



ÉCOLE  
**ST LANDRY**  
SCHOOL

**PARENT GUIDE**  
**2024-2025**



# BIENVENUE

Dear Parents & Guardians:

We thank you for choosing École Saint-Landry for your child's educational journey.

We are honored to offer your student a world-class French immersion education in St. Landry Parish.

This welcome packet reviews key dates, transportation information, uniform regulations, and more. If you have any questions after reviewing the information in this packet, do not hesitate to reach out by calling 337-510-3022 or emailing us at [office@ecolestlandry.org](mailto:office@ecolestlandry.org).

We look forward to welcoming your family to the 2024-2025 school year at École Saint-Landry!

Sincerely,  
Lindsay Smythe  
Directrice/Principal

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A copy of the commitment compact will be sent home the first week of school. We will ask you to sign it and return to school.

# CAMPUS & SCHOOL HOURS

**ADDRESS:** 671 Napoleon Avenue, Sunset, LA 70584

7:00–8:00 a.m.	<ul style="list-style-type: none"><li>• Morning Lion Care<ul style="list-style-type: none"><li>◦ To learn more or to sign up, <a href="#">go to our website</a></li><li>◦ We cannot welcome students before 7:00 a.m.</li></ul></li></ul>
7:45 a.m.	Earliest that Car Rider Line can form
8:00–8:25 a.m.	<ul style="list-style-type: none"><li>• Morning arrival window. Breakfast on campus.<ul style="list-style-type: none"><li>◦ Any child dropped off before 8:00 a.m. will be placed in Lion Care for a \$5 fee.</li></ul></li></ul>
8:30 a.m.	School begins / Tardy bell
3:15 p.m.	<ul style="list-style-type: none"><li>• Check-out deadline (without prior approval) and deadline to change dismissal transportation</li><li>• Earliest that Car Rider Line can form.</li></ul>
3:45–4:05 p.m.	<ul style="list-style-type: none"><li>• Car rider dismissal window.<ul style="list-style-type: none"><li>◦ Any child not picked up by 4:05 p.m. will be placed in Lion Care for a \$10 fee.</li></ul></li></ul>
4:05–5:30 p.m.	<ul style="list-style-type: none"><li>• Afternoon Lion Care<ul style="list-style-type: none"><li>◦ Any child picked up after 5:30 p.m. will be charged a late fee of \$1 per minute.</li></ul></li></ul>

## Early Checkout

The last 30 minutes of the school day are crucial as teachers bring closure to the day's lessons and review home learning expectations. Students may not be checked out during the last 30 minutes of school except in cases of *documented emergency* or *scheduled appointments that have been shared with school administration at least one day in advance*.

# TRANSPORTATION

## BUS TRANSPORTATION

Our bus transportation and scheduling is provided by St. Landry Parish Schools.

**Buses are free and available to all families who reside in St. Landry Parish and live more than a mile from École Saint-Landry. The buses do not pick up and drop off students at their homes, but from and to satellite stops as organized by the transportation department at St. Landry Parish Schools.**

The satellite locations have not yet been shared with us. Once they are shared with us, you will find more information at [www.ecolestlandry.org/transportation](http://www.ecolestlandry.org/transportation).

You indicated your desire for bus transportation when you enrolled your student online. If you need to make any changes during the school year, please go to [www.ecolestlandry.org/resource-documents](http://www.ecolestlandry.org/resource-documents) to access the Transportation Change Form or for a printed copy, please ask our front office.

Please note that you must be present at least ten minutes before the bus is due to arrive at your stop and expect to wait up to ten minutes after the scheduled time. Bus drivers will *not* wait for you in the morning or in the afternoon.

If your child misses the bus in the morning, that is an unexcused tardy or absence.

If you are not at the stop when the afternoon bus arrives, the bus driver will bring your child to the nearest police station and leave them there as abandoned. If a second time you are not present when the afternoon bus arrives, your child will lose transportation privileges for the remainder of the school year.

# DROP OFF & PICK UP

## General Times

Campus opens for students at 8:00 am. Any student dropped off at school earlier will be admitted to our Lion Care program, and parents will be responsible for the \$5 fee.

We will begin after-school pick-up at approximately 3:45 PM. For safety reasons, please do not line up earlier than 3:15 PM. If a child is still here after 4:05 PM, he/she will be admitted into Lion Care, and parents will be responsible for the \$10 fee.

la voiture



## Car Rider Drop Off

We do not yet have a school circle to pull through, so please pay close attention to these procedures.

- Approach the school from the south side, facing north. Pull onto the shoulder of the road
- (facing north) and well over the white line to avoid blocking traffic. You will NOT be allowed to drop off your children on the opposite side of the road. Put your car in PARK and then allow your child to get out. Do not move from that parked position until you are directed to do so by our staff. Allow your child to get out of the RIGHT side ONLY of the car. You are not allowed to exit your vehicle. Practice unbuckling and buckling seatbelts at home before school starts. Remind your child to NEVER go back to the car if he or she has forgotten or dropped something. Often, drivers are unable to see children who run back toward cars.

## Car Rider Pick Up

We will provide each family with one pick-up pass at our Portes Ouvertes. If you need more passes, you can print them at home or ask for more copies. The pass must be hung on your rearview mirror so it is visible to our staff. Lost passes may be replaced for a \$2 fee.

A staff member will be outside to communicate with your child(ren)'s homeroom teacher for them to be dismissed. Please do not leave your vehicle to pick up your children.

le bus



- Place parent pick-up pass provided to you on your rearview mirror with the printed side facing out. For security purposes, it is essential that all cars use our official parent pick-up pass. Do not allow people who are not permitted to pick up your child to use or copy the pass.
- Approach the school from the south side, facing north.
- Line up single file (facing north) along the shoulder of Hwy 182 just before the school's driveway. Please be sure to pull over and cross the white line of the highway to not block traffic. The driveway will be blocked. Please do not attempt to enter the driveway. Please do not block neighboring driveways.
- A staff member will direct you to pull forward. When it is your turn, put your car in PARK. We will then allow your child to enter the RIGHT side of your vehicle. If your child needs help buckling up, a staff member will be there to assist. Please do not exit your vehicle.

