

Student/Parent Handbook 2015-2016



Chahta-Ima Elementary School

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Principal's Message

Dear Chahta-Ima Families,

Welcome to the 2015-16 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 & 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.

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,

This year at Chahta-Ima, we will continue implementing **CHAMPS** as a school-wide model to encourage positive student behavior and to motivate students to be active, responsible learners. We will also incorporate the FISH! Philosophy into our school-wide **CHAMPS** model. The guiding principle behind **CHAMPS** is to enhance student engagement and learning by empowering school personnel with techniques to help all students make responsible and respectful choices.

The **CHAMPS** beliefs include:

- All students must be treated with dignity and respect.
- Students should be taught skills and behaviors necessary for success.
- Staff members should encourage motivation through positive interactions and building relationships with students.
- Student misbehavior provides a teaching opportunity.

The following acronyms will be used to teach and clarify school-wide and classroom rules:

C - Conversation (What level of talk can students use during this activity?)

H - Help (How can students ask for help during this activity?)

A - Activity (What is the task/objective of this activity?)

M - Movement (What is the movement during this activity?)

P - Participation (What does appropriate student behavior look like/sound like during this activity?)

S- If we follow these rules we will achieve SUCCESS!

Please feel free to contact me if you have any questions at 985-882-7541 or by email at daphne.lowe@stpsb.org.

Sincerely,

Daphne Lowe
Assistant Principal

Our Mission:

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.



2015-2016 School Calendar

Important Dates

Aug. 4-5	Teachers' Professional Development Day
Aug. 6	Teachers' Day
Aug. 7	School Opens
Sept. 7	Labor Day Holiday*
Oct. 2	Parish Fair Holiday*
Oct. 8	End of First Grading Period
Oct. 9	1/2 Day Professional Development 1/2 Day Record Keeping (No Students)
Nov. 23-27	Thanksgiving Holidays*
Dec. 18	End of Second Grading Period End of First Semester 1/2 Day for Students 1/2 Day Record Keeping
Dec. 21- Jan. 1	Winter/Christmas Break*
Jan. 4	School Re-Opens
Jan. 18	Martin Luther King Holiday*
Feb. 8-12	Mardi Gras Holidays*
March 1	ACT Testing- Grade 11
March 10	End of Third Grading Period
March 11	1/2 Day Professional Development 1/2 Day Record Keeping (No Students)
March 14-18	State Testing Window- Grades 3-8**
March 25- Apr. 1	Spring/Easter Break*
April 5-6	State Testing- Grades 3-8
April 25-29	State Testing Window- Grades 3-8**
April 25- May 13	EOC Testing Window- Grades 8-12**
May 20	End of Fourth Grading Period End of Second Semester 1/2 Day for Students 1/2 Day Record Keeping
May 23	Teachers' Day

The School Board requires an appropriate program for:
Nov. 11 Veterans' Day

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. 14 Rosh Hashanah
Sept. 23 Yom Kippur

* In case of emergency, student make-up days will be taken from existing holidays in the above schedule.

August 2015						
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March 2016						
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April 2016						
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May 2016						
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- ★ First and Last Day of School
- 1/2 Day for Students
- Schools Closed/Holiday
- ◇ State Testing
- Professional Development/Record Keeping (No School for Students)
- ⌈ State Testing Window**

** State testing will be scheduled during the testing window dates by each school. Contact individual schools for exact dates.

School Hours

8:30 am -3:31 pm Monday-Friday
On half days dismissal is at 12:31 pm

Lunch Schedules

Pre-Kindergarten 11:00 am - 11:45 am
Kindergarten 11:50 am - 12:15 pm
First Grade 11:10 am - 11:35 am
Second Grade 11:40 am-12:05 pm
Third Grade 12:20 pm – 12:45 pm

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
- Light Blue CIE Spirit Shirts (Teamwork shirts) can be worn on Fridays Only

PANTS – 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 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.

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 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 through the cafeteria to the playground. Students should not go to a teacher's

classroom before school as there is not adult supervision in classrooms from 8:00 am – 8:30 am.

Each Friday we begin the day together as a school community in the gym with Morning Meeting. Morning Meeting starts at 8:30 am. It is important that all students are at school on time to participate in Morning Meeting. Any student that arrives after 8:30 is considered tardy and should sign in through the office.

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 program director Denise LaBella for more details.

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 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 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 of the seat time recovery requirements.

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 rituals 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.

1. After the 3rd tardy, the parent will be contacted by a representative of the school.
2. After the 4th tardy, the student and parent must have a conference with an administrator.

