 Grade 3: 12 points with an 80% accuracy & 1 point book  
 Grade 4: 12 points with an 80% accuracy & 1 point book  
 Grade 5: 12 points with an 80% accuracy & 1 point book

**Book Bingo - Thursday, January 12, 2023**

**4 points above requirement- FREE JEAN DAY 1-11-23**

### **Activity 3 - Carnival**

January 10, 2023 - March 17, 2023

Grade K: 8 points with an 80% accuracy

Grade 1: 12 points with an 80% accuracy

Grade 2: 12 points with an 80% accuracy

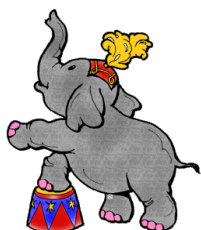
Grade 3: 14 points with an 80% accuracy & 1 point book

Grade 4: 14 points with an 80% accuracy & 1 point book

Grade 5: 14 points with an 80% accuracy & 1 point book

**Carnival - Thursday, March 23, 2023**

**4 points above requirement- FREE JEAN DAY 3-22-2023**



### **Activity 4 - End of Year Goal**

March 20, 2023 - May 10, 2023

### **Water Mania**

August 11 - May 10

Grade K: 15 points with an 80% accuracy

Grade 1: 35 points with an 80% accuracy

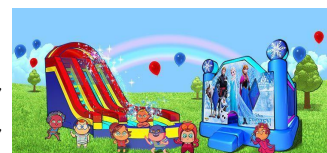
Grade 2: 40 points with an 80% accuracy

Grade 3: 45 points with an 80% accuracy

Grade 4: 45 points with an 80% accuracy

Grade 5: 50 points with an 80% accuracy

**Water Day - Tuesday, May 16**



### **Field Trip**

August 11 - May 10

Top 20 Readers

**Field Trip - Thursday, May 18, 2023**

### **Weekly Goals**

**Weekly goals will be set and students that reach their weekly goal will win a prize, such as bookmarks, pencils, ...**

**Top Reader/Grade for the 9 Weeks will receive a t-shirt.**

## **Transportation**

### **Bus**

Bus Riders Students are to ride the bus that he/she has been assigned to. There are two types of special permission transportation requests. They are as follows:

Short Term: Parental request for a child to ride a different bus other than the one to which they are normally assigned for a short period of time must be pre approved by the principal. Parents must first contact the bus driver to get permission. Permission can be denied if the bus is full, or if the pick-up/drop-off does not meet parish rules and regulation guidelines. A written request approved by the principal must be presented to the bus driver before the child boards for an afternoon. Bus drivers will be given a copy of this request.

Long Term: Parental requests for long term change in a child's method of transportation must be pre-approved by the principal. The bus driver must be contacted first and then an Alternate Route Form signed by the parents should be brought to the school's office for verification and to obtain the principal's approval. If the bus driver's route is overcrowded these special privileges will not be approved. Parents are to understand that if new students move to the driver's regular route these special privileges may be revoked. The parent will have to find other means to meet these transportation needs.

### **Bicycles**

Bicycles must be parked on the northwest corner of the building. Bicycles must be parked in the bicycle rack provided. Bicycle riders are encouraged to have locks for their bicycles.

### **Arriving At School**

Non bus riding students must NOT arrive at school earlier than 7:40 a.m. This will enable the school to better provide for the safety of your child. No teacher is on duty prior to this time.

Visitors are not to park or to drive in the bus drive-way before 7:40 or the traffic director instructs you to do so between 2:00 P.M. and 3:05 P.M. We thank you for your cooperation on this matter. Before school, parents who drop off their children drive through the front of school after all buses have passed.

**Tardy children (After 8:00 am bell) must be signed in by a parent/guardian in the office before going to the classroom.**

### **Leaving School**

-The first bell at 3:05, will be for bus riders. All bus riders will be dismissed.

-All car rider students will go to the cafeteria at the second bell at 3:07.

-Car riders and walkers will be dismissed from the office door after the buses have left campus. Parents must drive thru for parent pick up.

-Walkers will be escorted to the street by a duty teacher from the cafeteria.

-Car Rider parents will need to remain in your car and form a line beginning at the playground fence on 13<sup>th</sup> street and on canal street (along the playground fence) and wait until all buses have left and the duty teacher flags. Parents will then pull through the bus drive in the front of school. The duty teachers will call your child out and put them in the car.