# DROP OFF & PICK UP

le siège auto



## Notes:

With proper flow, three to five vehicles will be processed along the side of the highway at the same time. Once those vehicles leave, the next round will be parked to continue student dismissal.

Your parent pick-up pass must be hung from your rearview mirror. If you do not have a parent pick-up pass, you will be asked to park, enter the office, and show your ID. We'll then call the contact numbers we have in our system for your child. If you or any of your emergency contacts change phone numbers, please let us know so we can keep our system updated.

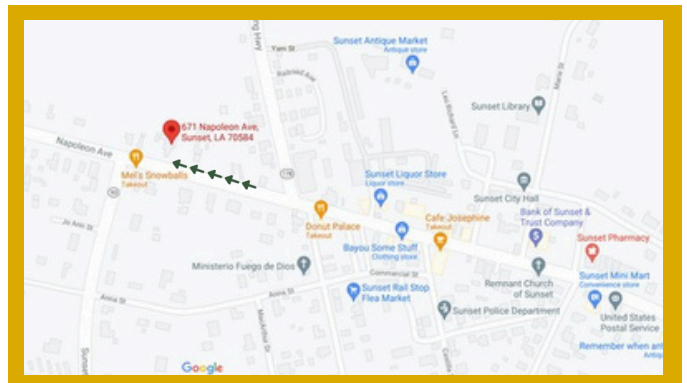
If you plan on someone else picking up your child, please notify the school in advance by calling 510-3022. If the person is not on your pick-up list, he/she will have to park and come into the office and show ID, as well as a written note or text message from a phone number matching that of the child's primary parent/guardian, and we will call you to confirm. There can not be too many measures in place to protect the safety of our children.



**No changes to your child's regular transport will be accepted after 3:15 p.m., and before then only by email to [office@ecolestlandry.org](mailto:office@ecolestlandry.org).**

## Safety Rules:

- By LAW, the use of cell phones is prohibited inside a school zone and while operating a motor vehicle.
- By LAW, you are not allowed to block driveways.
- Always approach the school facing north, with the building to your right. If you drive in from the north, you will have to turn around in town so you can drop off your child on the correct side of the road.
- Do not park in either lane of traffic. If you need to park, you should wait your turn and explain that to an employee on duty.
- Please be aware that due to our unique circumstances for parent pick-up/drop-off, you may not be able to easily leave our parking lot once allowed in. Listen to school personnel for directions.
- Always be on the lookout for others.
- If you are dropping your child off at Lion Care, or any other time there are no adults standing in the driveway receiving students, do not let your child out of the car. You need to park and bring your child into the school yourself.
- Anyone dropping a child off on the side of the road, even in the parking lot, will be reported to Child Welfare for child endangerment.



# SCHOOL CALENDAR

2024



ÉCOLE  
ST LANDRY  
SCHOOL

2025

JUILLET 24							4	Fourth of July Holiday	1 - 3	Winter Break	JANVIER 25						
S	M	T	W	T	F	S					S	M	T	W	T	F	S
	1	2	3	4	5	6								1	2	3	4
7	8	9	10	11	12	13					5	6	7	8	9	10	11
14	15	16	17	18	19	20					12	13	14	15	16	17	18
21	22	23	24	25	26	27					19	20	21	22	23	24	25
28	29	30	31								26	27	28	29	30	31	

AOÛT 24							5	Kindergarten Open House 10 a.m.-5 p.m.	12	Early Dismissal / Staff Development	FEVRIER 25						
S	M	T	W	T	F	S					S	M	T	W	T	F	S
				1	2	3											1
4	5	6	7	8	9	10		6	1st & 4th Grade Open House 10 a.m.-5 p.m.		2	3	4	5	6	7	8
11	12	13	14	15	16	17		7	2nd & 3rd Grade Open House 10 a.m.-5 p.m.		9	10	11	12	13	14	15
18	19	20	21	22	23	24		19 - 21	Professional Development		16	17	18	19	20	21	22
25	26	27	28	29	30	31		22	First Day of School for Students		23	24	25	26	27	28	

SEPTEMBRE 24							2	Labor Day, No School	3 - 5	Mardi Gras Holiday	MARS 25									
S	M	T	W	T	F	S					S	M	T	W	T	F	S			
1	2	3	4	5	6	7		3	Staff and Students Return								1			
8	9	10	11	12	13	14		18	Early Dismissal / Staff Development		6	Staff and Students Return		2	3	4	5	6	7	8
15	16	17	18	19	20	21		26	No School, Professional Dev./CODOFL		12	End of 3rd Nine Weeks		9	10	11	12	13	14	15
22	23	24	25	26	27	28					19	Early Dismissal / Staff Development		16	17	18	19	20	21	22
29	30											23	24	25	26	27	28	29		
												30	31							

OCTOBRE 24							9	End of 1st 9 Weeks	18	Easter/Spring Break	AVRIL 25									
S	M	T	W	T	F	S					S	M	T	W	T	F	S			
		1	2	3	4	5		14 - 15	Fall Break											
6	7	8	9	10	11	12		16	Staff Development / No School		21 - 25	Easter/Spring Break		6	7	8	9	10	11	12
13	14	15	16	17	18	19		17	Students Return to School		28	Staff and Students Return		13	14	15	16	17	18	19
20	21	22	23	24	25	26							20	21	22	23	24	25	26	
27	28	29	30	31									27	28	29	30				

NOVEMBRE 24							5	Election Day	20	Last Day for Grades 1-4/End of 4th 9 Weeks	MAI 25									
S	M	T	W	T	F	S					S	M	T	W	T	F	S			
				1	2			6	Students Return to School		21	Kindergarten Graduation		4	5	6	7	8	9	10
3	4	5	6	7	8	9		13	Early Dismissal / Staff Development		22	Last Day for Teachers		11	12	13	14	15	16	17
10	11	12	13	14	15	16		25 - 29	Thanksgiving Break		26	Memorial Day Holiday		18	19	20	21	22	23	24
17	18	19	20	21	22	23							25	26	27	28	29	30	31	
24	25	26	27	28	29	30														

DÉCEMBRE 24							2	Students and Staff Return	19	Juneteenth Holiday	JUN 25						
S	M	T	W	T	F	S					S	M	T	W	T	F	S
1	2	3	4	5	6	7		20	Early Dismissal/Staff Dev/End of 2nd 9 Weeks								
8	9	10	11	12	13	14		23 - 27	Christmas / Winter Break								
15	16	17	18	19	20	21		30 - 31	Christmas / Winter Break								
22	23	24	25	26	27	28											
29	30	31															



# OPEN HOUSE/PARENT NIGHTS

We will have three Journées Portes Ouvertes just before the first day of school:

- Monday, August 5, 2024: Kindergarten Portes Ouvertes 10:00 a.m. to 5:00p.m.
- Tuesday, August 6, 2024: 1st & 4th Grade Portes Ouvertes 10:00 a.m. to 5:00 p.m.
- Wednesday, August 7, 2024: 2nd & 3rd Grade Portes Ouvertes 10:00 a.m. to 5:00 p.m.

