



# Parent / Scholar Handbook

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**COME TO LEARN, LEARN TO SERVE**

## **BCA Information**

### **Address**

800 East 7<sup>th</sup> Street  
Thibodaux, LA 70301

### **Colors and Mascot**

Burgundy and Gold & BCA Eagles

### **Mission Statement**

The Mission of Bayou Community Academy is to guide students through an enriching and challenging humanities, fine arts, technology, mathematics, and science curriculum that is designed to prepare students for the future, making them lifelong learners, change agents, powerful communicators and good citizens.

### **Motto**

COME TO LEARN, LEARN TO SERVE

### **Philosophy**

The philosophy is that a changing environment needs students adapted to a state of change, who are going to be agents of change for the future. The philosophy is one that combines the best of today with the best of the past.

### **Phone Number / Fax Number**

Phone – (985)446-3011

Fax – (985)446-3092

### **Pledge**

We are Bayou Community Academy. At BCA we strive to Be Prepared, Care for Others and Act Responsibly. Here, we come to learn and learn to serve. BCA, all the way!

### **Time**

School Time – 8:00 a.m. – 3:00 p.m.

Office Hours – 7:45 a.m. – 3:15 p.m.

Car Line is from 7:35 - 7:58

### **Vision**

To be a school whose curriculum is centered in a virtuous character development program as the foundation of a safe, orderly, and encouraging school environment. The school will work to build a community that provides the opportunity for students, teachers, and stakeholders to learn, lead, and serve society.

**Website**     [www.bcacharter.org](http://www.bcacharter.org)

## 2022-2023 Holidays

September 5-6 Labor Day and Professional Development Day  
 October 10-11 Fall Break and Professional Development Day  
 November 21-25 Thanksgiving  
 December 19-January 2 Christmas / New Years  
 January 16 Martin Luther King, Jr. Day  
 February 20-24 -Mardi Gras  
 April 7-14 Easter/Spring Break  
 May 19-Last Day for Scholars

**BCA will follow the LPSD Student and Parent Handbook which can be found at:**

<https://www.mylpsd.com/resources/parents>

### **Absence and Tardiness for School:**

Punctual attendance to school is essential to academic success. Please be aware of attendance guidelines and Louisiana's Compulsory School Attendance Law R.S. 17:221.

- **Exempted/Excused Absences**-A scholar's absence will be excused with proper doctor's notes, for religious holidays of the scholar's faith, or for a death in the family. A copy of an obituary must be sent in to excuse an absence for a death in the family. The scholar will be allowed to make up any work missed during this time, and an excused absence will not count against the scholar in a decision to deny credit or grades. Travel for educational purposes may be exempt with prior approval from the Director of Bayou Community Academy.
- **Non-Exempted/Parental Excused Absences**-Parent notes should be sent to school within 5 days for personal reasons. These notes are for scholars' make-up work and parents' communication purposes only. Scholars will be allowed to make up any work missed during the absence, but this will **not** excuse the absence as it relates to truancy. Therefore, these absences shall remain "unexcused," and it is the scholar's responsibility to make up all missed work and assignments.

**3<sup>rd</sup> day unexcused absence** - Letter sent home and an email notification.

**5<sup>th</sup> day unexcused absence** Meeting with the Counselor/Social Worker and Principal.

**7<sup>th</sup> day unexcused absence** - SBLC will schedule a meeting.

**10<sup>th</sup> day unexcused absence** - Scholar's name will be turned into the Director.

**11<sup>th</sup> day unexcused absence** – Scholar's name will be turned into the Director and the Child Welfare and Attendance Supervisor. A letter of notifications will be sent home to parents. Scholar's name will be turned into SBLC to schedule another meeting.

**14<sup>th</sup> day unexcused absence** - SBLC will schedule another meeting and notify the Director of the 14<sup>th</sup> day unexcused absence.

**17<sup>th</sup> day unexcused absence** – Scholar's name will be turned into the Director and the Child Welfare and Attendance Supervisor. A letter of notifications will be sent home to parents.

• **Late Arrival/Early Check-Out**-If a scholar is brought into school after 8:00 a.m. or signs out before 3:00 p.m., the student is counted as late arrival/early check-out. A late arrival/early check-out can be considered excused with a note from a doctor, for religious holidays of the scholar's faith, or for a death in the family.

**\*Tardy** – A letter of notification will be sent home on the 3<sup>rd</sup>, 5<sup>th</sup>, and 7<sup>th</sup> day tardy. On the 10<sup>th</sup> day tardy an SBLC meeting will be scheduled.

### **Awards:**

BCA will follow the LPSD Academic Awards criteria stated in the Lafourche Parish Student and Parent Handbook.

### **After School Child Care:**

The Child Care Program is a program of before and after school care for children so that they may remain in the safe, secure, and familiar environment of their school while enjoying activities such as arts, crafts, indoor and outdoor games, and movies to mention a few. The morning Child Care Program begins at 6:50 a.m. and ends at 7:30 a.m. The afternoon program begins when the school dismissal bell rings at 3:00 p.m. and ends at 5:25 p.m. Parents cannot begin signing out from aftercare until 3:15 p.m. The program operates Monday through Friday on regular school days. Please see the Child Care Handbook for more information.