-Each car will have a sign on the passenger side dashboard of their car. Car Pick up MUST have a school issued sign in order to pick up the child. If the car does not have a sign and the teacher cannot identify the person as a parent then the child will not be allowed to go with that person before calling the parent/guardian. Jesse Owens will make the signs and issue them. If you have more than one person that picks up your child then you must request more than 1 sign.

-If your child is a bus rider they will always be put on the bus unless we have a note signed by parent or guardian.

-Parents of children going to meetings or a sports practice (Brownies, Cub Scouts, G.A.'s, Baseball, etc.) from this school will need to give written permission to the school for their child to leave with club leader or sponsor.

***-We will no longer accept calls to the office during the day for change in transportation.***

***Parents/Guardians must send or come to school and leave a signed note. Must be in writing.***

-Students will NOT be excused to leave the school campus except with written permission from parents.

-Jesse Owens Elementary operates under a "closed campus" policy. Students are not to leave the campus without having permission of the principal or his designee.

-Children having to leave the campus must be signed out by a legal guardian or emergency contact on a card located in the office. The sign-out sheet is located at the office window.

## Positive Behavior Intervention & Support

### PBIS

Jesse Owens Elementary is a **Positive Behavior Intervention Support** school. Our school wide expectations are **Be Respectful, Be Responsible & Be Safe**. Students will be rewarded periodically for following these expectations. Any student in grades K – 5 having 3 or more office referrals will not be allowed to attend any extracurricular field trip.

### Jesse Owens Expectations



e Respectful,



e Responsible,



e Safe

### Hall Rules

#### **Be Respectful**

Respect displayed work  
Respect classes  
Stay to the right side

#### **Be Responsible**

Walk single file  
Stay to the right  
Be silent

#### **Be Safe**

Walk  
Keep hands & feet to self

### Cafeteria Rules

#### **Be Respectful**

Use table voices  
Use table manners

#### **Be Responsible**

Wash Hands  
Eat first then converse  
Clean area before leaving

#### **Be Safe**

Keep hands & feet to self  
Walk in line  
Report spills

### **Playground Rules**

#### **Be Respectful**

Share equipment

Take turns

Be a good Sport

#### **Be Responsible**

Return equipment @ 1<sup>st</sup> bell & line up

Take care of personal needs

#### **Be Safe**

Stay in boundaries

Keep hands, feet, & objects to self

### **Restroom Rules**

#### **Be Respectful**

Remain quiet

Keep it clean

#### **Be Responsible**

Flush toilets

Wash hands

Put trash in garbage

#### **Be Safe**

Quickly enter & exit

### **Multipurpose Rules**

#### **Be Respectful**

Sit Quietly

Raise hand for permission to talk

#### **Be Responsible**

Go to Restroom

Get water

Get book sack

Sit with your class

#### **Be Safe**

Sit quietly

Keep hands, feet and objects to self

### **General School Rules**

1. Students are expected to exercise due courtesy and respect toward all teachers, school personnel, and fellow students at all times. Impudence, profanity, dishonesty, disorderly conduct, and disregard for authority will not be tolerated (example - refusing to follow a direct order, screaming at a teacher, etc.).
2. No student will be allowed on the school grounds before 7:40 am when the teacher reports for duty. Upon arriving at school, students are to report immediately to the multi-purpose building or cafeteria until the duty teachers release them.
3. Students are not to bring toys from home such as balls (all kinds), bats, radios, water guns, or the like, unless requested by the teacher. Any toy that may be permitted to be brought to school (for special reason designated by the teacher) must be labeled and kept in the class-room. Also, students are not permitted to bring to school the following: pocket knives, or other sharp objects, real or toy guns, firecrackers, any type of drug, pets (unless cleared by the homeroom teacher) or any item that would endanger students.
4. Gum is not allowed to be chewed on the school campus.
5. No students are allowed in the hallways during recess on a clear day. Nor should they play or congregate in the restrooms. Students may be permitted time to use the restroom and drink water during class time before a recess but the recess is the time the facilities should be used.
6. Before school and at recesses, no students are permitted in the classrooms without the company of the teacher.
7. Students are not to remove their shoes during recess or P. E.
8. Students should not bring valuable personal belongings to school. We cannot be responsible for their loss.