Portes Ouvertes is an opportunity for you to meet your child's teachers and see their classroom, conference with staff, drop off school supplies (in a large shopping bag labeled with your child's name), pick up your school supplies if you ordered them online from School Tool Box, learn more about our school community and opportunities to volunteer, chat with other families and have fun!

We strongly encourage maximum parent and family engagement (read our policy [here](#) on our website) and therefore host many events throughout the year including Parenting Workshops, Family Literacy Night, Family Math Night, Coffee & Donuts with Madame Lindsay, Parent-Teacher Conferences, Grandparents' Picnic, and more. Please [join our Google Calendar](#) and make sure you are receiving our newsletters via email so you'll always know what's happening!



# UNIFORMS

All students are required to wear a school uniform, as outlined below. **Uniform code will be strictly enforced.**

Please label your child's clothing, ESPECIALLY jackets and other outerwear. Unlabelled, lost outerwear will be given to charity.

To order through SchoolBelles, scan the QR code here. Our school code is S3074.



## Tops:

- Short- or long-sleeve polo with collar in hunter green only
  - school logo is optional, not required
    - If you would like to get the logo embroidered locally, please contact Tikey T's in Opelousas, (337) 948-8764
  - no other logos, stripes, or decorations
- Sweatshirts/hoodies should be solid hunter green or navy blue
  - school logo is optional, not required
  - no logo, stripes, or decorations
- Students may wear school spirit t-shirts, sweatshirts, or hoodies any day of the week.



## Bottoms:

- Traditional uniform jumpers, skirts, skorts, shorts or pants in khaki, navy, or plaid #83
  - No cargo pockets, no cutoffs, no unpatched holes
- Polo dresses in hunter green or navy
- Skirts/skorts/shorts/jumpers must be as long as your fingertips when your arms are extended straight by your side.
- Please wear shorts under jumpers and skirts so underclothes are not exposed during play times.
  - Bike-type shorts are allowed
- Belts are not required.
- **Elastic waistbands are encouraged for K, 1**

## Footwear:

- Closed-toe, closed-heel, comfortable, non-distracting shoes
  - Light up shoes should be turned off or not worn.
- Socks/tights should be school-appropriate.
  - Boots, crocs, and high heels are not allowed.
- **Please only send K students to school in velcro or slip-on shoes. Teachers do not have time to tie 20 pairs of shoes.**



# SUPPLY LISTS

École Saint-Landry has a \$20 School Fee. These fees are a means to provide additional materials for students to enhance instructional activities, beyond the traditional textbook, such as student IDs, student workbooks, computer ink, class art supplies, and materials for hands-on activities. The school fee can be paid through Online School Payments, at our Portes Ouvertes, or during the first week of school via check (made out to École Saint-Landry) or EXACT cash.

Note that these supply lists include supplies that parents should purchase and bring to our Portes Ouvertes. For those not attending Portes Ouvertes, supplies can be brought in on the first day of school or dropped off in the main office the week before school.

To access the school supply list, please click [here](#).

You can also order your school supplies online through School Tool Box, a non-profit organization which donates one meal per box sold to Feed My Starving Children, providing meals to hungry children around the world, including over 40 countries in Africa. This is the favorite option of many of our parents because it's easier and less expensive than going to get everything from a list at a store, and the ship-to-school option includes personalized labels you can stick on the supplies. Order before Sunday, June 9, 2024, to get their ship-to-school option and your supplies will be here waiting for you at Portes ouvertes.

Please don't forget to label your child's school supplies with his or her first name and last name.

Note: Yes, your child really **will** need that many glue sticks and markers and paper and everything else. Students stay very busy in class! Please make sure they also have pencils, pens, papers, and crayons at home for homework.

# LION CARE

Morning Lion Care (before school care): 7:00 a.m. to 8:00 a.m.

Morning Lion Care includes coloring, reading, and educational videos or family films.

- Based on 5 days a week of student's attendance: \$52/month
- Based on 4 days a week of student's attendance: \$42/month
- Based on 3 days a week of student's attendance: \$31/month
- Based on 2 days a week of student's attendance: \$21/month
- Based on 1 day a week of student's attendance: \$11/month
- Before Care Drop-in rate: \$5/day

Afternoon Lion Care (after school care): 4:05 p.m. to 5:30 p.m.

Each afternoon begins with homework and snack time, then activities. Activities are rotated so no day is the same, and children play outside when the weather is nice.

- Based on 5 days a week of student's attendance: \$125/month
- Based on 4 days a week of student's attendance: \$100/month
- Based on 3 days a week of student's attendance: \$75/month
- Based on 2 days a week of student's attendance: \$52/month
- Based on 1 day a week of student's attendance: \$25/month
- After School Care Drop-in rate: \$10/day

Fees are set and will not vary from month to month. Roll over is not an option. Example: if you sign up for 3 days/week and only attend 2 days during a specific week, you cannot roll over that day and attend 4 days the following one. Only in case of school closure would we apply the roll over rule.

## Multiple Students

Sliding tuition scale is reduced by \$10.00 for each additional child up to the 3rd child in the family, and only from 3+ days a week. For example: for a family of three children, the monthly tuition payment for both a.m. & p.m. services would be \$501 (\$177 + \$167 + \$157); for p.m. services only, monthly tuition for this example would be \$345 (\$125 + \$115 + \$105).

*Sliding tuition does not apply to drop-in fees.*

Invoices are sent home in the green folders on the 15th of each month. Any invoices not paid in full by the 14th of the following month will be subject to a late fee of 10% of the balance due.