### **Before/After School Options:**

1. Busing will be provided to and from BCA. The bus will make satellite stops based on the need in various areas of the parish. Bus transportation will not be provided for door to door pick-up or drop-off. Only satellite stops are available. It is recommended that parents use their assigned bus stops. A parent must be at the bus stop to meet any child under the age of 11. The bus driver will not release the student unless a parent is visibly present at the bus stop.

2. After School Child Care will be provided from 3:00-5:25 p.m.

3. Parents may choose to drop off their children at school no earlier than 7:35 a.m. Scholars must not be dropped off once the duty teacher leaves their duty positions after the take-in bell rings at 7:58. **Parents who enter the parent drop-off area after the car line has ended must check in their child in the front office and may be considered tardy.**

4. Children can be picked up from school beginning at 3:00 p.m. in the parent pick up

designated areas. **Parents must have a BCA Parent Pick-Up Sign for the current school year (obtained from the school) on the dashboard of the vehicle in order to pick up their child. Parent-made signs are not allowed. Parents not having an official parent-pick-up sign or a current sign will be sent to the office to pick up the scholar.** Please avoid blocking the driveways to homes and businesses along the car line. Parents are not allowed to get their scholars from the office, unless the scholar is signed out by the office. Please be aware of the school zone speed limit. All students walking home must be at least 11 years old and have a permission letter on file.

\*Phone calls, emails, or faxes to the secretary stating the change of how a scholar is getting home in the afternoon will not be accepted after 1:00pm.

### **Behavior Management/PBIS**

Our school will follow State Guidelines along with the Lafourche Parish Code of Conduct. For the Student Code of Conduct guidelines, please refer to the Lafourche Parish School's Student and Parent Handbook at <https://www.mylpsd.com/resources/parents>. Our school will also have a school-wide classroom management plan, which will incorporate the Louisiana Department of Education mandated Positive Behavior Intervention Support (PBIS) program. For more information, please visit our website under PBIS.

Professionals will use the following number codes when marking daily conduct in your scholar(s) agenda. Each number indicates the corresponding misbehavior:

- |                                   |                                       |
|-----------------------------------|---------------------------------------|
| 1. Not Following Directions       | 6. Not Paying Attention/Off Task      |
| 2. Talking Out of Turn            | 7. Inappropriate Language             |
| 3. Out of Designated Area         | 8. Disrespectful Towards Professional |
| 4. Not Prepared for Class         | 9. Disrespectful Towards Peer(s)      |
| 5. Not Keeping Hands/Feet to Self | 10. Other (Teacher will Specify)      |

## School-wide Positive Behavior Intervention and Support (PBIS) Expectations

	School Wide Expectations	Assemblies	Bus	Playground	Hallway	Restroom	Cafeteria
<b><u>B</u>e Prepared</b>	*Bring all necessary items to school, class and lunch	*Pay attention *Be eager to learn	*Be on time *Sit correctly and face the front *Sit in assigned seat	*Walk, don't run *Line up quickly *Stay off of tree trunks	*Follow teachers directions	*Try to use restroom at recess *Wash hands	*Wash your hands *Get all items while in line *Raise your hand if needing assistance
<b><u>C</u>are for Others</b>	*Respect personal space *Respect all adults, scholars, and property *Speak and act kindly *Include others *Avoid gossip	*Respect personal space	*Share your seat *Be courteous to the driver *Use inside voice *Keep hands, feet and objects to yourself	*Use positive and encouraging words *Play fair *Include others	*Use zero voices *Keep hands to yourself	*Respect privacy of other *Use inside voices *Be quick	*Use inside voices *Throw away trash and clean up after yourself
<b><u>A</u>ct Responsibly</b>	*Follow directions *Stay in designated areas *Keep hands, feet and objects to yourself	*Sit quietly *Ask appropriate questions *Eyes on the presenter	*All items remain in school bag *No eating or drinking *No electronic devices	*Stay in designated areas *Use equipment properly	*Go only to designated area *Walk	*Flush toilets *Conserve water and paper towels	*Use table manners *Sit in designated area *Enter/exit orderly (walking)
**Blatant disrespect, profane language, or fighting will result in an immediate referral to the administration.**							

**Bus Procedures:**

BCA utilizes satellite stops only for bus transportation. No house by house stops will be provided to any scholar at any age. A schedule of the bus routes is always posted on the BCA website. Parents are advised to review the routes provided and choose a satellite stop that works best for their location and schedule. It is recommended that the assigned satellite stops are used.