9. Loitering is not allowed on the school grounds after school hours.
10. Students are not permitted to take visitors to school.

### **Consequences**

Classroom rules and consequences will be followed.

#### **Kindergarten**

- 1<sup>st</sup> violation – Warning (Green Mark-still a good day!)
- 2<sup>nd</sup> violation – Miss 5 minutes of play (yellow mark)
- 3<sup>rd</sup> violation – Miss 10 minutes of play (Red mark)
- 4<sup>th</sup> violation – No playtime (blue mark)
- 5<sup>th</sup> violation- detention/note or phone call to parent (black mark)
- 6<sup>th</sup> violation- Office referral

#### **Grades 1 to 5**

- 3 infractions in 1 week = 1 day of detention
- 4 infractions in 1 week = 1 additional day of detention
- 5 infractions in 1 week = office referral

### **Conduct Grades**

Conduct Grades will be based on Infractions:

Weekly Conduct Grades: Based on 10 Points

S = Satisfactory

N = Needs Improvement

U = Unsatisfactory

#### **Minor Infractions**

- 1<sup>ST</sup> Infractions.....9 Points = S
- 2<sup>ND</sup> Infractions..... 7 Points = N
- 3<sup>RD</sup> Infractions..... 6 Points = U
- 4<sup>TH</sup> Infractions .....5 Points = U
- 5<sup>TH</sup> Infractions .....0 Points = U
- Office Referral..... 0 Points = U

### **Minor Infractions**

Written by any faculty member as reminders, warnings and to inform parents. If an infraction is not returned signed by a parent or guardian the next day after issued the student will be assigned detention until it is returned signed. Conduct charts will be sent home daily or weekly and must be signed by parent or guardian.

### **Office Referrals (major infractions)**

Jesse Owens Elementary follows the Vermilion Parish Discipline Procedures for Vermilion Parish. Refer to the Discipline Procedures for Vermilion Parish Section in the front portion of this book. Consequences will be determined by administration and determined by the student's developmental level, past history as well as the frequency and severity of their inappropriate



behavior. If an office referral is not returned signed by a parent or guardian the next day after issued the student will be assigned detention until it is returned signed.

**Any student in grades K – 5 having 3 or more office referrals or 30 or more minor infractions will not be allowed to attend any field trip. (Examples: 4-H, music, choir, band, classroom, etc...)**

## **PBIS 2022-2023**

### **● All rewards and times are subject to change**

**30 minor infractions** = No field trip.

**3 major infractions** = No field trip.

**12 or more absences** = No field trip.

\* Send a note home with infraction, office referral, and/ or absence count reminder with report card.

### **Mid-Year Rewards**

#### **1<sup>st</sup> reward- Fun Jumps in the gym**

Prek-2<sup>nd</sup> 12/20/2022 @ 9:00- 11:00

3<sup>rd</sup>-5<sup>th</sup> 12/20/2022 @ 1:00-3:00

- 50 bee bucks
- 0 Office Referrals for Grades PreK- 5<sup>th</sup>
- No more than 5 infractions or 5 detentions combined for Grades PreK- 1<sup>st</sup>
- No more than 10 infractions or 10 detentions combined for Grades 2<sup>nd</sup>- 5<sup>th</sup>

At the end of December, the class with the most earned ribbons will receive a food reward and extra recess.

#### **2<sup>nd</sup> reward- Palmetto Field Trip**

05/17/2023

- 50 bee bucks
- 0 Office Referrals for Grades PreK- 5<sup>th</sup>
- No more than 5 infractions or 5 detentions combined for Grades PreK- 1<sup>st</sup>
- No more than 10 infractions or 10 detentions combined for Grades 2<sup>nd</sup>- 5<sup>th</sup>

At the end of May, the class with the most earned ribbons will receive a food reward and extra recess.