**To register please complete the form here.**

# SCHOOL LUNCHESES

We do not have a cafeteria. Breakfast and lunch are cooked and prepared at a nearby St. Landry Parish school cafeteria and are then delivered to school.

For more information about St. Landry Parish school meals, please visit:

[https://www.slpsb.org/apps/pages/child\\_nutrition\\_home](https://www.slpsb.org/apps/pages/child_nutrition_home)

**Due to new clarification from the department of child nutrition, students may continue to bring healthy breakfasts and lunches from home, but they cannot bring food from an outside vendor into the school. This includes donuts from a local bakery, a meal from McDonalds, etc.**

## BREAKFAST

The school breakfasts are free for all students. They may consist of cereal like Fruit Loops, Cheerios, or Cocoa Puffs, a breakfast cereal bar or Pop-Tart, a breakfast corndog, a waffle, French toast, breakfast burritos, or pancakes. All breakfasts are served with a choice of plain or chocolate milk, orange juice, and fresh fruit (usually oranges, apples, or bananas).

Breakfast is served in the classrooms from 8:00 a.m. 8:25 a.m. Students arriving after 8:25 a.m. will not receive a full breakfast, as the food leaves campus by then; however, they will be offered a breakfast bar to ensure they have the necessary energy and blood sugar levels to start their day off right. Tardy students eat breakfast in administrative offices and are admitted to class with a tardy slip once they are finished with their meal.

## LUNCH

School lunches are free for all students. Lunches consist of local favorites like meatball stew or chicken and sausage gumbo, or child-friendly standards like chicken nuggets, baked chicken, hamburgers or chicken burgers. All lunches are accompanied by a vegetable or salad. Like breakfasts, all lunches are served with a choice of plain or chocolate milk, as well as a choice of fresh or canned fruit.

## SNACKS

We do not have a snack time during the school day. Snacks are served to those who attend After Care.

# SCHOOL LUNCHESES

## Meals from Home

Students may bring a lunch from home provided it follows the following guidelines:

- All meals from home must incorporate whole grains and other nutrient-dense foods by following the current meal pattern in accordance with the U.S. Department of Agriculture regulations and policies.
  - Meat/meat alternative
  - Grains
  - Fruit
  - Vegetables
  - Milk or water
- To ensure proper holding temperatures, please make sure the food products are kept cold using ice packs until meal service. We cannot store student meals brought from home.
- We are unable to reheat/microwave student lunches. If you'd like your child's lunch to stay warm,

Fast food, candy, chips, and soft drinks or sugar-based juice drinks are not allowed at school. Remember, meals are free, and milk and 100% juice drinks are allowed and are available at school.

Need ideas? Mothers on our staff have been inspired by the [ideas here](#) for their own children.

*Any forgotten lunches can be left inside the "left items" box outside the main office.*

## Allergies

All St. Landry Parish school campuses are **nut and seafood free**. Any food brought from home may not contain any type of nuts or any kind of seafood.

Students with Food Allergies must provide the [Diet Prescription for Meals at School Form](#) completed and signed by a physician, and must also meet with the school nurse and other stakeholders for special arrangements.

**WE ARE A NUT AND SEAFOOD FREE SCHOOL. PLEASE DO NOT SEND YOUR CHILD TO SCHOOL WITH ANY FOODS CONTAINING NUTS OR SEAFOOD.**

# ATTENDANCE POLICY

Attendance is incredibly important in all schools, but it is even more important at an immersion school because most of our students do not have family members who speak French. Simply put: we cannot teach a student who is absent.

It is the legal responsibility of the parent to enforce a child's attendance at school, and civil penalties may occur if the student is determined to be habitually absent, habitually late, or habitually leaving school early. According to La. R.S. 14:92.2 Improper Supervision of a Minor, a parent shall be charged with criminal negligence if a minor is allowed to be habitually absent or tardy from school pursuant to the provisions of R.S. 17-233 without valid excuse.



Our Attendance Policy states the following:

- Excuses from parent, legal guardian or physician must be submitted within five (5) days after the student returns to school.
- The student shall request makeup work for days missed due to temporarily excused absences or extenuating circumstances.
- Unexcused check-ins are considered tardies and absences in the classes missed.
- Students will not be allowed to exceed ten (10) absences each school year.
- Absences of two or fewer consecutive school days due to personal illness or serious illness in the family may be validated by a parent written excuse note.
- If a student is absent for three (3) or more consecutive days, a student must present a note from a physician, nurse practitioner, or dentist to be excused.
- Vacations or other family trips will not be excused.



The law states:

LA Compulsory Attendance Law  
Subpart C. School Attendance  
RS 17:221

§221. School attendance; compulsory ages; duty of parents; excessive absences; condition for driving privileges

# ATTENDANCE POLICY

A.(1) Every parent, tutor, or other person residing within the state of Louisiana having control or charge of any child from that child's seventh birthday until his eighteenth birthday shall send such child to a public or private day school, unless the child graduates from high school prior to his eighteenth birthday. Any child below the age of seven who legally enrolls in school shall also be subject to the provisions of this Subpart. **Every parent, tutor, or other person responsible for sending a child to a public or private day school under provisions of this Subpart shall also assure the attendance of such child in regularly assigned classes during regular school hours established by the school board and shall assure that such child is not habitually tardy from school** pursuant to the provisions of R.S. 17:233.

(2) Whoever violates the provisions of this Subsection or R.S. 17:234 shall **be fined not more than two hundred and fifty dollars or imprisoned not more than thirty days, or both**. The court shall impose a minimum condition of probation which may include that the parent, tutor, or other person having control or charge of the child participate in forty hours of school or community service activities, or a combination of forty hours of school or community service and attendance in parenting classes or family counseling sessions or programs approved by the court having jurisdiction, as applicable, or the suspension of any state-issued recreational license.

(3) Whoever violates any other provision of this Subpart or any other provision of law which provides for the penalty provided for in R.S. 17:221 shall be fined not more than fifteen dollars, and, for such violations, each day the violation continues shall constitute a separate offense.

(4) Visiting teachers or supervisors of child welfare and attendance, with the approval of the parish or city superintendents of schools, shall file proceedings in court to enforce the provisions of this Subpart.