1. Scholars must ride their assigned bus unless the parent writes a note and the note is given to the teacher that morning.
2. Parents must be **visibly** at the afternoon bus stop at least 10 minutes before the designated drop-off time.
  - a. If parents are not **visibly** at the bus stop to receive their scholar off of the bus, the child will be brought back to school. Parents must pick up their scholar at school once the route is complete from the location that the buses park for the evening. If this reoccurs, the scholar could lose bus privileges.
  - b. Scholars 11 years old or older may walk home from a bus stop. However, there are a few stops that are identified on the Satellite Stop list that indicate due to their location, for safety reasons, regardless of the scholar's age, they are not allowed off of the bus without parental supervision.
  - c. An official and current BCA sign with scholar's name must be visibly present at the afternoon bus stop to pick up your child.
3. Be considerate of businesses by not blocking access or interfering with parking areas at the satellite stops.

Only students 11 years of age or older will be allowed to walk home with written permission from parents or guardians.

4. The Louisiana State Board of Elementary and Secondary Education adopted Bulletin 119, a set of regulations governing school bus riders. BCA supports these regulations. The regulations are below:

**DOs**

- Cooperate with the school bus operator.
- Be on time – the school bus will not wait.
- Cross the road cautiously when waiting for and leaving the school bus.
- Follow the bus operator's instructions when loading and unloading.
- Remain quiet so as to not distract the school bus operator.
- Remain seated – feet on the floor and back on the back of the seat.
- Be courteous and safety-conscious.

**DO NOTs**

- Stand when the school bus is in motion.
- Extend hands, arms, heads, or objects out of the school bus.
- Throw objects in or out the school bus.
- Eat, drink, or do homework on the school bus.
- Damage the school bus in any way.

- Use the following items on the school bus: cell phones, tobacco, matches, cigarette lighters, obscene material, or lasers.

### **Cafeteria Procedures:**

Parents are encouraged to pay in advance for scholar's meals. Please make sure that your scholar has money in his/her account. Once a scholar reaches up to a -\$6.01 balance, the scholar will get a sandwich for lunch that day and every day following until money is deposited into their account. Upon any negative balance in a scholar's meal account, breakfast will not be served. Checks may be made payable to Lafourche Parish Child Nutrition.

Lunch prices will be announced at the beginning of each school year. (prices are subject to change)

If scholars bring their lunch to school, the lunch is to be brought with them to school in the morning. Parents bringing lunches to school cause a disruption to the daily school routine; therefore, parents will not be allowed to bring a child's lunch to school during the day. Commercial fast foods, carbonated beverages, sports drinks (Gatorade, PowerAde, etc.), concentrated sweets, and high fat foods shall not be allowed in the cafeteria.

### **Calendars with School Activities:**

Calendars of school activities will be provided on a monthly basis. They will be given to the scholars by their homeroom professionals to bring home to their parents. The calendars will inform parents of all up-coming events. The calendar is also on the school's website.

### **Car Line Procedures:**

#### **Drop Off:**

1. All vehicles must pull up to a designated spot and come to a complete stop. Parents are asked to pull up as close as possible to the vehicle ahead of you.
2. The duty teacher will raise a flag to indicate all scholars to get out of the vehicle.
3. Once scholars are out of the vehicles, the flag will go down to indicate that the cars may leave. Parents are reminded to not pass other cars or buses in the car line. Please remember to obey school zone speed limits.
4. Please avoid blocking the driveways to homes and businesses along the car line.
5. Please be mindful of road traffic before entering back on the road.

Drop off will begin at 7:35 am and will last until 7:58 AM sharp. Professionals will not begin letting the scholars out of their vehicles until 7:35 AM. Vehicles entering campus after 7:58 AM should bring their scholar(s) to the front office to check-in. and may be considered tardy.



**\*\*NO scholar is allowed to be dropped off once the duty teacher leaves his/her position and the rest of the school is lined up to enter the building. Once the duty teacher leaves, the scholar should be escorted to the front office by a parent.**

**Pre-K, Kindergarten, & 1st Grade Scholars and their siblings** will enter the East Thibodaux Middle School driveway to drop off and pick up scholars on the side of our cafeteria.

**All other scholars** will be dropped off and picked up on Tetreau Street, on the Thibodaux Elementary side of BCA. Parents are asked to begin the line behind the gravel horseshoe in the back of campus and continue the line down Tetreau Street. The very first car in line should remain parked by the fence until a professional signals at 7:35 to pull forward. Cars should enter the Tetreau Street carline by driving down Henry Schuyler Thibodaux Street, taking a right onto E. 12th Street, and then a left onto Tetreau Street. At no time should a car travel on E. 12th Street and take a right onto Tetreau St. Also, at no time should a car enter/cut the car line from the TES parking lot, Ell Street by the public pool, or by passing in front of West Thibodaux Middle School (see map on BCA website). Please **do not** block any driveways while waiting to pull up.

Once you arrive on campus, all vehicles must pull up to the car in front of them and come to a complete stop. Please pull up as close as possible to the vehicle ahead of you. Once all vehicles come to a complete stop, the duty teacher will raise a flag to indicate that all scholars are to get out of the vehicle. Once all scholars are out of the vehicles, the flag will be lowered to indicate that the vehicles may leave. Cell phones are prohibited in school zones. Please remain off of your phone when driving through the car line.