### **Monthly rewards- 5 bee bucks shirt/ 5 bee bucks jeans**

- August 25<sup>th</sup>- Duck festival/ Camo shirt
- September 22<sup>nd</sup> - Sports Shirt/ Jersey
- October 31<sup>st</sup> - Halloween/black/orange shirt
- November 17<sup>th</sup> - red/white/blue shirt
- December 22<sup>th</sup>- Christmas/red/green shirt
- January 26<sup>th</sup> – Wacky Hair and Socks
- February 16<sup>th</sup> – Mardi Gras outfit/ purple/ green/ yellow shirt
- March 16<sup>th</sup>- Hat Day
- April 6<sup>th</sup> – Easter Shirts
- Star Student of the month in each class- zero infractions, office referrals, and- or detentions/no tardy/ no unexcused absences

### **Perfect Attendance Reward**

Must have:

0 absences  
0 days tardy  
0 days early checkout

- Every 2 months (or so) perfect attendance students will get a picnic off campus.  
No more than 1 Dr excused absence in that period of time to attend.
  - 1) Beginning August 22, 2022 to October 25th - Park Day 10/25
  - 2) Oct 25, 2022 to December 19, 2022 - Movie Day 12/19
  - 3) January 9, 2023 to March 10, 2023 - Park Day 3/13

#### **PBIS brag board**

- Decorate board by cafeteria door
- Star Student of the month recognized on board
- Star Staff Member of the month recognized on board
- PBIS news

## **How Parents Can Help**

### **ATTENDANCE**

Attendance is VERY Important. Students must be at school and on time. If a student is 30 minutes Tardy OR leaves school 30 minutes early then they have missed 30 minutes of class. At the elementary age it is the parent's responsibility to get their student to school & on time.

### **OBEDIENCE AND RESPONSIBILITY**

Obedience and responsibility must be learned first at home. These factors afford the child a sense of security, which every child wants and needs. This development will help the child in the building of study habits, which will be helpful throughout his school years, and the rest of his life.

School discipline is a vital factor, if the child is to learn, because teachers can use their time more effectively. There must be togetherness of purpose between the parents and the school. It is detrimental to the child to be torn between the two authorities.

### **STUDY HABITS**

Study habits start before the child enters school. Give your child a job to do and see that he/she does it. Parents should help their child study.

Encourage your child to do his/her best at all times. When the child does succeed please praise him/her. Also encourage your child to ask questions and take the time to answer them. Through curiosity children gain knowledge and develop the ability to think and reason.

The child should be provided with a suitable place (desk or table, light, books, and supplies) free from the distraction of television, radio and the record player in order to study at least 1/2 hour to 45 minutes daily.

## **COMMUNICATION**

Parents are encouraged to look through book bags **daily**. Check homework folders for notes from school and/or teachers. School Newsletters from the office are sent home at the beginning of every month and updates may be sent as needed during the month.

## **HOMEWORK**

Grades 3-5 students will be issued an assignment workbook. Assignments should be written by the students daily. Grades K-2 a communication letter with daily assignments. Please review with your child daily and check over completed assignments. Students may receive an infraction for not completing homework if the teacher feels it is the student's responsibility. Which is one of our behavior expectations: Be Respectful, Be Responsible, Be safe

### **Parent-Teacher Conferences**

When conferences are necessary or desired, parents are asked to plan with the teacher to meet. When conferences are scheduled and you are not able to attend, or if you would rather a more convenient time, please let the teacher or principal know. Please do not wait until the last two marking periods to try to find out why your child is not making the progress you feel he should be making.

## **JOES Classroom Supply Lists**

### **Pre-Kindergarten Classroom Supply List 2022-2023**

- 1 pack Elmer's small glue sticks washable purple (4 per pack)
- 1 pack Baby Wipes
- 1 pack Play Dough (assorted colors)
- 1 box Kleenex
- 1 box Crayola Washable Markers/Broad Tip
- 1 pack Construction Paper
- 1 pair Blunt Scissors
- 1 Disinfecting Wipes
- 1 box Colored Pencils
- 1 box Quart Ziploc bags
- 1 pack paper plates (no foam/small pack)
- 1 regular size backpack (no wheels/no small bags)
- 1 towel/small blanket for naptime (no large blankets/no pillows)
- \$6.00 ID Fee
- Extra set of clothes labeled with child's name

### **Kindergarten Supply List 2022-2023**

- 2 Crayola Crayons 24ct
- 2 Maped #2 Yellow Woodcase Pencil Sharpened 12ct
- 2 2-Pocket Folder Poly w/Clasp
- 2 Kleenex Facial Tissue Medium Box

