

Family/Student Handbook 2020-2021



Chahta-Ima Elementary School

27488 Pichon Road
Lacombe, Louisiana 70445

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Important Update to the 20/21 Handbook

Please understand that the contents/policies outlined in the 20/21 Student/Family Handbook apply to a traditional school year/environment. Because of the COVID-19 Pandemic, much of the information in the handbook will look different in order to ensure the utmost safety for CIE's students and staff. STPPS Stay Safe measures will take precedence over some of the traditional policies found in the handbook. However, the one factor that will remain static during this school year with pandemic safety measures in place and/or a traditional school year, is to maximize student safety and learning. This is always our goal, vision, and top priority at Chahta-Ima Elementary whether it's a traditional school year or otherwise.

Please glean knowledge from both the continually updated STPPS Covid-19 information found at www.stpsb.org/coronavirus as well as the 20/21 CIE Student/Family Handbook, knowing that the safety measures will always take precedence causing change to some of the traditional policies/information.

Thank you for your understanding during this unique time.

Stay Safe STPPS Guidelines

- ~Wear a face mask or face covering (all staff and third grade students)
- ~Wash your hands frequently for at least 20 seconds
- ~Avoid touching your eyes, nose, or mouth
- ~Cover your cough or sneeze
- ~Stay home if you're sick
- ~Maintain social distancing whenever possible

Table of Contents

Please refer to this *Family/Student Handbook*, as it is filled with pertinent information relating to your child's education. It can answer many of your questions. Referring to this will ensure a smooth transition into the 2020-2021 school year.

Introduction Pages: The Principal's and Assistant Principal Messages, Chahta-Ima's/STPPS's Mission and Beliefs, Title I Parents' Right to Know and Parent and Family Engagement Best Practices, and Teacher, Parents, and Students Roles for Success can all be found in the introductory pages of this handbook, and the 2020-2021 St. Tammany Parish Public School System Calendar.

In the pages following the calendar, you can find information about...

Uniform Policy

Chahta-Ima School Hours and Lunch Schedules

Arrival and Morning Care

Dismissal

Attendance

Transportation

Registration

School Supplies

School Fee

Cafeteria Information

Restrooms

Health Services

Field Trips/ Special Events

Report Cards / Promotion Policies

Positive Behavior Intervention Support (PBIS)/Discipline Plan

Visitors/ Special Programs, Classes, and Organizations

Special Programs, Classes, and Organizations

Miscellaneous



2020-2021 DISTRICT CALENDAR

UPDATED 8/4/20

'20 AUGUST							SEPTEMBER							OCTOBER							NOVEMBER								
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S		
						1			1	2	3	4	5						1	2	3		1	2	3	4	5	6	7
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14		
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21		
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28		
23	24	25	26	27	28	29	27	28	29	30	25	26	27	28	29	30	31	29	30										
30	31																												

'21 DECEMBER							JANUARY							FEBRUARY							MARCH								
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S		
			1	2	3	4	5						1	2		1	2	3	4	5	6			1	2	3	4	5	6
6	7	8	9	10	11	12	3	4	5	6	7	8	9	7	8	9	10	11	12	13	7	8	9	10	11	12	13		
13	14	15	16	17	18	19	10	11	12	13	14	15	16	14	15	16	17	18	19	20	14	15	16	17	18	19	20		
20	21	22	23	24	25	26	17	18	19	20	21	22	23	21	22	23	24	25	26	27	21	22	23	24	25	26	27		
27	28	29	30	31	24	25	26	27	28	29	30	28	28	29	30	31													
							31																						

APRIL							MAY							CALENDAR LEGEND													
S	M	T	W	T	F	S	S	M	T	W	T	F	S														
				1	2	3						1	Teacher Professional Development	1/2 Day for Students	Safe Start Day (see below)	Last Day of School	First Regular Day of School	Schools Closed (Holiday)									
4	5	6	7	8	9	10	2	3	4	5	6	7	8														
11	12	13	14	15	16	17	9	10	11	12	13	14	15														
18	19	20	21	22	23	24	16	17	18	19	20	21	22														
25	26	27	28	29	30	23	24	25	26	27	28	29															
							30	31																			

TESTING DATES	
December 1-18	LEAP 2025 Testing Window (Grades 9-12)
March 9	ACT (Grade 11)
March 29-April 30	LEAP 2025 Testing Window (Grades 5-8)
April 15-May 14	LEAP 2025 Testing Window (Grades 9-12)
April 21-27	LEAP 2025 Testing Window (Grades 3-4)

IMPORTANT DATES			
Aug. 20-Sept. 3	Teachers' Professional Development Days	Nov. 25-27	Thanksgiving Holidays*
Sept. 4	Teachers' Day	Dec. 23-Jan. 1	Winter/Christmas Break*
Sept. 7	Labor Day Holiday*	Jan. 4	School Re-Opens
Sept. 8-11	Safe Start Days	Jan. 15	End of Second Grading Period
Sept. 8	Safe Start Day: 1/4 Students Report (A-D)	Jan. 18	Martin Luther King Holiday*
Sept. 9	Safe Start Day: 1/4 Students Report (E-K)	March 19	End of Third Grading Period
Sept. 10	Safe Start Day: 1/4 Students Report (L-Q)	April 2-6	Spring/Easter Break**
Sept. 11	Safe Start Day: 1/4 Students Report (R-Z)	May 21	End of Fourth Grading Period
Sept. 14	First Regular Day of School+		Last Day of School
Nov. 3	Election Day	May 24	Teachers' Day
Nov. 6	End of First Grading Period		

The School Board requires an appropriate program for Veterans' Day (Nov. 11). School Administrators are asked to avoid scheduling activities on the following days when possible (observance begins at sundown the day before the date listed): Sept. 19 (Rosh Hashana); Sept. 28 (Yom Kippur)

+ Depending on Louisiana COVID-19 phase
 *In case of emergency, student make-up days will be taken from existing holidays in the above schedule.
 **It is understood should state testing conflict with the proposed Easter/Spring Break holiday that the Easter/Spring Break holiday will be adjusted accordingly.