RS 17:233

§233. Cases of habitual absence or tardiness referred to juvenile or family court; denial or suspension of driving privileges

A. Any student who is a juvenile and who is habitually absent from school or is habitually tardy shall be reported by visiting teachers and supervisors of child welfare and attendance to the family or juvenile court of the parish or city as a truant child, pursuant to the provisions of Chapter 2 of Title VII of the Louisiana Children's Code relative to families in need of services, there to be dealt with in such manner as the court may determine, either by placing the truant in a home or in a public or private institution where school may be provided for the child, or otherwise.

B.(1)(a) **A student shall be considered habitually absent or habitually tardy when either condition continues to exist after all reasonable efforts by any school personnel, truancy officer, or other law enforcement personnel have failed to correct the condition after the fifth unexcused absence or fifth unexcused occurrence of being tardy within any school semester.**



# ATTENDANCE POLICY

(b) The parent or legal guardian of a student shall enforce the attendance of the student at the school to which the student is assigned.

(c) The principal of the school, or his designee, shall notify the parent or legal guardian in writing on or before a student's fifth unexcused absence or unexcused occurrence of being tardy, and shall hold a conference with such student's parent or legal guardian. This notification shall include information relative to the parent or legal guardian's legal responsibility to enforce the student's attendance at school and the civil penalties that may be incurred if the student is determined to be habitually absent or habitually tardy. The student's parent or legal guardian shall sign a receipt for such notification.

(d) The parent or legal guardian of any student in kindergarten through grade eight who is considered habitually absent or habitually tardy pursuant to the provisions of this Section shall be in violation of the provisions of Subparagraph (b) of this Paragraph and shall be punished as follows:

(i) A first offense shall be punishable by a fine of not more than fifty dollars or the performance of not less than twenty-five hours of community service.

(ii) Any subsequent offense shall be punishable in accordance with R.S. 17:221(A)(2).

(iii) For purposes of this Subparagraph, an offense means a violation of this Subsection by the parent or legal guardian of a child who is habitually absent or habitually tardy; multiple offenses may result from violations involving different habitually absent or tardy children of that parent or legal guardian.

(iv) In any case where the child is the subject of a court ordered custody or visitation plan, the parent or legal guardian who is lawfully exercising actual physical custody or visitation of the child shall be responsible for the child's attendance at school on those days and shall be solely responsible for any absence or tardiness of the child on such days. The parent or legal guardian not exercising actual physical custody or visitation on the day of the absence or tardiness shall not be in violation of this Section.



**After 11 combined unexcused absences and tardies, the St. Landry Parish School Board automatically reports the family to the St. Landry Parish Municipal Court as a family non-compliant with state policy and school interventions.**



**Acquiring 11 or more unexcused absences, tardies, early check-outs, or a combination of all three may result in your child being retained.**

# ATTENDANCE POLICY

In extreme cases of habitual absence or tardiness, a written report will be sent to Families in Need of Services (FINS), which is designed to permit the juvenile court to return to its original role or coordinating community resources to assist and reinforce the family in an effort to prevent delinquency and family disintegration. FINS goals are to reduce formal juvenile court involvement while generating appropriate community services to benefit the child and improve family relations.

"If the evidence demonstrates that the child's family is in need of services, the court may enter an adjudication that, instead, the family is in need of services, the child's family to be in need of services and proceed to a disposition in accordance with Chapters 10 and 12 of Title VII. Paragraph B affirms that an adjudication that the family is in need of services ("FINS") is an available form of a lesser included determination in a child in need of care proceeding. The grounds for FINS adjudication encompass violations of responsibility by either the child and/or the caretaker which warrant continued court involvement but are deemed less serious than the required showing that a child is in need of care (or that the child is delinquent). The clear intent of the legislature was to provide for judicial supervision of this class of children who are engaging in conduct which is detrimental to their development and well-being or who are being harmed due to the action or inaction of their caretakers, in lieu of affixing the stigma of a finding of abuse or neglect, (See State in the Interest of Gras, 33 So.2d 641 (La. Ct. App. 4th Circ. 1976))."

[Please click here for more information on FINS.](#)

## **If your child is sick:**

**As stated above, up to two consecutive days of absence may be excused under Parent Contact. Email us at [office@ecolestlandry.org](mailto:office@ecolestlandry.org) to let us know your child is sick. More than two days out requires a doctor excuse. All excuses, whether parental or doctor, must be received within five days of the last day of the absence in question.**

**If your child complains about feeling ill in the morning, and you make the decision to send him or her to school, we will not call home unless we feel a genuine concern for the child. For example if he has a fever or she has vomited.**

# GRADES & REPORT CARDS

École Saint-Landry gives grades four times per year (each nine weeks). We refer to each nine-weeks as Quarter 1, 2, 3, or 4.

**In Grade 2 and up**, letter grades (A, B, C, D, F) will be earned in each nine weeks period in English Language Arts, French Language Arts, Math, Science, and Social Studies. All other courses will be given a grade of Outstanding (O), Satisfactory (S), Good (G), Needs Improvement (N), and Unsatisfactory (U).

Both of these scales are based on a 7 point scale:

100-93:	A / O
92-85:	B / S
84-75:	C / G
74-67:	D / N
66-0:	F / U

**For grades K and 1**, we grade with Standards-Based Grading (SBG) for English Language Arts, French Language Arts, Math, and Social Science. All other courses will be given a grade of Outstanding (O), Satisfactory (S), Good (G), Needs Improvement (N), and Unsatisfactory (U). (See scale above.)

## What is standards-based grading?

To better understand, you first need to know that there is a list of standards (or skills) that all students are supposed to **master** by the **end** of the school year. You'll see these skills listed on their report cards. This means the goal is that **by the end of the year**, we hope that students have a **P** (proficient) listed in each category. [Please click here for more detailed information.](#)

# GRADES & REPORT CARDS

For grades K, 1: Next to each standard, you will see one of the following:

- |           |                 |  |
|-----------|-----------------|--|
| <b>P</b>  | Proficient      | A score of P would indicate that a student has independently achieved the standard and the student demonstrates mastery of the standard. <b>A grade of P by the end of the year in each skill is our goal for every student.</b> |
| <b>I+</b> | In Progress +   | A score of + would indicate that a student is developing an understanding of a standard and is nearly proficient but still may be in need of additional instruction and/or support.  |
| <b>I-</b> | In Progress -   | A score of - would indicate that a student is developing an understanding of a standard but still needs additional instruction and/or support.   |
| <b>N</b>  | No Progress     | A score of N would indicate minimal to no understanding of a standard. The student shows limited evidence of understanding the standard.   |
| *         | Not Yet Learned | This standard has not yet been covered in class.   |

**ATTENTION:** Please know your child may possibly have NO ratings of P early in the school year, as they aren't expected to achieve a P until the END of the year.