- 2 Paper Towel Roll
- 2 Disinfecting Wipes Medium Flat Pack Bleach Free (use for surfaces)
- 2 Pure'n Gentle Baby Wipes Fragrance & Alcohol Free Resealable Refill (no tub)
- 4 BIC Intensity Low Odor Dry Erase Marker Pocket Fine Point Black
- 1 Hand Sanitizer 8oz
- 4 Elmer's Small Glue Stick Washable Purple - Dries Clear .21oz (EACH)
- 1 Backpack (large; no wheels)
- 1 coloring book
- 1 box gallon size ziplock bags
- 1 box quart size ziplock bags
- 1 zipper pencil pouch
- \$6.00 ID Fee

### **First Grade Supply List 2022-2023**

- 2 Crayola Crayons 24ct
- 1 Elmer's Large Glue Stick Washable Purple, Dries Clear .77oz (EACH)
- 2 PaperMate Pink Pearl Latex-Free Eraser (Pack of 3)
- 2 2-Pocket Folder Poly w/Clasp Green
- 1 2-Pocket Folder Poly w/Clasp Red
- 2 Spiral Notebook 1 Sub Wide Rule 70ct
- 1 Pencil Pouch - Zippered Heavy Canvas w/Grommets, See-Through Front, Assorted 8.5x9.75
- 3 BIC Intensity Low Odor Dry Erase Marker Pocket Fine Point Black
- 1 Book sack
- 2 big coloring book
- 1 Index Cards pack of 100
- 2 Yellow Highlighters
- \$5.00 fee for sheet protector/pencils (teacher will purchase)
- \$6.00 ID Fee

Boys:

- 1 Box of Gallon Ziploc Bags
- 1 Roll of Paper Towels
- 1 Hand Sanitizer (8 oz or bigger)

Girls:

- 1 Box of Quart Ziploc bags
- 1 Disinfecting Wipes
- 1 Box of kleenex

### **Second Grade 2022-2023**

- 1 Scissors Stainless Steel Blunt 5"

- 3 Composition Book (Wide Rule) Black Marble 100ct 9.75x7.5
- 2 Crayola Crayons 24ct
- 2 Pencil Pouch - Zippered Heavy Canvas
- 1 3-Pack 2-Pocket Folder Poly w/Clasp (RD, BL, YL)
- 2 Highlighter Chisel Tip Yellow (EACH) Made in USA
- 3 Elmer's Small Glue Stick Washable Purple - Dries Clear .21oz (EACH)
- 4 PaperMate Pink Pearl Latex-Free Eraser (EACH)
- 4 Expo Low Odor Dry Erase Marker Fine Tip Black (EACH)
- 1 Headphones Midsized
- 1 Hand Sanitizer 8oz (BOYS)
- 1 Disinfecting Wipes Medium Flat Pack Bleach Free (use for surfaces) (GIRLS)
- 1 Book sack
- 1 coloring book
- 1 pack of white CARDSTOCK paper
- \$6.00 ID fee
- \$5.00 materials fee

### **Third Grade Supply List 2022-2023**

- 1 three subject wide ruled tablet (with wires)
- 4 PLASTIC folders with pockets and prongs
- 96 #2 yellow pencils
- 2 large pink erasers
- 1 pack of 4X4 lined Post-It notes
- 2 large glue sticks
- 4 yellow highlighters
- 1 pair of blunt tip scissors
- 2- 24 packs of crayons
- 2 zipper pencil pouches for supplies
- 4 large boxes of Kleenex
- 1 coloring book or puzzle book
- 1 large bottle of hand sanitizer
- 4 small black fine tip dry erase markers
- 1 large container of Lysol or Clorox wipes
- 1 pair of headphones or earbuds
- 1 book sack
- \$6.00 ID fee

### **Fourth Grade Supply List 2022-2023**

#### **HOMEROOM SUPPLIES**

- 3-packs yellow pencils (mechanical lead pencils can be used in addition to these)
- 2-packs of pencil top erasers
- 2-packs of pink square erasers

1-manila folder with first and last name  
 3-red pens  
 1-box of colored pencils  
 3-boxes of Kleenex  
 2-roll of paper towels  
 2-container Clorox wipes  
 2-Zipper pencil pouches (no boxes)  
 3-packs of 4 highlighters—different colors  
 1 box of Quart Ziploc bags for girls (not needed for boys)  
 1 box of Gallon Ziploc bags for boys (not needed for girls)  
 \$10.00 – Recorder and Music book  
 \$6.00 – I.D. Fee