Principal's Message

Dear Chahta-Ima Families,

Welcome to the 2020-21 school year at Chahta-Ima Elementary School. We are very pleased that you are a part of Chahta-Ima Elementary School. We are all looking forward to an exciting and rewarding school year.

Our faculty and staff work together to Challenge, Inspire, and Educate, Every Day. We know that if we all work together to support our children, we can give each child the power to reach his or her potential.

This handbook is designed to inform you of our school expectations, procedures, policies, rules, activities, and other pertinent information. We hope that this information will be useful to you and your family throughout the school year. Please take time to read this handbook as well as the St. Tammany Parish School Board Discipline Policies and review both with your child.

We encourage you to be involved in your child's education both at school and at home. Joining our PTA is one valuable way to be involved. Our Chahta-Ima PTA supports our children in many ways. Research shows that children perform better in school when parents and guardians are involved.

Chahta-Ima is a Title I school, and because of this, our school receives additional funds from the Federal Government to better meet the needs of all of our students and CIE families. We have many effective academic programs, new technologies, and so many other benefits funded through Title I. Families are invited to take an active role in Title I Parent Family Events and the School Improvement Plan decision making process. We greatly encourage all families to give us input in these significant components. We encourage you to join our monthly PTA/Title I Meetings in which you can play an intricate role in decision making and having a voice in your child's education.

Please visit our school website at <http://chahta-imaelementary.stpsb.org> to learn more about Chahta-Ima and for current events and information. You can also learn more about our school district at the St. Tammany Parish School System website at <http://stpsb.org>.

We are looking forward to a great new school year. If you have any concerns, questions, suggestions, or comments at any time this year, please do not hesitate to call the school (985) 882-7541 or email me directly at gary.marlbrough@stpsb.org.

Sincerely,

Gary Marlborough
Principal

Assistant Principal's Message

Dear Families of Chahta-Ima Elementary,

Welcome to the 2020-2021 school year. I am honored to embark upon another full school year at Chahta-Ima as the Assistant Principal. Being a part of a school community filled with enthusiasm about education and faculty and staff members dedicated to the success of every student is quite an honor.

I will continue to work with Mr. Marlborough to tackle all of the challenges that come with our mission of providing students with academic, social, and emotional growth. I look forward to meeting and working with all Chahta-Ima students and families. I truly believe that strengthening family involvement in school will help to increase student achievement.

Chahta-Ima is a **Positive Behavior Intervention and Supports (PBIS)** school, and we incorporate the FISH Philosophy throughout our schoolwide expectations and behavior plan. PBIS encourages and promotes positive behavior, and it also motivates students to be active and responsible learners.

The **FISH** Philosophy:

- Be There
- Make Their Day
- Choose Your Attitude
- Have Fun

As you walk around Chahta-Ima's campus, you will see our schoolwide expectations posted throughout the school, along with examples of how the FISH Philosophy relates to behavior expectations. In addition to the posted PBIS signs, faculty and staff members model and reinforce schoolwide expectations daily.

As the assistant principal of Chahta-Ima, I will exemplify the FISH philosophy in all that I do, and maintain high expectations throughout our school. If you have any questions or concerns, please feel free to contact me at 985-882-7541 or Lica.graves@stpsb.org

Sincerely,

Ms. L. Graves
Assistant Principal

Our Mission:

Chahta-Ima Elementary, where we Challenge, Inspire, and Educate every day.

School Motto:

Learning Today for a Better Tomorrow

Chahta-Ima Elementary School Belief Statements:

1. Chahta-Ima is a high quality elementary school committed to the pursuit of excellence in education.
2. Our purpose is to develop life-long learners and contributors to society by educating students through engaging instruction every day.
3. It is the responsibility of parents and the entire community to promote learning and provide a safe environment for all students.
4. Educators are leaders and role models who build positive relationships, provide engaging learning experiences, and guide students to success in life.
5. Student engagement is the key to learning.
6. Engaging instruction is meaningful, challenging, and meets the needs of all students.

St. Tammany Parish School System Shared Beliefs:

We believe that:

1. We are a good school system, and we must strive to be a great school system.
2. Our core business is to create engaging work for every student, every day.
3. High-quality schools and exemplary student achievement are the responsibility of the entire community.
4. Teachers are leaders and designers who create engaging work for students.
5. Student engagement is the key to learning.
6. Effective instruction must meet the needs of all students so that every child can learn at expected high levels.

Therefore, we make a commitment with our community to engage all students in high-quality education resulting in life-long learners who can contribute to the society in which they live.

St. Tammany Parish Public Schools
Title I
Parents' Right to Know
Parent and Family Engagement Best Practices

PARENTS' RIGHT TO KNOW

The **Every Student Succeeds Act (ESSA)** requires school districts to inform parents and families about their right to receive information on the professional qualifications of their children's teachers.

Parents and families have the right to know:

- Whether all employed personnel have met state qualification and licensing criteria for the position they hold within the school
- If any personnel is employed under provisional status where state qualification or licensing criteria have been waived
- All college degrees and general areas of certification held by teachers, and qualifications of the paraprofessionals
- Whether their child receives services by paraprofessionals and their qualifications

Teacher Certification/Degree Information can be verified at www.teachlouisiana.net

PARENT AND FAMILY ENGAGEMENT BEST PRACTICES

St. Tammany Parish Public School System believes that **Parent and Family Engagement (PFE)** is important for children to achieve success. Parents and families are key partners with the schools. PFE includes programs, services, and activities at the school and district level.