Early Check Out – Students who become ill or 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. Office personnel will have the student signed out and called to the office.

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 their 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 Mr. Marlborough, 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.

CHAMPs Expectations for the Bus:

Conversation - Level 2 - Only speak to others in your seat

Help - Raise your hand for the bus driver

Activity - sit in your seat - bottom to bottom, back to back

Movement - Sit in your seat and stay seated until your stop

Participation - all bus riders

Success - Success will be achieved by ALL

The school bus provides a convenient service for the students. Students may enjoy visiting **quietly** with friends sitting in the same seat. Remember to sit, follow all bus rules, no 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.

- Driver will provide verbal or nonverbal direction.
- Driver or administrator will refer student for modeling and practice time.
- Driver will conference with parent by phone.
- Driver will complete the 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 and in a positive atmosphere.*** If you have any questions or concerns about bus transportation, please contact Dr. Lowe, Assistant Principal.

Car Riders – A duty teacher is 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 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 car line 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 car line 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.

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

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 Ms. Cousin in the office with any questions about 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, textbooks, and assignments to class everyday in order to participate in the learning opportunities appropriately. **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, he/she must pay the cost of the book. There will be a fee 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.

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.

Cafeteria Information

Cafeteria Behavior and Expectations:

CHAMPS Expectations for the Cafeteria:

Conversation - Level 2 - Speak only to those nearest to you.

Help - Raise your hand for the duty teacher.

Activity - Eat all of your lunch

Movement - Stay in your seat until dismissed

Participation - Everyone will sit and eat lunch

Success – Success will be achieved by ALL

Lunch Schedules –

Pre-Kindergarten 11:00 am - 11:45 am

Kindergarten 11:50 am - 12:15 pm

First Grade 11:10 am - 11:35 am

Second Grade 11:40 am-12:05 pm

Third Grade 12:20 pm – 12:45 pm

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.

Student paid breakfast.....65 cents
Student paid lunch.....\$1.10
Milk.....50 cents

Student reduced breakfast.....30 cents
Student reduced lunch40 cents

Adult breakfast (visitors).....\$1.65
Adult lunch (visitors)\$3.45

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 Ms. Crawford 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 beginning September 8, 2014. Please call the cafeteria to make lunch reservations so we can prepare enough food for you (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.

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 bathrooms clean. Remembering to flush after using the toilets and wash hands after using the bathroom is important for a healthy school environment. If there is no toilet paper or soap in the bathroom, students should report it to their teachers. Teacher(s) will report it to the office.

CHAMPs Expectations for the Bathroom:

Conversation - Level 2 - Speak only to those nearest to you.

Help - Return to your classroom or find an adult

Activity - Use the bathroom, wash your hands, and return to class

Movement - walk safely in your own space to and from the bathroom

Participation - use the bathroom alone, but always walk with a partner

Success - Success will be achieved by ALL

Health Services

School Nurse – The school nurse is scheduled to visit 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 is Ms. Kirby and she 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 or brought to the office. No teacher or staff member can give medication to a student. In case of illness or injury to a student, the school will contact the parents or a person designated by the parents to come to the school to pick up their 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.

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. 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. Students failing the test are invited to a free vision or hearing evaluation at the Health Unit or school nurse’s office in Slidell.

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 facility being visited and bus transportation. The students are chaperoned by teachers and sometimes parent chaperones. Only children who are enrolled in the class going on the field trip will be allowed to accompany the students and chaperones on the bus and to the destination.

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.

Parental Involvement Policy

Chahta-Ima Elementary School administration, faculty, staff and parents of students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State’s high standards.

School Responsibilities

1. **Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State’s student academic achievement standards as follows:** The philosophy of Chahta-Ima Elementary School focuses on providing for the individual needs of all children in a safe learning environment with caring professionals in cooperation with parents, students, the community, and local businesses/agencies. Academic achievement, cooperative planning of school wide goals, the development of responsible citizens and life-long learners, and the continuing emphasis on staff development are all integral parts of our approach to educational excellence. Parents serve on school-based