**\*\*Optional: Word Search/crossword/activity book/crayons**

**If students bring erasable pens or trapper keepers to school, these items will be sent home.**

ELA/Social Studies Supplies	Math/Science Supplies
1 – black Expo marker	½ in. binder w/ 3 tabs
1-small pack of sticky notes	2-packs of loose leaf paper
1 1/2 inch binder w/ 4 tabs (no zipper)	1-pack of 4-Expo markers (black)
1-pack of loose leaf paper	3-plastic folders with pockets
1-pocket folder (yellow-girl, blue-boy)	2-Composition Books

### **Fifth Grade Supply List 2022-2023**

1 Composition Book (Wide Rule) Green Marble 100ct 9.75x7.5  
 1 Composition Book (Wide Rule) Black Marble 100ct 9.75x7.5  
 1 Durable 3-Ring Binder Black  
 1 Avery Index Divider 5-Tab Colored  
 1 Maped Scissors Stainless Steel Pointed 7"  
 1 Elmer's Small Glue Stick Washable Purple - Dries Clear .21oz (EACH)  
 2 Dixon Ticonderoga Pencil #2 Yellow Sharpened 12ct  
 3 Eraser Caps Latex Free Pink 12ct  
 1 Highlighter Chisel Tip Yellow, Pink, Green, Orange, and Blue (EACH) Made in USA  
 2 BIC Intensity Low Odor Dry Erase Marker Pocket Fine Point Black  
 1 Crayola Crayons 24ct  
 2 Pencil Pouch - Zippered Heavy Canvas w/Grommets, See-Through Front, Exterior Mesh Pocket  
 w/Zipper Assorted 8.5x9.75  
 1 Hand Sanitizer 8oz (BOYS)  
 1 Disinfecting Wipes Medium Flat Pack Bleach Free (use for surfaces) (GIRLS)  
 1 2-Pocket Folder Poly w/Clasp Red  
 1 2-Pocket Folder Poly w/Clasp Blue  
 \$6.00 ID Fee  
 word search/crossword/activity book (optional)

Choose one:

1 Headphones Midsized w/ mic  
 1 Stereo Ear Buds with In-Line Microphone

## **Title I and Family Engagement School-Level Parental Engagement Policy**

School Year 2022-2023

School: Jesse Owens Elementary Principal Anita Dupuis

Family Engagement Contact Person Verna Broussard

Date of Approval May 25, 2022

Date of Evaluation May 23, 2022

### **Mission Statement**

Jesse Owens Elementary School is committed to the involvement of all parties necessary to provide a well rounded educational experience to our students. Our parents are a critical component of the process to impart all facets of learning.

### **Belief Statement**

We believe that parents are an integral part of the educational process. In conjunction with school personnel, students' academic success can be more readily achieved if parents take an active role in their child's education. The school, however, has the primary responsibility of initiating the process of soliciting the assistance of the home. Therefore, we will do all that is in our power to insure that the home takes its responsibilities regarding the educational process of the child.

### **Introduction**

The following illustrates the measures that our school will use to involve our parents in the educational process of our students. While not a complete outline, these are necessary outreaches to the home that can only help the progress of their children. We encourage parents to further reach out to our school with helpful ways that can benefit their children in school.

1. When will our school hold annual meetings? The meetings are to be at convenient times and for the purpose of keeping parents informed about their right to be involved in school planning as well as their child's education process.
  - A. Open House held at the beginning of the year