District Responsibilities	School Responsibilities
<ul style="list-style-type: none"> •Involve families in developing and reviewing the district's PFE Plan •Hold yearly Federal Programs, PFE Stakeholders', and PFE activity planning meetings •Support STPPS Title I schools in planning and carrying out their PFE activities •Annually review and monitor PFE activities and school-wide programs outlined in the School Improvement Plans •Provide a Title I PFE resource page and presentations for school personnel use •Develop Title I PFE survey to evaluate PFE plans and use results to plan future PFE programs and adjust PFE policies and procedures 	<ul style="list-style-type: none"> •Invite parents to a school meeting highlighting their school's educational programs, curriculum, and PFE opportunities •Offer PFE activities at various times which support learning goals at home •Involve parents in the planning, review, and implementation of PFE programs •Provide parents with timely information about the school PFE policy •Provide families with opportunities to volunteer, participate, and observe in the school and classroom •Maintain 2-way communication with families •Provide each student with the Compact for Student Success outlining responsibilities of students, parents, and teachers in the educational process •Support all students in their effort to achieve success

Chahta-Ima Elementary

Title I





Teachers, Parents, and Students Roles for Success

Roles of the School and Teacher

Chahta-Ima Elementary teachers will communicate effectively with their students and families to support students' success in English/Language Arts and Math.

Our teachers will:

- Present classroom specific information to parents annually at Open House
- Maintain updated school and teacher websites to keep parents informed
- Send home weekly newsletters
- Utilize parent/teacher communication folders/planners
- Prepare and execute lessons aligned with the Louisiana State Standards
- Provide a safe and orderly learning environment
- Host parent/family engagement activities which help support learning goals at home
- Provide on-going reports about each child's academic progress
- Encourage and support all students in their efforts to achieve success
- Identify struggling students and provide remediation for students performing below level

Roles of the Parent	Roles of the Student
<p>Chahta-Ima Elementary parents/families will collaborate with the school and teachers in order to extend learning opportunities from the classroom into the home environment. We, as parents/families, will support our children's learning in the following ways:</p> <ul style="list-style-type: none"> • Make sure my child comes to school because attendance is so important • Make sure homework is completed • Limit my child's amount of non-educational technology use • Volunteer in my child's classroom/school. • Participate in my child's education process. • Promote positive use of my child's time outside of school • Read all notes from school and the school district and respond as needed. • Be aware of, and participate in Title I activities/meetings • Monitor my child's progress through the Student Progress Center, and by reviewing report cards • Encourage my child to do his/her best academically, behaviorally, and socially 	<p>Chahta-Ima Elementary students will join the school, teachers, and parents in taking an active role in ensuring their own success. We, as students, will share the responsibility to improve our academic achievement and achieve the State's high standards. Specifically, I will:</p> <ul style="list-style-type: none"> • Do my homework every day, and ask for help when I need it. • Read at least 15 minutes every day outside of school time. • Give my parent(s) or guardian(s) notes from my school every day. • Practice the Fish Philosophy every day... <ul style="list-style-type: none">  Be There  Make Their Day  Choose Your Attitude  Have Fun

Education of Children and Youth in Homeless Situations

The McKinney-Vento Act is a federal law passed in 1987 to help people experiencing homelessness. The Act requires states and school districts to make sure students in homeless situations can attend and succeed in school. The McKinney-Vento Act applies to all children and youth who do not have a fixed, regular, and adequate nighttime residence, including all children who are living in the following situations:

- Doubled-up housing with other families or friends because they lost their home or their family is having temporary financial problems
- Living in a motel/hotel because of economic hardship or loss of housing
- Living in an emergency or transitional shelter, domestic violence shelter, or in a runaway/homeless youth shelter
- Living in a vehicle of any kind; campground without running water and/or electricity; abandoned building; substandard housing; bus/train station
- Abandoned in a hospital

Children and youth in homeless situations have the right to the following:

- Attend and succeed in school no matter where they live or how long they have lived there
- Enroll in a school despite the lack of a permanent address or lack of school and immunization records or birth certificates and other documents
- Receive services comparable to those offered to non-homeless children and youth
- Get transportation to school, if feasible
- Access educationally related support services

Should you or your child meet these qualifications; please contact your school's main office or guidance *office* to complete a form for consideration.

Mandatory Uniform Policy

SHIRT - Forest/Hunter Green or Gold (with or without the school approved logo, no other emblems or logos)

- T-Shirt
- Polo Style Shirt with 2 or 3 Buttons
- Turtleneck
- Long Sleeved Sweatshirt
- CIE Spirit Shirts can be Worn on Fridays Only

PANTS/SKIRTS - Uniform Style Khaki (tan shades - no emblems or logos)

- Pants
- Skirts
- Shorts
- Jumper

Chahta-Ima T-Shirts and spirit shirts are available for purchase through the PTA. Order forms will be sent home at the beginning of the school year and will be available in the office after that time. Please visit or call the office with any uniform questions.

*In addition to our Chahta-Ima uniform policy, all students must follow the St. Tammany Parish School Board Dress Code found in the St. Tammany Parish School Board Discipline Policy Handbook.

School Hours

8:30 AM- 3:31 PM Monday - Friday

On half-days, dismissal is at 2:31PM.

Arrival- School begins at 8:30 am.

Morning arrival procedures begin at 8:00 am. Any arrivals after 8:30 AM will need to report to the office with a parent or guardian to be checked-in and will be considered tardy. Please walk students to the front reception desk of the school. All campus visitors must park in the front of the school, away from the bus lane, and check in at the front reception desk.

Please DO NOT drop children off before 8:00 am. Supervision for students by duty teachers begins at 8:00 AM.

If a student eats breakfast in the cafeteria, he/she should go directly to the cafeteria upon arrival. If a student does not eat breakfast, he/she should go to the designated area for recess. Students should not go to a teacher's classroom before school, as there is not any adult supervision in the classrooms from 8:00 AM- 8:30 AM.

Morning Meeting

Once weekly on Friday, we begin the day together as a school community at 8:30 AM in the gym for Morning Meeting. It is important that all students are at school on time to participate in Morning Meeting. Any student who arrives after 8:30 AM is considered tardy and should sign in through the office. Families are also welcome to attend Morning Meeting, following visitor check-in procedures.

Dismissal and 21st Century Community Learning Center Program- The school day officially ends at 3:31 PM. Students will be dismissed to carline, buses, and our 21st Century After-School Program. See the program director for more details. The number of 21st Century is 985.882.7950.

On half-days, dismissal is at 12:31 PM. 21st Century is not held on days that students are released early from school.