## The Parent Portal, How to Sign In to Stay Up-to-Date on Your Child's Progress

At the start of the new school year, we'll send you information on how to create an account or sign in to the [St. Landry Parish Parent Portal here](#). We will send home a printed report card every 9 weeks, but to avoid any surprises, or just help your child do the best he or she can, you may want to check in every now and then.

Parents/Guardians are encouraged to contact the school at any time during the school year to schedule a conference in order to discuss special concerns.

# SCHOOL POLICIES

## **Homework Policy and Homework Make Up Policy**

The purpose for assigning homework is to give students the opportunity to extend lessons, practice skills, engage in critical thinking and develop good work habits; therefore students are expected to complete assigned homework. Homework not completed because of an excused absence, illness, religious observance or a family emergency may be made up according to the guidelines set up by the teacher. Upon their return following an absence, students must arrange with their teachers to make up tests or coursework missed. If homework requires the use of the internet, families with no internet capabilities should contact the teacher to explore alternatives. In some instances, qualifying students without technology may be issued loaner equipment to complete assignments.

## **School, Teachers, Parent/Guardian and Student Responsibilities**

At the beginning of the school year, the principal (on behalf of the school), teachers, parents/guardians and students sign a detailed compact where each pledge to fulfill specific responsibilities for improved student academic achievement and the means by which we all build and develop a partnership that will help children achieve high standards. A copy of the compact is found at the end of this document.

Parents are encouraged to be involved in their child's education as much as possible. For non-French speaking parents, homework can be a learning experience since many students enjoy sharing the work they are doing in school, performing stories, poems, and songs they have learned.

# SCHOOL POLICIES

## **Student Promotion /Retention**

École Saint-Landry has developed a Pupil Progress Plan as it relates to student promotion according to the guidelines set forth by the Louisiana Board of Elementary and Secondary Education (BESE). Promotion from one grade to the next is based on several criteria:

- Minimum required attendance ([see attendance policy](#))
- End of year academic readiness
- Required performance on standardized tests
- Linguistic readiness

French proficiency is a major factor in academic success. Therefore, if a student has not acquired the level of French proficiency required to be successful in the next grade, a teacher can recommend, as early as Kindergarten, that the student repeat the grade. A similar recommendation may be made for a student who shows lack of social or emotional maturity or who is having academic problems.

A meeting will be held to advise parents of students who are recommended for retention, to address concerns and plan the appropriate course of action. The school reserves the right to make the final decision regarding promotion of students.

In order to be promoted, a Kinder or 1st grade student must have an In-Progress + (I+) or Proficient (P) in 67% of ELA/FLA/Math standards by the end of the year. Grades 2 and higher must have a 67% in all core classes (English, Math, Social Studies, Science).

## **Withdrawal/Academic Records Request**

In case of withdrawal or if a parent needs to obtain a copy of academic records (report cards/attendance reports/behavior record), a [Records Request Form](#) may be found online and printed out. The Records Request Form is also available in the front office ([office@ecolestlandry.org](mailto:office@ecolestlandry.org)). Please allow up to five working days to fulfill the request.

# BEHAVIOR POLICY

École Saint-Landry implements a comprehensive and collaborative Behavior Management Policy with the goal of providing clear guidelines and pathways to ensure and promote positive student behavior. This policy emphasizes positive behavior through a school-wide recognition of the S.T.A.R. pillars of student expectations outlined below. The school-wide plan includes a restorative practices approach which emphasizes empathy through social and emotional learning.

## **S.T.A.R.**

The following are considered behavioral expectations for all students of École Saint-Landry. The school's focus is on the positive behavioral expectations under the explicit pillars of S.T.A.R. defined as:

### S- Sécurité (Safety):

Safety promotes systems and actions that keep students physically and psychologically safe and healthy. These actions include verbal and nonverbal expressions that promote the safety of self and the inclusion of others.

### T- Tolérance (Thoughtfulness):

Tolerance promotes acceptance of self, others and the environment. Students are responsible for supporting a positive outlook through daily habits such as meeting dress code and classroom expectations. Students will demonstrate a willingness to accept the feelings, beliefs and habits that are different from their own by showing compassion for unique differences.

### A- Apprentissages (Academics):

Students will be active and ready learners. Students will embrace the learning process which includes academic, social, and emotional domains.

### R-Responsabilité (Responsibility)

Students will display developmentally appropriate self-control and compassion with regard to their ability to think, feel and act as a member of the school community.

# RESTORATIVE PRACTICES

Restorative Practices are a variety of practices that are used to build strong respectful communities. Restorative Practices used at École Saint-Landry include: community building circles, reflective listening and communication processes, Restorative Reflections, conflict resolution routines, and Restorative Conferences.

When challenging behavior presents itself, any and all staff will respond with a restorative practices approach. The purpose of using restorative practices is to use conflict and misbehavior at school as a learning opportunity to foster empathy as a component of social-emotional growth. École Saint-Landry emphasizes empathy because it is the key to understanding and accepting the responsibility of how behavior impacts others.

When a member of the school community displays challenging behavior(s) the following affective language is used to focus on empathy building: *“What happened? What were you thinking of at the time? What have you thought about since? Who has been affected by what you have done? In what way have they been affected? How will you make things right?”*

When a member of the school community is impacted by challenging behavior(s), the following affective language is used to restore a positive learning environment: *“What did you think when you realized what had happened?, What impact has this incident had on you and others?, What has been the hardest thing for you?, What do you think needs to happen to make things right?”*

## Positive Behavior Intervention and Supports (PBIS)

École Saint-Landry uses and embraces the state-mandated PBIS model founded on the belief that all children can exhibit appropriate behavior. PBIS is a proactive, multi-tiered framework for encouraging positive behaviors and academic learning among students.