#### **Pick up:**

1. All vehicles **must have an official and current BCA sign** with scholar's name in the front window. If there is no sign, they must go to the office with a picture ID.
2. Vehicles will pull up to the designated area. (Please pull up as close as possible.)
3. Scholars are to be attentive and quiet when watching and listening for their cars.
4. The duty teacher will raise the flag and scholars are allowed to enter their vehicles. Please do not leave the car line or pull forward until the duty teacher lowers the flag indicating it is safe for traffic to begin moving.

**\*\*Parents are not allowed to pick up their children from the front office unless the scholars are being signed out. The front parking lot should not be used to drop off/pick up scholars. Parents must utilize the TES side of the carline (1st-8th) or the ETMS side of the carline (PK-K and siblings).\*\***

**\*\*Scholars must be at least 11 years old with a permission letter on file to walk to and from school. \*\***

**Change of Address**

Scholars with a change of address during the course of the school year must submit proof of residency information. Address changes cannot be made without this documentation. Please keep all contact and emergency information current and notify the school with any changes.

**Counseling Services:**

One full-time counselor and one part-time social worker are available daily to work with scholars on personal, social, and academic concerns. Through individual counseling, large group presentations, as well as small counseling groups we attempt to reach every scholar.

**Dress Code Guidelines:**

BCA has adopted a dress code policy. This policy is in place to promote school safety, academic discipline, and decorum. Scholars in violation of the school dress code policy may receive a conduct mark as a result of the infraction.

- Belts:** Solid Navy, black or brown. No oversized buckles, decorations, or names. Belts must be worn if clothing has belt loops.
- Bottoms:** Traditional uniform style navy jumper, skirt, shorts, scooters or slacks. Jumpers, skirts, shorts, and scooters must be no more than 2” above the knee. Jean or jean type pants, pockets on lower legs, and sagging or tight pants are not allowed.
- Jewelry:** Studded earrings are allowed. Minimal non-distracting jewelry only and may be asked to remove if too distracting. A watch may be worn if it is not distracting to the scholar.
- Hair Accessories:** Must be school colors only. (White, Gold, Black, Navy, Gray or Burgundy colors) Hair accessories should not be distracting and may be asked to be removed.
- Make-Up:** Girls in grades 5<sup>th</sup> through 8<sup>th</sup> may wear make-up as long as it is not distracting. No make-up is allowed to be brought to school.
- Shoes:** Shoes shall be in a style consisting of a closed back and front. Shoes must be strapped as intended by design. Slippers, sandals, beach shoes, cleats, mules, slides, crocks, “heelies”, with wheels installed, boots, and lighted shoes **ARE NOT** allowed. **Athletic shoes are required.** (This may include walking or running shoes, suitable for PE classes.)

- Socks:** Solid White, Gold, Black, Navy, Gray or Burgundy colors.
- Tights:** Solid White, Gold, Black, Navy, Gray or Burgundy colors tights and leggings are acceptable. If leggings are worn, the scholar must wear uniform socks and the proper uniform bottom must be worn on top.
- Tops:** Solid gold or white polo with collar and sleeves. White blouse and button front with collar.
- Undershirts:** Undershirts must be solid White, Gold, Black, Navy, Gray or Burgundy colors.
- Jackets:** Must be White, Gold, Black, Navy, Gray or Burgundy colors. No advertisement team identification, or oversized logos. Jean jackets are not allowed. Plain zip up (zipper from top to bottom) hoodies are allowed in the above mentioned colors. (Please label your child's jacket with his/her name on the tag.) During **extreme weather**, coats may be worn outside of the school building and can be of any color. Winter caps and scarves and not allowed to be worn in the building.
- Sweaters:** White, Gold, Black, Navy, Gray or Burgundy colors long sleeve only.
- Sweatshirts:** BCA sweatshirt and hoodies only. Only purchased from BCA. (Please label your child's sweatshirt with his/her name on the tag.)

**General Guidelines:**

- Any BCA (Spirit/Club) shirt may be worn on Fridays with uniform bottoms.
- Shirts must be tucked in at all times.
- ID tags must be worn on the left collar at all times.
- Baggy, sagging, or oversized clothing is not allowed.
- No hats, sunglasses, fake glasses, silly bands, or lanyards are allowed.
- Hoods are **not** to be worn inside the school building.
- Scholar's hair must be groomed in such a manner that it will not draw undue attention to, or create a potential safety hazard to him/her or others. NO hair feathers.
- Only natural color hair is allowed
- Faces and hands must be kept clean.
- Basic commitment to neat, well-groomed scholars with personal hygiene and cleanliness is mandatory.
- Smart watches are not allowed to be worn on campus.

- Unless otherwise noted, tennis shoes must be worn on dress down days.