Attendance

School attendance is imperative, not only to satisfy the requirements of the law but to help ensure student achievement and success. Every missed day of school is a missed opportunity to learn.

As per state policy, St. Tammany Parish Public schools are responsible for enforcing the following requirements:

- Students are expected to be in attendance during every student activity day scheduled by the St. Tammany Parish School Board.
- Schools must administer attendance regulations in accordance with state and locally adopted policies.
- Elementary students may not miss more than ten (10) days of non-exempted excused absences, unexcused absences, and/or suspensions per year. Students in grades K-8 who miss more than three (3) hours of instructional time during the school day will be considered absent for the entire day.
- Students participating in school sponsored activities/field trips that necessitate their being away from school shall be considered to be present and shall be given the opportunity to make up work.

Excuses for Absences

Excuses for all absences must be presented in writing to the school principal or designee within two (2) days of the absence. The note must include the student's full name, days of absence, reason for absence and/or doctor's verification, parent/guardian signature and date of signature. Failure to send the note will result in the student not being able to make up missed coursework, and zeros for that work will be given.

In elementary through junior high school, when a student accumulates seven (7) absences, which include non-exempted excused, unexcused, and/or suspensions, notification will be made to the parents/guardians. **After the tenth (10) absence which includes non-exempted excused, unexcused, and/or suspensions, the school will notify parents/guardians through a letter that outlines the consequences resulting from the absences.**

Please refer to the STPSB handbook for more details on the absence policy.

Tardiness - Please "Be There" - Be on time!!! When students arrive after the day begins at 8:30 am, they miss important information and routines that begin everyone's day.

If a student is tardy, an adult must bring the student to the office to receive an admit slip before entering the classroom or Morning Meeting. A written excuse signed by the parent must be presented to the office for the tardy to be excused. Tardiness will be excused for the same reason as absences. **After the 5th tardy, the school will notify parents/guardians the school will notify parents/guardians through a letter that outlines the consequences resulting from the tardies.**

Early Check Out - Students who become ill, injured during the school day, or who have some other family emergency, will be dismissed **ONLY** to a custodial parent, legal guardian, or a person authorized in writing by the parent. Office personnel will initiate the checkout procedure by checking the student's emergency card for the name of authorized persons and checking the identification of the individual checking the student out. A person who is not on the emergency card cannot check out a student unless the office receives written permission from the parent or guardian. The office will follow up on this with a phone call to the parent/guardian. **The front office will not call for a student to check out of class until the authorized person is present.**

Students being checked out **must have** an excused reason for checking out. If a student is checked out before half of the school day is over, an unexcused half-day absent will result. Checking a student out without a warranted excuse can have a detrimental effect on academic performance.

If a student returns to school on the same day after being checked out, he/she must be accompanied to the office to sign in.

For the safety of the children, parents are asked to refrain from picking up children between 3:00 and 3:31 PM. This is extremely important for the well-being of all students. If you have a question or concern regarding this policy, please contact the principal.

Transportation

Bus - Buses unload and load in the circle at the front of the school. Parents must write a note to the office to receive temporary permission to ride a bus other than the one that is assigned to the student. The note should include the child's name, the name of the driver and bus number, the date(s) of the change, the drop off address, a parent's signature, and contact number. **Students who live outside of Chahta-Ima's school district cannot use the school's bus transportation.**

The school bus provides a convenient service for the students. Students may enjoy visiting **quietly**, **talking in a low (normal) voice** with friends sitting in the same seat. Remember to **be completely seated facing forward, keeping hands and feet to self**. Additionally, refrain from eating on the bus, be courteous to other students, and respect the bus driver at all times. This will provide a safe trip to and from school.

The following steps will be followed for inappropriate behavior on a school bus.

- The driver will provide verbal or nonverbal direction.
- The driver or administrator will refer student for modeling and practice time.
- The driver or administrator will conference with parent by phone.
- The driver will complete a Louisiana Department of Education Bus Behavior Report.

If inappropriate behavior persists, the student may be suspended from all bus privileges. The driver will complete a Louisiana Department of Education Bus Behavior Report for any major offense. School administrators reserve the right to adjust disciplinary action to fit the infraction at any time. ***The goal is for each child to ride to and from school safely in a positive atmosphere.*** If you have any questions or concerns about bus transportation, please contact Ms. Graves, Assistant Principal.

A parent/guardian/ adult must be present at the student's bus stop in order for the student to be dropped off by the bus driver. This is for safety purposes and is followed strictly. If no one is present at the child's bus stop at the time of drop-off, transportation will be notified as well as the school, and the student will be returned to the school.

Car Riders - Duty teachers are assigned to supervise the carline area before and after school. To ensure the safety of our students, please help us by following these arrival and dismissal procedures.

1. Students are to be dropped off before school and picked up after school at the west end of the main building (car rider area). **This is the only area where students are allowed to be dropped off or picked up.** If you are unable to use the carline, you must come to the office to check your child in/out from school.
2. Children may be dropped off beginning at 8:00 AM. No one is on duty to supervise your child before that time.
3. Please have your child wait for a staff member to receive him/her and unload from the passenger's side if possible.
4. While waiting in carline, please refrain from blocking the gate to the parking lot and leaving your vehicle to pick up your child. Please be considerate of those who have been waiting in line by going to the end of the carline when arriving - do not get in front of someone who has been waiting in the line.
5. Dismissal time for car riders is 3:31 PM. Please be prompt when picking up your child.
6. Please be courteous of our neighbors on Pichon Road, and do not block their driveways.

Louisiana law stipulates that:

Children between birth and 1 year old, or weighing less than 20 pounds, must travel securely fastened in a rear-facing infant safety seat or convertible safety seat;

Children between 1 and 4 years old, or between 20 and 40 lbs, must travel while facing forward in a convertible seat (also known as a combination seat) that is fitted with an internal harness;

Children between 4 and 6 years old are required to ride in a backless or high-backed belt-positioning booster seat: and

Children over the age of 6, or over 60 lbs, must wear a lap-shoulder belt or be secured in a belt- positioning booster seat.