- committees and teams such as School Improvement/Title I, Partnership, Positive Behavior Support, and our Parent Teacher Association.
2. **Hold parent-teacher conferences (at least annually in elementary schools) during which this compact will be discussed as it relates to the individual child's achievement.** Conferences will be held at times and frequencies determined necessary by the teacher and parent.
 3. **Provide parents with frequent reports on their children's progress.** Graded papers will be sent home weekly from each classroom teacher. An interim report of "D" or "F" grades will be sent to students as applicable each nine weeks. Report cards will be sent home with all students each nine weeks. Parents of students with an IEP will receive reports on their progress meeting IEP goals each nine weeks.
 4. **Provide parents reasonable access to staff.** Staff members, including principal, assistant principal, technology resource teacher, general education, speech therapists, and special education teachers, will be available for appointments before and after school as well as during the school day if a staff member has a planning time available.
 5. **Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities,** as follows: Chahta-Ima Elementary School strives to include and involve families by encouraging family members to participate in student learning, communicating with families through a variety of means, offering family activities and programs, and actively involving parents in committee decision-making opportunities. Activities which encourage family members to participate in student learning include: Open House, orientation meetings, parent conferences, Parent/Teacher/Student Compacts, 3rd Grade LEAP Compacts, homework activities, Parent Information Nights/Events, Family Learning Nights, Book Fairs, field trips, parent workshops, stakeholder meetings, daily school-home communication tools, Accelerated Reader, and our string instruments programs.
 6. Involve parents in the planning, review, and improvement of the school's parental involvement policy, in an organized, ongoing, and timely way.
 7. Involve parents in the joint development of any school wide program plan, in an organized, ongoing, and timely way.
 8. Hold an annual meeting to inform parents of the school's participation in Title I, Part A programs, and to explain the Title I, Part A requirements, and the right of parents to be involved in Title I, Part A programs. The school will convene the meeting at a convenient time to parents, and will offer a flexible number of additional parental involvement meetings, such as in the morning or evening, so that as many parents as possible are able to attend. The school will invite to this meeting all parents of children participating in Title I, Part A programs (participating students), and will encourage them to attend.
 9. Provide information to parents of participating students in an understandable and uniform format, including alternative formats upon the request of parents with disabilities, and, to the extent practicable, in a language that parents can understand.
 10. Provide to parents of participating children information in a timely manner about Title I, Part A programs that includes a description and explanation of the school's curriculum, the forms of academic assessment used to measure children's progress, and the proficiency levels students are expected to meet.
 11. On the request of parents, provide opportunities for regular meetings for parents to formulate suggestions, and to participate, as appropriate, in decisions about the

- education of their children. The school will respond to any such suggestions as soon as practicably possible.
12. Provide to each parent an individual student report about the performance of their child on the State assessment in at least math, language arts and reading.
 13. Provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in section 200.56 of the Title I Final Regulations (67 Fed. Reg. 71710, December 2, 2002).
 14. Recommend to the local educational agency (LEA), the names of parents of participating children of Title I, Part A programs who are interested in serving on the State's Committee of Practitioners and School Support Teams.
 15. Notify parents of the school's participation in Early Reading First, Reading First and Even Start Family Literacy Programs operating within the school, the district and the contact information.
 16. Work with the LEA in addressing problems, if any, in implementing parental involvement activities in section 1118 of Title I, Part A.
 17. Work with the LEA to ensure that a copy of the SEA's written complaint procedures for resolving any issue of violation(s) of a Federal statute or regulation of Title I, Part A programs is provided to parents of students and to appropriate private school officials or representatives.

Parent Responsibilities

We, as parents, will support our children's learning in the following ways:

- *Monitoring attendance.*
- *Making sure that homework is completed.*
- *Monitoring amount of television their children watch.*
- *Volunteering in my child's classroom.*
- *Participating, as appropriate, in decisions relating to my children's education.*
- *Promoting positive use of my child's extracurricular time.*
- *Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.*
- *Serving, to the extent possible, on policy advisory groups, such as being the Title I, Part A parent representative on the school's School Improvement Team, the Title I Policy Advisory Committee, the District wide Policy Advisory Council, the State's Committee of Practitioners, the School Support Team or other school advisory or policy groups.*

Student Responsibilities

We, as students, will share the responsibility to improve our academic achievement and achieve the State's high standards. Specifically, I will:

- *Do my homework every day and ask for help when I need to.*
- *Read at least 30 minutes every day outside of school time.*
- *Give to my parents or the adult who is responsible for my welfare all notices and information received by me from my school every day.*

Parent/Teacher Conferences – We encourage parents to schedule individual conferences to discuss academic progress, behavior, and any areas of concern with your child's teacher. Conferences should be scheduled through the office

(882-7541). Except for emergencies, parent/teacher conferences should be scheduled in advance.

Special School Events – Parents and guardians are encouraged to participate in school events such as Open House, field trips, Family Learning Nights, Field Day, PTA General Meetings, student performances, and other planned Partnership Events.

