



## **PARENT HANDBOOK 2020 - 2021**

Welcome to Shreve Island, where we are “Lighting the Way to Leadership”. Shreve Island is a *Leader in Me™* Lighthouse School as certified by the Franklin-Covey Foundation. Through this process, we integrate timeless leadership principles into school culture and curriculum, providing students with practical character and life skills relevant for the 21<sup>st</sup> century.

### **MISSION STATEMENT**

*The mission of Shreve Island Elementary is to build and nurture a community of leaders that accept differences, value academics, and strive for personal excellence.*

### **VISITING THE SCHOOL AND CLASSROOM/ LUNCH WITH YOUR CHILD**

Due to state and district COVID19 safety guidance, we may not allow parents on campus while the restrictions are in place. Parents will only be allowed in the building to check out students. We may also not accept deliveries of cupcakes, cookies, etc for the child’s class.

### **COVID19 EXPOSURE / QUARANTINE PROTOCOL**

Please go to our website [www.shreveislandelementary.com](http://www.shreveislandelementary.com) and click on the link on the left side of the page to view the CaddoStrong COVID19 Exposure Protocol which includes policy for students who go home sick/elevated temperature, those testing positive for COVID19, and those determined to have been in close contact with those testing positive. For any student sent home with temperature or COVID related symptoms, a doctor’s note will be required clearing the student for return.

### **PARENT TEACHER CONFERENCES**

All parent-teacher conferences must be conducted via Zoom this year.. You may schedule a Zoom conference by contacting your child’s teacher or leaving a message with the secretary at 318-869-2335.

### **ARRIVAL**

School should be in their classrooms when school begins at 7:25 AM. However, until we see how quickly carpool can completed, we will not count tardies until the carpool line is complete and students have time to get to their classroom. Students may be dropped off no earlier than 7:10 AM when supervision begins. Students will have the opportunity to get a grab-and-go breakfast and report directly to their classroom to have their temperature taken.

## DISMISSAL

The school day ends at 2:50 P.M. and carpool will begin shortly after that time. All students must be picked up by 3:05 P.M.

## CARPOOL RULES (refer to map on the last page)

### Morning carpool regulations:

- Parents bringing their PK -1st grade children to school in cars should use the driveway at the **back** of the school on Robarbs St
- Children in grades 2 – 5 should be dropped off in the **front** of the school on Sewanee. Carpools that consist of students in PK-1<sup>st</sup> **and** siblings that are 2<sup>nd</sup> – 5<sup>th</sup> should utilize the **back** carpool area.
- For front and back carpool routes, please see the carpool map at the end of the handbook.

### Afternoon regulations:

- All parents of students who do not ride a bus and are not approved walkers (verified address within walking distance) **must use the carpool line.**
- **Do not park in the parking lot or on neighborhood streets and walk up to pick up your child.**
- Please follow the provided **carpool maps** to enter the carpool line. Breaking in line through side streets is not allowed.
- All cars will be given an official Shreve Island carpool sign to go in their windshield hanging from the mirror **It is vital that you utilize the carpool signs in your windshield.**
- Students in grades 2-5 will be picked up in the front of the school, Students in **PK-1<sup>st</sup>** grade will be picked up in the back (with their older siblings if applicable).
- If your child is not ready for pickup when you are at the pickup point, please pull up as directed by duty personnel and the student will be called again.
- You must **turn right** as you leave the back carpool area.
- As you are waiting in line, **do not block the driveways of our neighbors or intersecting streets.**
- No parking in the front or back driveways and exiting your vehicle.

## TRANSPORTATION CHANGES

If you wish to have your child go home with a friend or by some method other than his/her regular method, **we must have a written note.** The office will call you to confirm the note. If we do not have a written note, we will require the child to go home in the usual way.

## CHECK-OUTS

- **No checkouts after 2:00 PM please.**
- **Please do not check your child out early unless it is an emergency.** Every instructional minute counts.

- **Valid photo identification must be shown when checking out your child.** This is for the protection of your child. The person checking out the child must be listed on the child's demographic.

## ATTENDANCE

Louisiana has a compulsory attendance law in order for students to be promoted each year. The maximum number of absences allowed a student per school year is 9. **When a child accumulates their 5 unexcused absence or 5 unexcused occurrences of being tardy for the school semester, they will be considered as truant and a referral will be made through the Caddo Attendance Department to the Truancy and Assessment Service Centers (TASC).** For more information on actions taken by TASC for truancy, see the Caddo Parish Student Handbook at [www.caddoschools.org](http://www.caddoschools.org)

If a child is absent, he/she must bring a written excuse stating the reason for the absence. Caddo Parish policy requires a doctor's statement for an absence to be considered excused for the purpose of promotion. **You have 3 days in which to submit a doctor's excuse.**

Students who miss school, regardless of the status of their absence (excused or unexcused) will be expected to make up the work they miss in a timely manner.