Children have to be 13 years or older in order to ride in the front seat of a car. Smoking is prohibited in any vehicle when there is a child under the age of 13.

When driving in a school zone or a school campus, it is a hands-free zone, so cell phones should not be used while in carline/driving on campus.

Transportation Changes - Any changes in transportation must be sent in writing to the teacher **each day** there is a change in transportation. Please include your child's name, teacher's name, grade, date, the message with details of the change, and parent/guardian's signature.

Please be reminded that the back parking lot of the school is reserved for employees.

Registration

New Students - The following items are required for student registration:

1. State Certified Birth Certificate
2. Proof of Residency
3. Social Security Card
4. Health Record of Required Immunization

5. Report Card, Records from last School, Special Education records (if applicable)
 6. Assignment Letter (if applicable)
 7. Custody Papers (if applicable)
- **Any legal documents concerning custody or other legal issues concerning a student must be brought to the office for documentation.

Transferring Students - Students transferring to Chahta-Ima Elementary from another St. Tammany Parish school should secure a letter of assignment from the St. Tammany Parish School Board Annex located in Covington or Slidell.

Withdrawal from School - Please notify the school when you know that your child will be withdrawing or transferring. A withdrawal form will be processed. All outstanding library books and textbooks must be returned and all outstanding fees paid (cafeteria, library, lost book fees, etc). Please contact the school secretary in the office with any questions about withdrawal/registration procedures.

School Supplies - Each student is given a supply list at the beginning of the school year. Students are expected to bring school supplies to either *Meet and Greet* or the student's first day of school. It is also the responsibility of the student to replenish school supplies as needed throughout the school year. **If you are having a difficult time providing requested school supplies for your child, please contact your child's teacher.**

Textbooks issued to students are the property of the St. Tammany Parish School System. Students are expected to take good care of their books. If a student loses a book(s), he/she must pay the cost of the book(s). There will be a fee(s) assessed for all damaged books.

All toys, games, and personal items should be left at home. If a personal item is confiscated at school, the item will be secured by a school administrator and will be released back to a parent or guardian. This also includes electronic devices. Cell phones may be brought to school but must be left *off* and contained in students' book bags. If cell phones are turned on or are visible, cell phones will be confiscated.

School Fee - A **supply fee of \$10.00** per student is charged at the beginning of the school year. This fee covers instructional supplies, materials, subscriptions, and other equipment used in the classroom and school. The instructional fee should be paid by parents or guardians as soon as possible in the provided *School Fee Envelope*.

Cafeteria Information

Lunch schedules can be found on the school's website
@ <http://chahta-imaelementary.stpsb.org/cafeteria2.htm>.

Cost of Breakfast and Lunch - Breakfast and lunch purchases should be paid in full on Mondays or at the beginning of each month. We encourage you to pay by check when possible. Online payment is available through *Payschools* which can be accessed through our school website: <http://chahta-imaelementary.stpsb.org> or at www.mypaymentsplus.com. Please make sure your child's name and lunch card number are on all checks. If you send in a cash payment, please put the cash in an envelope labeled with your child's name, teacher's name, and lunch number.

Pricing

Student paid breakfast. 75 cents
Student paid lunch \$1.30
Milk 50 cents

Student reduced breakfast.....30 cents
Student reduced lunch..... 40 cents

Adult breakfast (visitors) \$2.25
Adult lunch (visitors).....\$4.75

Free and reduced lunches are available for children who qualify. These forms are available at <https://cafefr.stpsb.org>. A new form must be completed each year. If you have any questions about this process or our cafeteria in general, please contact the cafeteria manager in the cafeteria at 985-882-7600.

Menus - Menus will be sent home monthly and will be posted on our school website: <http://chahta-imaelementary.stpsb.org>.

Visitors - The cafeteria will be open to visitors. Please call the cafeteria to make lunch reservations so we can prepare enough food for you (985-882-7600).

Lunch Dismissal - Duty teachers will come to the cafeteria to pick up students for recess at the end of lunch. Students will remain seated until their class is released by a teacher.

Cafeteria Behavior and Expectations:

- Speak to those only nearest to you.
- Raise your hand for the duty teacher.
- Eat your lunch.
- Stay in your seat until dismissed.
- Remain respectful.

Restrooms - Each student must have permission from his/her teacher in order to go to the restroom. During recesses or while in the cafeteria, students must get permission from the teacher on duty. Proper behavior is expected when using the restroom. Students need to help keep the restrooms clean. Remembering to flush after using the toilets and washing hands after using the restroom is important for a healthy school environment. If there is not any toilet paper or soap in the bathroom, students should report this to their teachers. Teacher(s) will report this to the office.

Restroom Behavior and Expectations

- There should not be any conversation in the restrooms.
- Use the restroom, wash your hands, and return to class.
- Be respectful of the restroom's property and cleanliness.
- Walk safely with a partner student in your own space to and from the restroom.

Health Services

School Nurse - The school nurse is scheduled to be at Chahta-Ima at least once a week. It is her responsibility to appraise and identify the health needs of students. The nurse has the authority to enforce school board policy regarding exclusion or readmission of students in connection with infectious or contagious sicknesses. Our school nurse can be contacted by calling the school.

First Aid - Students should report all injuries to a teacher or staff member. Injured students will be sent to, or brought to the office. No teacher or staff member can give medication to a student. In the case of illness or student injury, the school will contact the parents or a person designated by the parents. The parent or authorized person may be asked to come to the school to pick up the child.

Illness - The health and well-being of all students and school personnel are important; therefore students will not be allowed to remain at school for the following reasons:

- Fever of 100 degrees or above, vomiting, diarrhea, severe pain, or other conditions not conducive to learning. **Please do not send your child to school until he/she is fever free for 24 hours.**
- Any infectious or contagious conditions such as head lice, impetigo, pink eye, ring worm, etc. may also require students to remain home until they are no longer contagious.

Medication - A student cannot administer medicine to himself/herself or bring medicine to school. Please **DO NOT send medication to school with your child.** The child's parent or guardian must bring all medication to the school's office and complete the required forms to have it administered at school. No medication may be administered without written permission from a doctor. Please contact the school office for forms necessary if your child needs to receive medication during the school day.