### **Dress Down Day Guidelines:**

- No costumes
- Tennis shoes only
- Shorts and skirts can be no shorter than 2" above the knee
- Shirts have an appropriate neckline and sleeves
- Nothing too tight or too baggy. NO TIGHTS/LEGGINGS!
- No hats

### **Drills (Fire/Tornado/Lockdown):**

#### *Fire Drill Procedures:*

1. The fire alarm will be sounded to indicate a fire drill.
2. When the alarm sounds, the scholars should immediately rise, leave the rooms in a single file line and follow the routes described by the teacher. Time should not be spent lingering to gather books, closing windows, etc.
3. All groups should continue walking, following the teacher's instructions until reaching the furthest point from the building without leaving the school grounds.
4. There should be no running, loud talking, etc. that might lead to panic.
5. If the designated exit is blocked, the teacher will immediately select the closest alternative exit and lead the group in that direction.
6. No one should re-enter the building until instructed to do so.

#### *Tornado Drill Procedures:*

1. An announcement will be made about a tornado drill.
2. The scholars will exit the classroom in an orderly fashion to the hallway.
3. The scholars will sit with their backs against the interior wall in a tucked position covering their heads with their hands.
4. Talking is not allowed.
5. An announcement will be made when the drill is over and the scholars can re-enter their classrooms.
6. Scholars in the TES building should be escorted to the ground floor and follow the procedures stated above.

#### *Lockdown Drill Procedures:*

1. An announcement will be made about a lockdown drill.

2. All interior and exterior doors must be locked and secured.
3. Scholars will follow the instructions of their professional to “Avoid, Deny, Defend”
4. There is no talking or whispering.
5. An announcement will be made when the drill is over.

*Instructional Lockdown Drill Procedures:*

1. An announcement will be made about an instructional lockdown drill.
2. Scholars will remain in their classrooms as normal.
3. No one will be allowed in the halls or out of the classroom until the drill is over.
4. All interior and exterior doors will be secured.

School phones may not be answered during a drill or lockdown. No one can enter or exit the school during a drill or lockdown. No students are to be signed out, and no parents/visitors are to be allowed on campus. The drill or lockdown must be completed and considered “all clear” before any of the aforementioned takes place.

**Emails:**

Emails are used as a form of communication between parents and school. Please make sure that your child’s professionals have an updated email address for you throughout the school year. Teachers may respond to emails at their planning times, before school, or after school until 5:00 p.m. Emails and phone calls are the preferred method of communication, and messages sent on social media will not be addressed. Please note that it may take teachers 24-48 hours to respond to an email. For urgent messages, please contact the office at 985-446-3011.

**Emergency Closings:**

Emergency school closing will be broadcasted over the local radio, T.V. stations, social media, and our school’s website. The loss of instructional time must be made up and this will be at the discretion of the BCA Board and the Director.

**Grading Policy:** See the Lafourche Parish Parent Student Handbook on Grading and Reporting and the Lafourche Parish Pupil Progression Handbook. It is the expectation of BCA that scholars maintain a 2.4 cumulative grade point average.

**ID Tags:**

All scholars are required to wear ID tags on the collar as part of the uniform policy; lanyards are not allowed. The initial ID tag is complimentary. Defaced, lost, or stolen tags must be replaced for a fee of \$3.00. The teacher will mark in the scholars' agenda to document when scholars do not have their IDs. In grades 5-8, scholars may lose recess time for ID violations.

**Illness and Attendance:** In general, unless your child is ill, the best place for the child is in school. However, there are some situations in which your child may be ill and should stay home. As recommended by the Louisiana Department of Health, our school nurse will provide parents with a list of symptoms for which it is best to keep your scholar home until those symptoms have significantly resolved. No scholar should return to school until they are at least 24 hours free of fever, vomiting, and/or diarrhea without the use of medication. Please follow the recommendation of your health care provider in making these determinations.

**Immunizations**

**Getting your child immunized should be a top priority.**

Parents are reminded that Louisiana law requires all children entering school to present copies of their immunization records at the time of registration. This includes new students, those in pre-kindergarten, kindergarten, and those entering grades 1 -8 at BCA for the first time. R.S. 17:170 states that "all persons entering any school within the state for the first time shall present evidence of an immunization program in progress". This will be strictly enforced by Bayou Community Academy. **Any student failing to meet the immunization standards shall be prohibited from attending school until such time as the immunization standards are met.**

No child seeking to enter BCA shall be required to comply with the provisions of this written policy if the child or his/her parent or guardian submits either a statement from a physician stating that this procedure is contraindicated for medical reasons, or a written dissent from the parents is presented. Exceptions in compliance may also apply to any person who is unable to comply due to a shortage in the supply of available vaccinations against meningococcal disease.

If an outbreak of a vaccine-preventable disease occurs, upon the recommendation of the state office of public health, school administrators may exclude from attendance unimmunized students until the appropriate disease incubation period has expired, or the immunized person presents evidence of immunization.