- B. Scheduled Pre-K thru 5 conferences
  - C. PTO meetings
  - D. Conferences held upon parent request
2. How will we involve a diverse representative sampling of parents in an organized, ongoing way in the planning, review and improvement of Title I programs and all other programs beneficial to student support?
    - A. Surveys, Questionnaires
    - B. Meetings – Parental Involvement Committee
    - C. PTO Groups
  3. How will we offer meetings and trainings to help parents work with their children to improve their children’s school achievement?
    - A. Parent Workshops across the academic areas
    - B. Materials available through Jesse Owens Elementary at parents request
    - C. Workshops which include: LEAP 2025, Understanding your child’s LEAP Scores
    - D. Brochures sent home with academic tips
  4. How will we provide parents with our school performance profiles and assessment results including interpretation of the results?
    - A. Letter with results sent home, written in “parent friendly” language
    - B. Informational meetings are held
    - C. Website information: [www.vpsb.net](http://www.vpsb.net) and [www.louisianabelieves.com](http://www.louisianabelieves.com)
    - D. School Report Cards will be sent home
  5. How will we provide parents with a description of the curriculum and the forms of assessment used to measure student progress?
    - A. Parish generated information sent home.
    - B. Parent meetings and workshops
    - C. Information from the State Department of Education
  6. How will we develop a home-school compact that involves the student, teacher, and parent? A plan to evaluate and revise must be included.
    - A. Home-school compact is parish generated and supplied to parents with the handbook
    - B. Evaluations through questionnaires, personal interviews
  7. When and how will we hold parent conferences?
    - A. As requested by parents, teachers and administration before, during or after school
    - B. Via phone, email, Class DoJo, Remind, Zoom
    - C. Pre-K - 5 conferences days
  8. How can we provide assistance to parents in interpreting and understanding the State Content Standards and benchmarks, the Louisiana Accountability System, and state and local assessments?
    - A. Information from the State Department of Education website: [www.louisianabelieves.com](http://www.louisianabelieves.com)
    - B. Through the use of informational meetings and other gatherings
    - C. Brochures in “parent-friendly” language
  9. How will we frequently report to parents about their child’s progress?
    - A. Weekly signed papers
    - B. Mid-nine weeks detailed progress report
    - C. Nine-weeks report cards
    - D. Continuous communication with parents through phone calls, teacher notes, emails and class dojo, remind
    - E. Student Progress Center
  10. How will we provide opportunities for parents to volunteer on an on-going basis in the school?
    - A. Keep an open door policy allowing volunteers throughout the year
    - B. Survey sent home enabling parents to sign-up for various jobs



11. Describe how resources and services are shared and coordinated among families, schools, and the community to ensure student learning and growth.
  - A. School/Business Partnerships
  - B. Informational Facebook Page
  - C. school website
12. How can we coordinate and integrate Family Involvement activities with the Pre-K program?
  - A. Meetings held throughout the year
  - B. Inclusion of the Pre-K program in our parent/school activities
13. How can we ensure, to the extent possible, that information related to school and parent programs is sent to the home of students in an understandable language and format?
  - A. ELL survey to identify families
  - B. As requested, materials sent home in the family's native language
  - C. Translators offered upon request
  - D. Keep personal contact with parents through ELL personnel
14. Describe how parents are involved in the decisions regarding how funds are allotted for parental involvement activities.
  - A. Parent representation on committees
  - B. Surveys
15. How do we ensure that our school climate is inviting and welcoming to ALL families?
  - A. Warm and friendly greetings when entering the school
  - B. Family information bulletin board near the front entrance of the school
  - C. Everyone invited to join and participate in PTO
  - D. Clean, attractive entrance
16. How do we identify and address barriers to family engagement?
  - A. Surveys
  - B. PTO group to open the lines of communication
  - C. Opportunities to visit socially
  - D. Informative Facebook page
17. Describe how parents play an active role in school decisions, governance, and advocacy.
  - A. Parent representation on committees
  - B. Open door policy
  - C. Surveys
18. How do we recognize and value family members' participation and their diverse contributions to our school?
  - A. Meet and greet at start of school year
  - B. Family bulletin board
  - C. Photos and acknowledgement on school Facebook page and school website

This parental engagement policy may be translated at the request of any non-English speaking parent.

The following persons participated in the development of JESSE OWENS ELEMENTARY SCHOOL Parent Engagement Policy for the 2022-2023 school year.

Parents:

Claire Thibodeaux

Megan Courville

School Personnel:

<u>Anita Dupuis</u>	Title <u>Principal</u>
<u>Verna Broussard</u>	Title <u>Counselor</u>
<u>Bridget Hebert</u>	Title <u>Teacher</u>
<u>Natalie Broussard</u>	Title <u>Teacher</u>

Other:

<u>Adrienne Theriot</u>	Title <u>Supervisor, VPSB</u>
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