Screenings - All children in kindergarten, first, and third grades receive a hearing and vision screening. A child being evaluated for Special Education services must have a current hearing and vision screening. Any student referred for a hearing or vision test by the classroom teacher will also be screened. If there is any indication of failure on hearing/vision screening, notification will be given, and it is the parent/guardian's responsibility to follow up with a proper medical provider.

Field Trips - Field trips are used to instruct or enhance the students in a particular area of study. After the school makes the arrangements for the field trip, a letter will be sent to parents explaining the purpose of the visit, place of visit, cost of the trip per student, and the approximate time for leaving and returning to school.

The cost will cover admission to the visited facility and bus transportation. The students are chaperoned by teachers and sometimes family chaperones. Only CIE students from the classes going on the field trip are allowed; siblings or other children may not attend the field trip with assigned chaperones.

If chaperones are permitted on the field trip, all chaperones must check in at the office before leaving to get a chaperone sticker. Also, if a chaperone wants to take his/her child home from the field trip, the chaperone must sign his/her child out in the office **prior** to the field trip and get a check-out slip at this time. In order to release a child from the field trip, the check-out slip **MUST** be presented to the teacher when departing the field trip.

Only teachers and students may ride the bus; chaperones must provide their own transportation to/from the field trip.

When the field trip is to a facility in Lacombe, the students and chaperones often walk to the destination. A walking field trip permission form is sent home at the beginning of the year and covers any walking field trips from the school. For field trips outside of the Lacombe area, bus transportation is required.

Being Involved in Your Child's Education Leads to Educational Success

Special School Events - Parents and guardians are encouraged to participate in school events such as Open House, field trips, Title I Parent Family Events such as Family Learning Nights, Field Day, PTA/Title I General Meetings, student performances, and other planned Partnership Events. These events engage both students and families in learning and promote extended learning at home. Invitations announcing school events will be sent out to all parent families. Robo calls may also be made announcing these events.

Title I Parent Family Meetings - Monthly Title I/PTA Meetings are held throughout the school year. All parent/family members are encouraged to attend. Important Title I Parent Family Engagement and School Improvement Plan matters will be discussed at these meetings and the input of the parent/families is needed and valued. Invitations announcing the meeting dates will be sent out to all parent/families. Robo calls may also be made announcing meeting dates/times.

Parent Teacher Association (PTA) - Our Parent Teacher Association plans programs and activities to help support our school and meet the needs of our students. Parents, teachers, students, grandparents, community members, and all persons interested in the well-being of our children are encouraged to become a member of our Chahta-Ima PTA. It is vital that parents and teachers work together to help students by setting goals and working to achieve these goals. PTA Meetings, in conjunction with Title I Meetings, are held each month. If you would like to volunteer or serve on the PTA committee, please contact the school at 985-882-7541 or a PTA officer. If you are unable to volunteer, we still encourage you to support the PTA by becoming a member. PTA Membership forms to join the PTA are sent home at the beginning of the school year.

Report Cards - Report cards are sent out on a quarterly basis. Remember to praise your child for doing his/her best. Offer encouragement and assistance when needed. If you feel that you need to discuss your child's report card with his/her teacher, please call for an appointment. Report cards are sent home in a report card envelope. **Please sign and return this envelope** to indicate that you have received/reviewed the report card. The report card does not need to be returned.

Student/Family Learning/Communication Platforms - An important teacher learning/communication platform can be found in the Student Progress Center where teacher webpages are accessed, providing both valuable academic information and school/classroom communication. This can be accessed using student username/password (PSN) information provided by the school board.

Student Progress Center - The Student Progress Center is an electronic version of a student's "academic gradebook". This can be accessed using student username/password (PSN) information provided by the school board. Grades are recorded in this system in first through third grades and beginning in Kindergarten in the second quarter of school. Checking the Student Progress Center regularly is important, allowing for weekly academic progress monitoring and involvement in your child's education.

Promotion Policies

*****As per the STPSB Pupil Progression Plan**

Promotion: Kindergarten

Kindergarten Promotion Requirements- Students will be promoted from kindergarten to first grade. The criterion for promotion to first grade for kindergarten students is based on satisfactory progress at the end of the fourth grading period as reported on the St. Tammany Parish Kindergarten Student Evaluation Report. Students showing needs support/progressing toward stated goals on all available criteria will be referred to School Building Level Committee (SBLC) to determine promotion or retention with parent permission. Children who have not attended kindergarten must demonstrate satisfactory performance on a series of academic readiness tests, letters and sounds inventory, math assessment and Richard Gentry's Spelling Assessment.

Promotion: Grade 1

Students in first grade will receive letter grades A, B, C, D, and F. Grades will be inputted in the Student Progress Center. Nine grades, or one grade per each week in a grading period will be assigned for Reading, Language Arts, and Math. Five grades will be entered for Science and five grades for Social Studies. Report Cards begin the first quarter. If a student in first grade receives a failing grade in reading or math, the School Building Level Committee shall review available data pertaining to the student's reading or math proficiency to determine promotion or retention. The reading or math proficiency of the student shall be determined by using the informal teacher assessment portfolio which includes a collection of the following: DIBELS assessment results three times per year, writing sample, word recognition test, basal reading series assessments, math sample, spelling test, and any other pertinent information. A variety of assessments shall be included, i.e. portfolios, journals, written tests, projects, checklists, writing samples, interviews, observations and anecdotal records. Students with characteristics of dyslexia, who are served in a multi-sensory structured language program, follow the same criteria for promotion as all other students.

Promotion: Grades 2 and 3- A student shall not be promoted in grades 2 and 3 if he/she fails the following: Reading or Math or Two of these subjects: Language, Science, and Social Studies. Failing a subject is denoted by receiving fewer than four quality points by the fourth grading period. Students with characteristics of dyslexia, who are served in a multi-sensory structured language program, participated in the state mandated assessments, if enrolled at the time of the assessments.