**Items Not Allowed at School:**

1. Drugs, alcohol, e-cigarettes (vaping or juuling devices) tobacco, fireworks, weapons, and dangerous objects are not allowed on the bus or the school grounds.
2. Cell phones should not be visible, used or heard at school or on the bus. Disciplinary actions may occur. Smart watches are **NOT** allowed to be worn on campus.
3. Radios, game boys, trading cards, toys, cameras, iPods, and iPads are not allowed at school, unless the office gives special permission.
4. Scholars may not bring chewing gum or sunflower seeds to school.
5. Sunglasses, fake glasses, or hats are not to be worn at school.
6. Students may not bring any medications to school for any reason. Any medication needed at school must be checked in with the nurse accompanied with the proper paperwork from a physician. See medication policy.
7. Lanyards are not allowed to be worn at school.

**Lost and Found:**

The lost and found is located near the front office for elementary scholars and on the third floor for middle school scholars. Scholars may check the lost and found for lost items during homeroom period or at their recess. It is each student's responsibility to keep up with personal belongings. It is suggested that all sweatshirts and jackets are labeled with the scholar's name.

**Items Left at Home:**

Students will not be allowed to call home for forgotten items. To foster responsibility, parents will not be allowed to deliver forgotten items after 8:00 a.m. This includes lunches, agendas, assignments and projects.

**Make-up Tests:**

It is the scholars' responsibility to make up any tests that are missed when absent. With the exception of extenuating circumstances or prolonged absences, scholars will have no more than 5 days to make up tests. Any tests not taken within 5 days of returning to school will result in a grade of an "F". We encourage parents to contact your child's teacher to arrange for make-up work to be picked up and to schedule missed tests.

**Media Release:**

Bayou Community Academy (BCA) and the agents retains the right to photograph, video record, use the name, reproduce a physical likeness (as the same may appear in any still camera photograph or for TV production) for the purposes but not limited to the school's newsletter, website, social media accounts, newspaper, or other local or national media

sources, etc. Bayou Community Academy and its agents are under no obligation to use these appearances and are held harmless from any liability or expenses resulting from appearances. Anyone disagreeing with this policy must notify the school principal in writing within the first 30 days of school.

### **Medication Policies:**

In case of an emergency, school personnel will not hesitate to call for emergency medical services. School personnel are authorized to utilize these services when deemed in the best interest of the scholars. Parents are encouraged to provide the school with accurate and up-to-date emergency numbers.

### **Administration of Medication to Pupils**

The School Nurse and other trained employees are authorized to administer medication according to the following regulations:

1. Written orders from a physician detailing the name of the drug, dosage, and time interval medication must be given to the School Nurse.
2. A written request and permission from the parent or guardian of the student requesting that the school comply with the order.
3. Medication must be brought to the School Nurse by a parent in a container appropriately labeled by the pharmacy or physician.
4. Each medication given must be recorded on a medication log, which includes the date, item, dosage, and signature of the person giving medication.
5. Non-prescription medicines (aspirin, cough drops, etc.) are not allowed at school, unless all medication policies and paperwork have been fully completed with the school nurse.
6. The initial dose of medication should be administered by the student's parent/guardian outside of school with sufficient time for observation of adverse reactions.
7. School medication orders shall be limited to medication that cannot be administered before or after school hours.

### **Money Owed to the School:**

<b>Purpose of Fee</b>	<b>Amount</b>	<b>Use of Fee</b>	<b>Collection Method</b>
Kindergarten Supply	\$20.00	Printing of scholar pictures for Scholar Portfolio provided at the end of the year to the parents	Cash or Check
Student Agenda	\$5.00	1 <sup>st</sup> copy at the beginning of the year	Cash or Check
Science Lab	\$7.00	Consumable supplies used by the scholars in class	Cash or Check
Band-or Recorder	\$10.00	Consumable supplies used by scholars in class, cost of music	Cash or Check



ID Replacement	\$3.00	Replace scholars ID if lost or damaged	Cash or Check
Scholar Agenda Replacement	\$5.00	Replace Scholar Agenda if lost or damaged beyond use	Cash or Check

The fees **must** be paid to the school by **September 1st**. Scholars are responsible for all textbooks issued. Families with economic hardships can refer to the BCA website for a waiver. If textbooks or library books are lost, stolen, or damaged, the scholar is responsible for paying the cost of replacing the book. Additionally, parents are responsible for any debts incurred. Any scholar owing money to the school will be placed on the school debt list and will be denied the privileges of participating in any fundraising events.

### **Parent / Teacher Conferences:**

Parent-Teacher conferences can be scheduled each school day before school, during recess, during the teacher's planning time, and after school upon the teacher's discretion. Please make an appointment with the teacher whenever you desire a conference. Professionals will not confer with parents at any time during the day other than the times mentioned above. All other times are set aside for instructional time for our scholars.

### **Parental Involvement:**

Parents are encouraged to become active participants in their child's education. We encourage all parents to become a member of our Boosters and invite all to participate in our Parental Involvement Activities. If you would like to volunteer, please feel free to give us a call or email your child's teacher. Due to safety concerns, upon check-in, please sign in with the front office. The secretary will verify that you are scheduled with the appropriate personnel. You are a very important part of BCA!