Partnership Meetings – These informal quarterly events will provide opportunities for parents and school personnel to listen, share, and collaborate in order to serve our students best. Current Chahta-Ima families as well as prospective families and interested community members are invited to attend.

PTA – It is vital that parents and teachers work together to help students by setting goals and working to achieve those goals. PTA meetings are held throughout the year. If you would like to volunteer or serve on a PTA committee, please contact the PTA President, Roxanne Hecker (leave a message at school, 985-882-7541), or another officer. If you are unable to volunteer, we still encourage you to support the PTA by becoming a member. Information about joining the PTA is sent home at the beginning of the school year and available throughout the year by contacting an officer.

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.

Promotion Policies

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

Promotion: Kindergarten

Students will be promoted from kindergarten to a transitional first grade or a regular first grade. The DIAL-3, Dr. Richard Gentry's Spelling Assessment, portfolio contents, teacher recommendation, and parental permission will determine recommendation for the transitional class. The criterion for promotion to first grade for kindergarten students is the successful completion of kindergarten as demonstrated by the St. Tammany Parish Kindergarten Student Evaluation Report. 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. 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: Grade 1

If a student in first grade receives a Needs Improvement mark in reading or math as indicated on the fourth grading period, the SBLC/SAT 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, Voyager Passport Program, 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, Social Studies, and Spelling. 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.

Positive Behavior Support (PBS)/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. Chahta-Ima is also a CHAMPS school. CHAMPS is a structure for setting clear expectations for students in various environments.

The FISH! Philosophy – CIE School Wide Expectations

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

CHAMPS -Activity specific expectations

C - Conversation

H - Help

A - Activity

M - Movement

P - Participation

S - Success

You will see CHAMPS boards throughout the school--establishing clear expectations for student behavior.

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 Offenses
- The following are possible interventions that may be utilized as applicable for minor offenses.
 - Recess Reflection
 - Parent/Teacher conference
 - Referral to school counselor
 - Complete a Functional Behavioral Assessment (FBA) and develop a Behavior Intervention Plan (BIP)
 - Refer to Student Assistance Team (SAT)
 - Refer to Mental Health Provider (MHP)

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 immediately the incident to someone at school. Students should tell their parent(s). If the bullying continues after having clearly told 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 our school to participate in our school activities and celebrations.

For the safety of our students, we require that all visitors report immediately to the office when arriving at school. All visitors must sign the logbook, present a picture identification card, and receive a visitor's pass. Before leaving, all visitors must sign out in the office. Parents and visitors are not allowed to go to a classroom without an appointment. These rules must be followed for the safety of our students.

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 Ms. Estep (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 Ms. Keeth (Guidance Counselor).

Library

The school library is open for student use throughout the school day. 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 students develop an appreciation of good literature, promote student reading, teach students how to find and use library materials and facilities, and work with the classroom teachers in correlating classroom activities and materials with library activities and materials.

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 Ms. Cortez (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, to provide an outlet for creativity and self-expression, to 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 Ms. Hotard (Music teacher).

Physical Education (PE)

Physical Education concentrates on an individual's maximum potential and his 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 each week for PE instruction with the itinerant PE teacher. For questions about our PE program, please contact Ms. Barrios (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 their parenting skills.

Special Education Services

When a child is having difficulty functioning in a regular classroom setting, he/she may be evaluated through the Pupil Appraisal Department. If the evaluation reveals that the student has a handicapping condition, he/she could possibly qualify for special education services.

If you have any concerns about your child's progress or performance you should first discuss your concerns with your child's teacher. Services provided on our campus include: speech and language therapy, preschool early intervention, mild/moderate resource and inclusion, managing alternative education, gifted enrichment, occupational therapy, and adaptive physical education. For more information about special education services, please contact Ms. Gianelloni (TRT).

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 children are encouraged to become a member of our Chahta-Ima PTA. For more information about the PTA check out our website: <http://chahta->

imaelementary.stpsb.org or contact Roxanne Hecker, PTA President, (985) 882-7541.

Volunteers

Parents and community members are invited and encouraged to offer their services as a Chahta-Ima volunteer. 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 Ms. Gianelloni (TRT).

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 Ms. LaBella, (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.

Faculty and Staff Lounge

The lounge is for adults only. Students are not permitted in the lounge and may not use the vending machines.

No Smoking

The St. Tammany Parish School Board policy on smoking is as follows: "The St. Tammany Parish School System prohibits smoking by faculty, staff, students, employees, or visitors in all buildings, centers, offices, vehicles, schools, or other property under the jurisdiction of this board during the work day."

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.