Grading Scale for Regular Courses Grade Percentage

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

Positive Behavior Interventions and Support (PBIS)/Discipline Plan -

The major goal of our plan is to set clear expectations that will help students make better choices and to provide a positive learning environment for all students. We ask for your cooperation in helping us to help all students accept responsibility for their actions and develop self-discipline. We live the FISH Philosophy daily at Chahta-Ima Elementary.

The FISH Philosophy- CIE School Wide Expectations

1. Be There
2. Choose Your Attitude
3. Make Someone's Day
4. Have Fun

Clear Expectations

Students at Chahta-Ima are continually made aware of the expectations of the school to ensure a safe environment that promotes optimal learning. Schoolwide expectations are posted throughout the school, along with examples of the FISH Philosophy relating to behavior expectations.

Support and Consequences:

1. Try it again
2. Try it again with help
3. Practice/Rehearsal time
4. Behavior Reflection
5. Behavior Reflection with plan for improvement
6. Office Referral for Major Offense

The following are possible interventions that may be utilized as applicable for behavior offenses.

- Recess Reflection
- Parent/Teacher Conference
- Referral to School Counselor or Mental Health Provider (MHP)
- Referral to SBLC (School Building Level Committee)
- TRIBE Check-in/Check-out
- Complete a Functional Behavioral Assessment (FBA) and develop a Behavior Intervention Plan (BIP)

The Administration will complete a Louisiana Department of Education School Behavior Report for any major offense and reserves the right to adjust disciplinary action to fit the infraction at any time. Consequences as outlined in the St. Tammany Parish School Board Discipline and Attendance Handbook will be followed.

Sexual Harassment *As per the STPSB Discipline Guidelines**

The purpose of the St. Tammany Parish School Board is to provide public education for the school aged children of St. Tammany Parish, Louisiana. Sexual Harassment is a violation of the law and School Board policy and will not be tolerated, condoned, or overlooked. The Board requests and encourages persons associated with the School System who believe there are acts of harassment to be reported to the school principal or designee.

The Board through the school principal shall promptly, thoroughly, and fairly investigate reports of sexual harassment and take appropriate action that is consistent with the results of the investigation and legal requirements afforded by law. Inappropriate behavior will be handled according to the school's discipline procedures. The School System and Board will not tolerate retaliation by anyone associated with the School System against one who files a complaint of sexual harassment. Some acts of sexual harassment are considered criminal and are subject to prosecution. The Board and School System will fully cooperate with law enforcement agencies and the District Attorney in investigating and prosecuting such criminal offenses.

REPORTING OF INCIDENTS NEED TO BE MADE TO THE PRINCIPAL AT YOUR CHILD'S SCHOOL. A COPY OF THE POLICY IS AVAILABLE IN EVERY SCHOOL'S LIBRARY.

Bullying -As defined by Act 861 of 2012, bullying is a pattern of one or more of the following: Gestures, including but not limited to obscene gestures and making faces; Written, electronic, or verbal communications, including but not limited to calling names, threatening harm, taunting, malicious teasing, or spreading untrue rumors; Electronic communication including but is not limited to a communication or image transmitted by email, instant message, text message, blog, or social networking website through the use of a telephone, mobile phone, pager, computer, or other electronic device; Physical acts including but not limited to hitting, kicking, pushing, tripping, choking, damaging personal property, or unauthorized use of personal property; Repeatedly and purposefully shunning or excluding from activities; where the pattern of behavior is exhibited toward a student, more than once, by another student or group of students and occurs, or is received by a student while on school property, at a school-sponsored or school related function or activity, in any school bus or van, at any designated school bus stop, in any other school or private vehicle used to transport students to and from schools, or any school sponsored activity or event.

The pattern of behavior must have the effect of physically harming a student, placing the student in reasonable fear of physical harm, damaging a student's property, placing the student in reasonable fear of damage to the student's property, or must be sufficiently severe, persistent, and pervasive

enough to either create an intimidating or threatening educational environment, have the effect of substantially interfering with a student's performance in school, or have the effect of substantially disrupting the orderly operation of the school.

Personnel at all levels are responsible for taking corrective action to prevent bullying at any school sites or activities. Allegations of bullying will be promptly investigated, giving due regard to the need for confidentiality and the safety of the alleged victim and/or any individual(s) who report incident(s) of bullying. An individual has the right to report an incident(s) of bullying without fear of reprisal or retaliation at any time.

Retaliation is defined as meaning "to pay back (an injury) in kind." When a person is accused of having behaved in an inappropriate fashion, especially bullying, the common reaction of that person is to be angry and want to pay the "alleged victim" back (retaliate). Retaliation must not occur and will not be tolerated.

Proven allegations of bullying can have serious consequences for the person deemed guilty, including verbal or written reprimand, in-school or out-of-school suspension, disciplinary reassignment, and/or expulsion.

Victims of bullying have responsibilities. Victims should clearly tell the bullies to stop. If bullying persists, victims should not ignore the incident(s) but should report the incident immediately to someone at school. Students should tell their parent(s). If the bullying continues after telling the bullies to stop, students should make a written record of the incident including dates, times, witness or witnesses, and parties involved in the incident. The incident should be reported immediately to an adult who has authority over the bullies, for example, a teacher, guidance counselor, assistant principal, or principal. Victims should avoid being alone with the person(s) who attempted to bully them in the past. Victims of bullying who feel uncomfortable reporting this fact to adult personnel at school should contact another appropriate adult or friend who will report on their behalf.

To minimize the risk of being accused of bullying, students should keep their hands to themselves, remember that no one has the right to harm another person in any way, think before speaking, immediately apologize for accidentally saying or doing anything that has made another person feel oppressed, and report all incidents of bullying behavior they have witnessed to appropriate school personnel. Students should not touch anyone without his or her permission. Students should not interact with a person after that person has perceived their behavior toward them as "inappropriate" and has clearly told them to "stop". Nor should they make remarks that may cause another person to feel "oppressed" (stressful, scared, intimidated).

Visitors - We encourage visitors to come to our school to participate in our school activities and celebrations.