### **Parties:**

Classroom parties and snacks must all be coordinated with the classroom professionals and held to a minimum to preserve instructional time. Please be aware of potential food allergies that may exist within your child's classroom. Some snacks or treats may not be allowed. The classroom professionals will consult with the school nurse before any snack will be allowed. Birthday snacks are up to the teacher's discretion and should only include individually wrapped snacks or drinks provided by the parent. These refreshments will not be served until 2:45.

Classroom Snacks or any time you are supplying food for your child's entire class:

- Please do not send any peanuts/nuts, peanut butter, foods containing peanuts, peanut butter, tree nuts, or any other type of nuts or nut products.
- Please do not send any snack items that have been manufactured in a plant that processes peanuts or tree nuts.

-Please do not send any baked goods that contain any of the above listed items. Reading food labels is the ONLY way to identify products that contain or “may contain” the ingredient of concern.

#### Classroom Parties Include:

- Christmas- will be held the day before Christmas Holidays and will be planned by Boosters and the Professionals and Staff.
- Valentine’s Day- treats and cards may be distributed at the teacher’s discretion. Please check with your child’s teacher before sending anything to school. There will be no party or loss of instructional time for Valentine’s Day.
- Easter – snacks may be given at the end of the day before Good Friday.
- Birthdays - at the professional’s discretion but limited to snacks for the class at 2:45pm. Providing snacks must be planned with the professional and parties are not allowed. In order to preserve instructional time, birthday snacks are not allowed in grades 5-8.

#### **Procedures for scholars being signed out during school hours:**

NO student will be released to anyone without proper identification. At the beginning of the year, the parent is responsible for filling out a Student Sign out Authorization card listing the individuals who are allowed to sign their children out. When someone arrives at school, they must present a valid driver’s license or picture identification card to the secretary and their name MUST be on the sign out card, this includes parents and grandparents. If the child does not have a Student Sign out Authorization card on file or if an individual is not on the card, the scholar will not be allowed to leave campus.

#### **Rainy Days**

Scholars in the middle school grades on the Thibodaux Elementary campus are encouraged to bring rain gear to school as needed.

#### **Recess:**

Recess time is used for restroom use and to obtain water. Scholars may have a clear plastic water bottle with them in class, but it is their responsibility to bring that water bottle to school filled with only water. No other drinks are allowed during class time.

#### **Re-Registration:**

Re-registration to BCA takes place annually. All necessary paperwork will be sent home with scholars for parents to complete indicating their intent for returning to BCA in the next school year. All completed paperwork and necessary documents must be submitted in an envelope to the principal(s) within the given timeline. Failure to comply with these requirements will result in the loss of the scholar's seat at BCA for the upcoming school year.

**School Bags:**

Scholars should clean out school bags regularly, carrying only essential items. Rolling school bags are not allowed.

**Screenings:**

Hearing & Vision Screenings – All PreK, K and odd grades will have a screening performed. Because these screenings are state mandated, we will no longer require a consent for this. If you wish for your child not to participate, please inform the school nurse; otherwise, your child will be screened.

Scoliosis Screening (curvature of the spine) – In the spring, 4<sup>th</sup>, 6<sup>th</sup>, and 8<sup>th</sup> graders will be screened with their parents' permission. Please sign and return the permission slip that will be sent home later in the school year. Your child will only be screened if a permission form is received.

**Signed Test Papers:**

All test papers will be distributed every Tuesday afternoon for scholars in 1<sup>st</sup>-6<sup>th</sup> grade. Parents are asked to review the test papers with your child and sign and return them by Wednesday. The teacher will pick up the papers every Wednesday morning, whether they are signed or not. Each teacher will keep all test papers for the remainder of the year. If a parent would like to review the papers, they must contact the teacher to schedule an appointment.

Parents of scholars in 7<sup>th</sup>-8<sup>th</sup> are asked to make arrangements with your child's teacher to request test papers. All test grades will be entered into JPAMS for parents to monitor their child's progress.

**Scholar Agendas:**

Agendas must be signed nightly by the parent of PK-4<sup>th</sup> graders or the following consequences will take place when an agenda is not signed:

- 1<sup>st</sup> offense-Parent note in agenda
- 2<sup>nd</sup> offense-Parent phone call
- 3<sup>rd</sup> offense-Formal letter to parent
- 4<sup>th</sup> offense-Parent called in for conference

5<sup>th</sup> through 8<sup>th</sup> grade scholars are required to use their agenda but are only required to have the agenda signed by a parent/guardian when a conduct grade lower than an A- is earned. If the agenda is not signed, the teacher will attempt to make parent contact and the conduct grade will be lowered. Parents and scholars are highly encouraged to use the student agenda as a daily communication and organizational tool. The use of the student agenda in middle school is to foster responsibly for scholarly organizational habits and self-discipline.