When a student acts outside of the S.T.A.R. expectations, behavioral interventions are used to set clear boundaries and reteach and reinforce the expected positive behaviors.

École Saint-Landry staff members take into consideration the level of seriousness of the behavior and/or duration of the student’s behavior(s). All behavioral interventions and consequences are developmentally-appropriate.

Inappropriate behaviors are grouped into different levels according to the severity and duration of the behaviors.



# RESTORATIVE PRACTICES

Level 1	Off-task behavior, not following directions, behaviors in which there is short duration and minimal harm to others	Preventative Interventions, Positive Reinforcement of Appropriate Behaviors, Classroom Management Interventions, and Redirections
Level 2	If behavior continues after classroom management techniques and redirections, the last step of the redirection process is a choice between appropriate behavior and a logical consequence.	Examples <ul style="list-style-type: none"> <li>• "Rewind and try again the appropriate way"</li> <li>• If you make a mess, clean it up</li> <li>• If you take time away, give time back</li> <li>• "Fix It"</li> <li>• First complete work, then play</li> </ul>
Level 3	Continued inappropriate behavior after multiple redirections, minor disrespect to classmates or teacher	Loss of token
Level 4	Continued misbehavior, need to stop and reset or resolve conflict	In-Class Restorative Reflection
Level 5	Continued or repeated misbehavior, disrespectful behaviors	Referral to Behavior Support Team for in-class or out of class Restorative Reflection
Level 6	Repeated Disruptive Behaviors, Harming Others	Practice expected behaviors during recess: <ul style="list-style-type: none"> <li>• Restorative Conversation and Reparation to any persons harmed</li> <li>• Practicing Expected Positive Behavior</li> <li>• Parent Phone Call to parent of child who is responsible and if applicable, parent of any child who is harmed</li> </ul>
Level 7	Extreme and Unsafe Behaviors	<u>All Level 7 behaviors require parent participation for a meeting and/ or Restorative Conference the following morning.</u> <ul style="list-style-type: none"> <li>• Multiple Recess Interventions</li> <li>• Additional Staff Assisting Student with meeting behavior expectations in class</li> <li>• Parent assisting student with academics in an alternate setting on school campus</li> <li>• Student completing academics in an alternate setting</li> <li>• In School Suspension</li> <li>• Out of School Suspension</li> </ul>

# RESTORATIVE PRACTICES

## **Communication with Families:**

If a student is responsible for behaviors that are more serious than a light tap, push, etc. (for example, aggressive behaviors such as hitting, slapping, kicking, shoving forcefully, throwing, bullying, etc.) their family or guardian will be notified by phone call. The family or guardian of any student that was harmed will be notified as well.

Families or guardians will be notified if their student is referred to the discipline team for all level 5, 6, or 7 behaviors.

Parent or guardian notification of less serious behaviors will be from the teacher as needed.

Tiered Interventions are used to address repetitive inappropriate behaviors taking into account how often they happen, how long the behaviors take place, and how serious the behaviors are. The Response to Intervention (RTI) process is used to assess the level of need and provide individualized behavior support needs. École Saint-Landry tracks behavioral data to inform decisions about behavioral supports.

For more information about behavioral interventions, please see [www.pbisworld.com](http://www.pbisworld.com).

If a student displaying behavior concerns is suspected of a disability, the student will be referred to the Student Assistance Team. Interventions for students suspected of disabilities may include the completion of a Functional Behavioral Assessment and the development of a Behavior Intervention Plan. All students who demonstrate a pattern of problem behaviors will be referred to the Student Assistance Team. Students referred to the Student Assistance Team will be treated lawfully as students suspected of a disability.

Under no circumstances may any school employee or official use any form of corporal punishment or locked isolation on any student.

# YOUR COMMITMENT

A child's first teachers are his or her parents. École Saint-Landry parents realize the importance of working cooperatively with the school in order for their children to be successful.

You didn't choose your nearest zoned public school. You chose École Saint-Landry because you want and expect your child to have the best education possible. Therefore, you join with the school in providing an appropriate learning environment in your home. Your commitment to taking school hours, school work, and school rules seriously will teach your child to do the same.

By enrolling your child at École Saint-Landry, you agree to:

- Get your child to school every day on time and avoid early check outs.
- Make a point of checking your child's bag **every afternoon** for homework, papers to sign, behavioral reports, school communication, etc. Check it again in the morning to remove any toys or distractions.
- Provide adequate, well-lit space and quiet time for your child to do homework. Check their homework to see how they're doing, make sure they finish it.
- Talk to your child about what they are currently learning in school. Really listen. How are they adapting socially? Are they making friends? What do they do during recess? Do they feel smart in class? Do they raise their hand and answer questions correctly?
- Encourage your child to show respect for themselves and others.
- Encourage your child to follow school and classroom rules.
- Ask questions. If something concerns you about your child's learning or behavior, ask the teacher or principal about it and seek their advice. What specific problem is my child having with reading? What can I do to help my child with this problem? How can I stop that bully from picking on my child? How can I get my child to do homework?
- Ask the teacher how well your child is doing in class compared to other students. If your child is not keeping up, especially when it comes to reading, ask what you or the school can do to help. **It's important to act early before your child gets too far behind.**
- Attend school functions and conferences.

# YOUR COMMITMENT

## Establish and maintain a healthy style of living adapted to your child's age.

Make sure your child eats enough fruits and vegetables at home. Try setting a weekly or even monthly goal to find a new recipe with your child and prepare it together.

Check out these books:

[Good Enough to Eat: A Kids' Guide to Food and Nutrition by Lizzy Rockwell](#)

[Get Your Dragon To Eat Healthy Food: A Story About Nutrition and Healthy Food Choices by Steve Herman](#)

[The Pirate Cookbook by Mary Ling](#)

For fun, free recipes, activity sheets, games, apps, and other ideas, check out:

[Kids in the Kitchen on the U.S. Department of Agriculture website](#)

[My Plate for Kids](#)



Put your child to bed early enough that he or she won't be tired in school the next day. In elementary school, **students should have a bed time no later than 8:00 PM**. Do not wait for your child to fall asleep. They need a regular bedtime to succeed in school. Try to establish a routine, no matter how short, to get your child to settle. Reading a short book is a great way to spend calm time with your child, set their clock on a countdown to a good night, and help to support their education all at the same time. Even five minutes is enough.