### TARDINESS TO SCHOOL (per CPSB policy)

Students are expected to be in their classrooms at 7:25 AM or when carpool is backed up, in a timely manner after the carpool line has been completed. This practice preserves instructional time and is necessary for schools maintaining an orderly environment conducive to learning and educational accountability. Shreve Island will follow the stated guidelines concerning unexcused tardiness to school developed by the Caddo Parish School Board for Elementary Schools:

**1st Tardy:** Parent check-in with student and a verbal warning is issued.

**2nd Tardy:** Parent check-in with student and a verbal warning is issued.

**3rd Tardy:** Parent check-in with student receiving a standard tardy letter.

**4th Tardy:** Parent check-in with student along with a conference with the counselor or coordinator.

**5th Tardy:** Parent check-in with student with an administrative conference.

**6th Tardy:** Parent check-in with student and issued one-day recess detention.

**7th Tardy:** Parent check-in with student and issued two days recess detention.

**8th Tardy:** Parent check-in with student and issued one day ISS or its equivalent.

**9th Tardy:** Parent check-in with student and issued two days ISS or its equivalent.

**10th Tardy:** Student is placed in ISS pending a CPSB administrative conference from the Attendance Department.

### TELEPHONE AND ADDRESS CHANGES

Please notify the school immediately if there is a change in your address, telephone (work or home), baby-sitter, or person to contact in an emergency. This information is very important in case of illness, injury, or other emergencies.

### PTA

We have a very active Shreve Island PTA and all parents and other family members are encouraged to join. The dues (\$6.00 per person) can be paid on Local Level Events. A link to the PTA store is available on the website [www.shreveislandelementary.com](http://www.shreveislandelementary.com) Forms are sent home with the students at the beginning of the year.

School volunteers are always needed. In addition, there may be vacancies on the various PTA committees. Due to COVID19, PTA committees will have to meet off campus or through zoom. If interested, please complete the PTA volunteer form, go to the PTA website link at [www.shreveislandelementary.com](http://www.shreveislandelementary.com). For all other PTA inquiries, email using the “contact us” tab on the PTA website or call the office.

### MEALS

Both breakfast and lunch are provided free to all students. Our cafeteria manager will post the week’s menu on ClassDojo. Students not interested in the day’s lunch may bring their own lunch.

*If a student has any **food allergies**, a doctor’s note stating the allergies must be provided to the school office. The cafeteria will then provide alternatives for the allergies.*

### MEDICATION

We have trained staff in the office who are certified to administer medicine during the school day. To do this, policy requires that the child’s **doctor must fill out the required form (available in the office)**. This Caddo Parish School Board medication policy applies to all medications including aspirin, Tylenol, cough drops, and all other over the counter drugs.

### GRADING SCALE

In grades 1-5, grades are given in reading, math, language development (includes spelling, mechanics, grammar, and process writing) and the content area subjects. In addition, conduct grades are given. You will also be able to access your child’s current grades through Canvas or Jcampus Parent Portal. The grading scale is as follows: A= 100-93, B= 92-85, C=84-75, D= 74-67, F=66-0

### CLASSROOM AND CAMPUS RULES

Shreve Island has three primary rules: **Respect yourself, respect others and respect your school.**

In order to provide a safe, orderly learning environment, every student is expected to abide by the rules of conduct outlined in the Caddo Parish Public Schools Student Handbook and are subject to the Student Behavior Policy (Policy JG) and Elementary Discipline Guidelines found therein (pp. 26 – 32).

The following behaviors are unacceptable and will not be tolerated.

- Fighting or participating in a fight
- Profanity, abusive or obscene language, writing or gestures.
- Stealing or borrowing without the permission of the owner.
- Destroying or defacing school property.
- Threatening to another student, a teacher, or to the physical plant.
- Willful disobedience, disrespecting or defying school personnel (aides, teachers, administrators, bus drivers, custodial staff, cafeteria staff, etc.).
- Refusing to do assigned work or to bring materials (books, paper, pencils, etc.).
- Failure to carry home or return progress reports, report cards, notes, behavior forms, etc.
- Dishonesty – cheating on tests, forging notes, falsifying information.
- Chewing gum or eating in class without the teacher’s permission.

- Running, yelling, or throwing objects.
- Leaving class without permission.
- Possessing or using tobacco, drugs, alcohol, weapons, matches, cigarette lighters or fireworks.

### **CLASS DOJO**

Class DOJO is the online communication tool that teachers and staff use to keep parents informed about their child's conduct as well as what is happening in the classroom and around school. We ask that all parents with smartphones download the ClassDojo app to receive notifications or check it daily on their computer or tablet. Your child's teacher will provide you with the required code.