If the agenda is lost, scholars must pay \$5.00 to obtain a new copy.

**Supplies:**

Scholars must bring pencil and paper to school every day. At the beginning of the year, each scholar will receive a list of needed classroom supplies. These supplies should be marked and replenished throughout the year.

**Smart Watches:**

Smart watches are **NOT** allowed to be worn by scholars while on campus.

**Telephones:**

The school telephone may be used by scholars only in the event of illness or emergency. Forgetting items at home is not considered an emergency. Scholars needing to make contact with their parents should notify their teacher.

Cell phones should not be visible, used, or heard at school or on the bus. Disciplinary actions may occur.

**Visitors:**

Parental involvement and assistance is encouraged and always welcomed at Bayou Community Academy. We value our parents. However, any type of interruption disturbs teaching time. Due to this, parents will not be allowed to speak to professionals during instructional time. Parents can volunteer for various school and classwork assistance through the principal, secretary, teacher, or Boosters. However, we ask that all visitors and volunteers follow these procedures to lessen the interruption of the education of our children.

1. Parents should send a note or email to school informing the professionals that they are willing to help or visit the classroom or cafeteria for any reason. Parents are only allowed to have lunch with their child.
2. The professionals will contact the parents and let them know the dates and times they are needed and the nature of the work to be done or verify the visit request.
3. Parent volunteers and all visitors to BCA must check into the office and be issued a "visitor's pass" before entering campus. The secretary will check with the appropriate school personnel to verify the visit. If proper paperwork is not submitted prior to the visitation providing evidence that the visit is approved by the appropriate personnel, the visitor will not be allowed into the school.
4. Parents are not allowed to bring young children with them when they are volunteering at BCA. Unless scheduled by Administration, all volunteers must be at least 18 years of age.

If you are willing to help the front office, please notify the principal or secretary beforehand and you will be contacted when needed.

Any parents/grandparents who are wishing to have lunch with their scholar should contact the child's homeroom teacher so that he/she can plan accordingly. Parents are only allowed to have lunch with their child. **Restaurant and fast foods are not allowed in the cafeteria.**

**Attendance to BCA events or activities is by invitation only.**

**Water:**

Scholars are allowed to bring water bottles to school as needed in the classroom as long as it is not a distraction to the learning environment. Water is the only liquid allowed to be consumed in class. Scholars should not have water bottles near any technology or computers.

**Note to Parents:**

This school agenda has been designed to help you, as the parent/guardian of our scholars, understand the policies and procedures of our school and to play an active role in your child's education.

Bayou Community Academy requires every scholar to:

- bring an agenda to school every day
- purchase a new one in case the agenda is lost for \$5.00
- use the agenda as a hall pass and
- use the agenda as a way to write assignments and track grades and academic progress.

Teachers will require scholars to:

- record assignments in their agenda and
- be aware of exactly what the teacher expects and when it is due.

In additions, this agenda may be used to:

- relay messages from the school to home about routine matters
- send notes about upcoming absences and appointments
- communicate directly (by professionals and parents) through the daily communication section in the agenda about academics and behavior.

Student Reading Log and Goals

Nine Weeks: \_\_\_\_\_ ZPD: \_\_\_\_\_

Goals: Average percent correct \_\_\_\_\_ Points \_\_\_\_\_ Book Level \_\_\_\_\_

Date	Title	Level	Points	% correct	Teacher's Initials

Student Reading Log and Goals

Nine Weeks: \_\_\_\_\_ ZPD: \_\_\_\_\_

Goals: Average percent correct \_\_\_\_\_ Points \_\_\_\_\_ Book Level \_\_\_\_\_

Date	Title	Level	Points	% correct	Teacher's Initials

Student Reading Log and Goals

Nine Weeks: \_\_\_\_\_ ZPD: \_\_\_\_\_

Goals: Average percent correct \_\_\_\_\_ Points \_\_\_\_\_ Book Level \_\_\_\_\_

Date	Title	Level	Points	% correct	Teacher's Initials



Renaissance Username: \_\_\_\_\_ Password: \_\_\_\_\_

### Accelerated Reading

<p style="text-align: center;"><b><u>1<sup>st</sup> 9 weeks:</u></b></p> <p>ZPD: _____</p> <p>Goal: _____</p>	<p style="text-align: center;"><b><u>2<sup>nd</sup> 9 weeks:</u></b></p> <p>ZPD: _____</p> <p>Goal: _____</p>
<p style="text-align: center;"><b><u>3<sup>rd</sup> 9 weeks:</u></b></p> <p>ZPD: _____</p> <p>Goal: _____</p>	<p style="text-align: center;"><b><u>4<sup>th</sup> 9 weeks:</u></b></p> <p>ZPD: _____</p> <p>Goal: _____</p>

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### Star Testing Performance:

**Reading:**

**Math:**

<b>Beginning:</b>	Score: _____	Score: _____
<b>Middle:</b>	Score: _____	Score: _____
<b>End:</b>	Score: _____	Score: _____
<b>Goal:</b>		