Limit your child's screen time. Screen time includes watching TV, watching movies, playing video games, playing on smartphones and tablets, and working on the computer. Screens should be put down at least two hours before bedtime. As a rule of thumb, no screens during or after dinner, and no more than 2 hours total per day.



Encourage outside play. Physical activity is not only vital to healthy bodies, appetites, and sleep habits, but also to more creative imaginations and critical thinking. Play time, whether inside or outside, actually matters in how well a child does in school!

# COMMUNICATION

## **Le Journal des Lions**

As a means of informing parents about school life, the electronic newsletter, Le Journal des Lions, is sent out each month.

## **School Facebook/Instagram Page**

Parents may also “like” École Saint-Landry on Facebook/Instagram to receive updates on their newsfeeds. Find us @EcoleStLandry.

## **Parent/Teacher Communication**

Parents are asked to keep an active email address and sign up for the school's communication app. Check it regularly for communications from teachers and other school personnel. Please notify the school immediately if phone numbers or email addresses change.

Parents are asked to set up a conference time with teachers to discuss any area of concern. Teachers may not conference with parents at any time while they are supervising students or providing instruction.

# PTO & VOLUNTEERING

The École Saint-Landry Parent Teacher Organization organizes several fun events throughout the year for families to get involved. We will send home flyers to announce the events, and post about them on our parent platform.

You may view our [Parent and Family Engagement Policy](#) here.

The PTO is fundamental to keeping parents involved and school fun! They have regular monthly meetings and provide opportunities to help with fundraising for school events.

For more information, or to sign up to join, please contact [ecolestlandrypto@gmail.com](mailto:ecolestlandrypto@gmail.com)



Throughout the year, we post sign-ups for volunteers on our parent communication platform. You can volunteer to help with Positive Behavior Implementation System (PBIS) prize stores, chaperone field trips, organize games at school events, and more.

We are very open to parents participating in their children's education, and we are open to suggestions for special events, meals, projects, games, and so on. Please don't hesitate to propose your ideas to us so we can keep things moving and interesting for our students.



As a charter school, we need to do a lot of fundraising to keep our classrooms equipped with the most recent technologies and to continue to grow. In addition to our special fundraisers throughout the year, we also accept Community Cash for Schools and Box Tops for Education, and we have a community recycling bin in our parking lot from which we earn a percentage each quarter.



# LEADING UP TO THE FIRST DAY

The first day of school is intimidating for both children and parents, especially if this is your first time sending a child to school. Here are some tips to ensure everything goes as smoothly as possible.



## Lunch

Have your child practice eating their school lunch. Actually pack them a lunch, set a timer for 20 minutes, and have them practice eating and opening their things independently.

If you want to send a water bottle to school, please try to get one with a flip top. Make sure to label it with your child's name and please don't send in screw top bottles; they will definitely spill them.



## Bathroom

PLEASE have your child practice wiping his/her own bottom. Many teachers have had kiddos yelling from the bathroom "Can you wipe me?!" Nope, they can't! They really, legally can't.

If your child cannot independently button his/her pants, **use stretchy pants!** For one, they are more comfortable, and two, they help avoid accidents in the potty!

Your child should not wear a belt to school until they can buckle/unbuckle it on their own.

Teach your child to close the door because modesty is important in a public place like school. They also should learn to knock before they enter the bathroom. And please, **please** teach them how to wash their hands!



## Shoes

PLEASE, pretty, pretty please don't have your child wear shoes with laces unless they can tie them. Velcro tabs and slip-ons are easy!

# USEFUL FRENCH PHRASES

You and your child can start learning some useful French phrases now to help their first days at school go as smoothly as possible. They'll enjoy showing off their knowledge to their teachers and classmates, and knowing how and when to use these phrases will help them learn everything else to come even faster! Click the links below to hear the phrases.

**Bonjour!** Hello!

**Je m'appelle...** My name is...

**S'il vous plaît.** Please.

**Merci.** Thank you.

**J'ai besoin d'aller aux toilettes.** I need to go to the bathroom.

**Au revoir!** Goodbye!

**Je ne me sens pas bien.** I don't feel well.

**Je ne comprends pas.** I don't understand.

**Aide-moi.** Help me.

**J'ai faim.** I'm hungry.

**J'ai soif.** I'm thirsty.

**Je suis fatigué.** I'm tired.

**Tu peux repeter, s'il te plaît?** Can you repeat, please?





## Language and Communication

- Speaks in complete sentences and is understood by others
- Expresses needs and wants
- Responds to questions
- Understands and completes 2-step directions

## Math and Reasoning

- Counts from 1-20
- Identifies numbers 1-10
- Counts items up to 10
- Identifies basic shapes
- Identifies basic colors
- Compares objects: more/less, larger/smaller
- Recognizes simple patterns like ABAB
- Classifies items into groups by color or other similarities

## Fine and Gross Motor

- Holds pencil/crayon in fingers rather than fist (proper pencil grip may still be developing)
- Holds and uses scissors
- Uses glue/glue stick
- Uses small manipulatives (blocks, beads, puzzles) with steady hands
- Runs, hops, skips, catches, throws

## Reading and Writing

- Enjoys listening to stories
- Retells simple stories
- Identifies most letter names and sounds (at least half)
- Recognizes name in print
- Knows the alphabet (without singing it)
- Prints first name
- Writes many letters (letter reversal is acceptable)
- Draws straight and curved lines and simple shapes

## Social and Emotional

- Interacts with other children and adults
- Takes turns and shares with others
- Cares for and shows respect for others and materials
- Is attentive to speaker or task for brief periods
- Demonstrates patience

## Independence

- Completes some tasks independently and/or asks for help
- Uses bathroom, dresses, and eats independently
- Transitions from one activity to another

In the first week of school, you will get a printed copy of this page and the compact on the following page. You will sign both pages and return them to school, where they will be filed in your child's permanent folder.

I have read and understood the Parent Packet for the 2024-2025 academic year at École Saint-Landry. I have discussed it with my family and my child(ren) and we agree to uphold our responsibilities as members of the École Saint-Landry community.

Parent signature:

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Student signature:

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Date:

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