Volunteers - Parents and family and community members are invited and encouraged to offer their services as Chahta-Ima volunteers. Volunteers provide valuable services to our students and faculty in areas such as assisting teachers in preparing instructional materials, tutoring, assisting with classroom functions and field trips, helping with fund raising events, assisting with reception and clerical tasks in the office, and working with the PTA. If you are interested in volunteering in any way, please contact your child's teacher and/or the office staff.

For the safety of our students, we require that all visitors/volunteers report immediately to the office when arriving at school. All visitors must sign the logbook, present a valid state issued license or identification card, and receive a visitor's pass. Before leaving,

all visitors must sign out in the office. **These rules must be followed for the safety of our students. All volunteers must also sign a Confidentiality Form before beginning the volunteer process.**

Special Programs, Classes, and Organizations

Art

Students will receive art instruction once a week from the itinerant art teacher during their scheduled class times. For questions about our art program, please contact our art teacher.

Counseling

The counseling program at Chahta-Ima is dedicated to promoting the social, physical, emotional, and academic abilities of each and every student. In doing so, efforts are made to guide all students into becoming well-rounded individuals equipped to make healthy decisions and wise choices, enabling them to cope with situations in the ever-changing society in which they live. The counseling department encourages programs of support, prevention, and remediation by actively providing small group and individual counseling sessions, as well as serving as a resource for our teachers and parents. If you feel your child is in need of counseling services, please contact your child's teacher. If you have any questions about our counseling program, please contact our guidance counselor.

Library

Students will also have use of the library facilities during the time period(s) scheduled for their class to visit the library each week. It is the role of the librarian to help develop a passion for literacy among students. Successful readers are successful students! The librarian will make students aware of the library's literature collection, promote student reading, teach students how to find and use library materials, and work with the classroom teachers in correlating classroom activities, using library resources. Students are expected to help maintain a quiet atmosphere in the library. Students are also encouraged to treat library books as their "friends". When applicable, lost or damaged library books and delinquent fees must be paid before the student is allowed to check out future library books. For questions about our library program, please contact our librarian.

Music

Students receive a minimum of 30 minutes of music instruction each week with the itinerant music teacher. The music program is designed to help each student develop his/her musical ability to the utmost, provide an outlet for creativity and self-expression, be introduced to various cultures, and to give a source of enjoyment and achievement which will be continued throughout life. For questions about our music program, please contact our music teacher.

Physical Education (PE)

Physical Education concentrates on an individual's maximum potential and his/her related social, emotional, and intellectual growth. We strive to promote the health, vitality, and total education of the student. The development and maintenance of optimal health, fitness, and physical maturity of the student is emphasized, along with an understanding and development of sportsmanship. Students have scheduled times twice weekly for PE instruction with the PE teacher. Students are required to wear proper athletic/tennis shoes on PE instructional days to ensure safety and optimal performance. For questions about our PE program, please contact our PE teacher.

Early Childhood (LA4)

The purpose of this program is to offer early childhood learning experiences for at risk children. To be enrolled in the preschool program, children must be 4 years old before October 1st of that school year and meet other specified criteria. The preschool program is designed to help children

develop emotionally, intellectually, physically, and socially with emphasis on language and social skills. Another important purpose of the program is to help parents be actively involved in their child's learning and to enhance parenting skills.

Suzuki String Classes (Violin)

A string program adapting the methods of Shinichi Suzuki is offered to students at Chahta-Ima. To participate, students must have their own violin, and a parent/designee must attend the child's one group session each week. Lessons are free of charge. Interested parents should contact the office for further information.

School Building Level Committee (SBLC) and Special Education Services

If parent(s)/legal guardian(s) have any concerns relating to their child's academic performance, they should first discuss their concerns with the child's teacher. A teacher may also contact parent(s)/legal guardian(s) indicating academic/behavior concerns. When a child is having difficulty functioning in a regular education classroom setting, he/she may be referred to School Building Level Committee (SBLC). SBLC will meet with the parent(s)/legal guardian(s) to initiate an intervention plan. More SBLC meetings will take place, reviewing the effectiveness/results of the interventions. The team may decide the child needs to be evaluated through the Pupil Appraisal Department. If the evaluation reveals that the student has an exceptionality, he/she could possibly qualify for special education services. Services provided on our campus include: 504 Plan, speech and language therapy, preschool early intervention, co-teaching classroom setting, resource and inclusion, managing alternative education, gifted enrichment, occupational therapy, and adaptive physical education. For more information about special education services, please contact the SBLC Chairperson or your child's teacher.

Community Learning Center

The Chahta-Ima 21st Century Community Learning Center offers an after school program as well as summer camp. The participants have access to a computer lab, homework assistance, and recreational and cultural activities. For more information about the 21st Century Community Learning Center contact, (985) 882-7950 or access the program's webpage at our CIE website at <http://chahta-imaelementary.stpsb.org>.

Miscellaneous Lost or Stolen Items

The school is not responsible for lost or stolen possessions. Each student is responsible for his/her personal property. You can help by labeling your child's possessions and clothing with his/her name.

No Smoking

The St. Tammany Parish School Board policy on smoking is as follows: "The St. Tammany Parish Public School System prohibits the use of any tobacco products by students, employees, or visitors in all buildings, centers, offices, vehicles, schools, or other property under the jurisdiction of the School Board. In addition, pursuant to LA R.S. 40:1300.251, et seq, there shall be no smoking or use of any tobacco products or smoking devices on or in any elementary or secondary school building; the campus of any school; any School Board offices or other property owned or operated by the Board, including the grounds of School Board property; or any school buses and other school- or School Board- owned vehicles or private vehicles used to transport students for school events. Smoking is defined to mean inhaling, exhaling, burning, carrying, or possessing any lighted tobacco product, including cigarettes, cigars, pipe tobacco, and any other lighted combustible plant material.

Telephone Use

Students are not allowed to use the telephone except in the case of an emergency. In an emergency, students will use the phone in the office. Students are NOT allowed to use the phone to request homework. Students will not be called to the telephone except in the case of an emergency.

Taking Photographs

Parents/families can **ONLY** take photographs of their child on school property in order to abide by confidentiality rights.