### **TEXTBOOKS**

All textbooks are loaned to students for their use during the school year. Textbooks are to be kept clean and handled carefully. Students are required to pay for lost or damaged books. The same is true of library books.

### **FIELD TRIPS**

It is a privilege to go on a school-sponsored field trip. To be allowed to participate, the student must have a C average or above in conduct and no major office referrals for the current grading period. The privilege to go on a field trip carries with it the obligation for students to conduct themselves in a way that positively reflects the school. Correct dress and behavior must be observed. Participation in a field trip is not required and purely voluntary on the part of each student and his/her parent. Unless otherwise indicated, parents are allowed to accompany their child's class on a field trip. For liability reasons, parents may not ride on the bus but should drive their own vehicle to the destination. Children on field trips must be checked out with the teacher if they are to depart with their parent in their own vehicle.

### **WITHDRAWALS**

We are always sad to see a friend leave! If this becomes necessary, please give us at least 24 hours' notice. This will allow us to properly prepare the necessary records for you.

### **CONTRACTS**

Shreve Island is a school of choice for students living outside the Shreve Island attendance zone. These students attend Shreve Island after meeting admission requirements and parents have signed a contract committing to specific parent involvement, behavior, academic, and attendance expectations.

### **STUDENT CELL PHONE POLICY**

Students are prohibited from using cell phones while on school grounds or buses. Students with cell phones must keep them secured, turned off, and out-of-sight at all times. Students violating this policy will be disciplined according to the following:

**First offense** – the device is confiscated for five (5) schools days and returned to parent;

**Second offense** – the device is confiscated for five (5) schools days and returned to parent; and student is assigned to ISS for two days after confiscation, and parental contact is made;

**Third offense** – the device is confiscated for five (5) school days and returned to parent; student will be barred from attending one (1) extracurricular activity at the discretion of the principal;

**Fourth offense** – the device is confiscated for five (5) school days and returned to parent; and the student is suspended for one (1) day with a parent return and a student discipline contract

### **Shreve Island Elementary Uniform Guidelines 2019-2020**

Boys	Girls
<b>Shirts</b>	
Polo or oxford cloth button down – light blue <ul style="list-style-type: none"> <li>• Long sleeve</li> <li>• Short sleeve</li> </ul> Red Shreve Island T-shirt <b>Any Shreve Island spirit T-shirt on Fridays</b>	Polo or blouse – light blue <ul style="list-style-type: none"> <li>• Long sleeve</li> <li>• Short sleeve</li> </ul> Red Shreve Island T-shirt <b>Any Shreve Island spirit T-shirt on Fridays</b>
<b>Pants/Shorts/Skorts/Jumpers</b>	
Full length twill pants – navy Shorts – navy	Full length twill pants – navy Shorts – navy Skorts – navy or Royal Park Plaid #76 Jumpers – navy or Plaid #76 (bib or cargo style) <b>No capris</b>
<b>Accessories</b>	
White or black socks Brown or black belt Closed-toe shoes only (tennis shoes preferred) Jewelry – Only small stud earrings	White or black socks White or navy tights/leggings Brown or black belt Closed-toe shoes only (tennis shoes preferred) Jewelry – Only small stud earrings
<b>Outerwear</b>	
Sweatshirt – navy or Shreve Island sweatshirt Cardigan – navy V-neck vest – navy Fleece jacket or pullover - navy	Sweatshirt – navy or Shreve Island sweatshirt Cardigan – navy V-neck vest – navy Fleece jacket or pullover - navy

- Only plain white or black t-shirts are to be worn under shirts.
- Plain Black or Brown belts must be worn with all pants/shorts which have belt loops.
- All shirts will be worn tucked in.
- Jumpers, skorts and shorts should be no shorter than 2 inches above the knee.
- No painter’s pants, cargo pants, or knit pants or shorts will be allowed.
- Closed-toed shoes must be worn at all times. No open-toed sandals or flip-flops.
- Pants, shorts, or skirts must be worn to the waist. No “sagging” is permitted.
- Headwear, sunglasses, wallet chains and hair rollers are prohibited in the building.
- Students new to Shreve Island will have ten school days to purchase and begin wearing the mandatory uniform.
- Pocket-size **monogramming** with navy or white thread

**Optional Friday attire: Plain blue jeans (pants) with any uniform shirt or Shreve Island T-shirt  
No denim shorts, skirts, capris, skorts, or jumpers.  
Jeans may not have heavy embellishments, holes, rips, or bleach spots.**



**Shreve Island Preferred Traffic Flow**  
**Morning Drop Off and Afternoon Pick Up**

