

# Breaux Bridge Primary School Student Handbook



1020 East Bridge Street  
Breaux Bridge, LA 70517  
(337)332-1821 (phone)  
(337)332-2547 (fax)

Pennye Huval  
Principal

Joy N. Cormier  
Assistant Principal

# Welcome!



Dear Parents and Students,

We'd like to take this opportunity to welcome you to our school. We are very excited about this school year and we look forward to working with you. We are very pleased to say that we have a wonderful staff here at BBP. We are all dedicated to providing our students with a quality education.

In an effort to help make this school year successful for all of us, we have developed a Student Handbook. This document is filled with important information about our school. We encourage you to read and discuss the document with your child(ren). The St. Martin Parish School District has also prepared a handbook. This handbook includes policies, procedures, and guidelines that are regulated by the parish, state, and federal institutions.

Again, we thank you for your support, dedication, and cooperation. Please feel free to contact our school if you have any questions or concerns.

*Penny Hurval, Principal*  
*Joy Cormier, Assistant Principal*

# BBP Daily Schedule



## MORNING SCHEDULE

8:00 A.M. . . . . School begins  
8:05 A.M. . . . . Announcements  
8:20 A.M. . . . . SFA Reading classes begin  
(Grades 1-3)  
9:50 A.M. . . . . SFA Reading classes end  
(Grades 1-3)

## LUNCH SCHEDULE

10:40 A. M. . . . . Pre K  
11:00 A.M. . . . . K  
11:20 A.M. . . . . 3<sup>rd</sup> Grade  
11:40 A.M. . . . . 1<sup>st</sup> Grade  
12:00 P.M. . . . . 2<sup>nd</sup> Grade

## RECESS SCHEDULE

11:20 A.M. . . . . K  
11:40 A.M. . . . . 3<sup>rd</sup> Grade  
12:00 P.M. . . . . 1<sup>st</sup> Grade  
12:20 P.M. . . . . 2<sup>nd</sup> Grade

\*\*\*\*Note: Pre K has separate recess times.

## DISMISSAL SCHEDULE

2:55 P.M. . . . . Red Tag (1<sup>st</sup> load)  
2:58 P.M. . . . . White Tag (2<sup>nd</sup> load, car riders, ... )  
(Dismiss to bus loading area)  
3:15 P.M. . . . . Teacher dismissal

# General Procedures

In an effort to ensure the safety of our students we have set guidelines and procedures. Please read these procedures carefully.

## Attendance

Attendance is very necessary for student success. Each minute of the school day is important, therefore we expect our students to come to school daily. Please review the St. Martin Parish School District Handbook for the attendance policy. Please be reminded that the St. Martin Parish District Attorney's Office tracks student attendance.

**Absences and Testing:** Please be reminded that students with unexcused absences will receive a grade of F on all tests missed on the day(s) of the unexcused absence. **St. Martin Parish policy states that a grade "F" must be assigned to all graded tests/activities missed due to an unexcused absence.** If your child must miss school due to illness, death in the family, or other, please be sure to get a doctor's excuse or other documentation needed for an excused absence so that your child can be allowed to make up the test(s). **Excuses must be received by the office no more than three days after the absence occurs. If the excuse is received after 3 days, the excuse can not be honored.**

### Tardies:

- Classes at Breaux Bridge Primary begin promptly at 8:00 a.m. All gates are locked at that time. If your child arrives at school after 8 am, he/she will be marked tardy and an adult must escort your child to the front office to complete a tardy form. Please note that even if you do not come to the office to complete the tardy form, your child will still be marked tardy by the office staff. Please be advised that the District Attorney's Office also tracks student tardies.

**Once a student reaches three absences and/or three tardies, our computer system will automatically generate a notification letter that will be sent to the parent(s). The District Attorney's Office will also be notified, so that they can begin tracking.**

### Extenuating Circumstances:

- We understand that sometimes there are circumstances which will warrant a significant number of absences (such as serious illness, or death in the family). If such circumstances may arrive, we urge you to contact our school. We will ask that

you provide the proper documentation (such as; obituaries, doctor's statements, or doctor excuses). Please be mindful that even though we may have these documents on file, our system will still generate the absence or tardy letter. In this event, we will present the documentation to the proper authorities when the number of absences is questioned.

### Early Checkouts

- Each minute of the school day is important. We ask that you please try your best to schedule doctor/dentist appointments after school hours. However, in the event that this is not possible, we ask that you follow this procedure.
  - If possible, please contact the school before you come to pick up your child. This contact can be made by calling the front office, or sending a note to your child's teacher. This will make the checkout run smoother.
  - When you come to the front office to checkout your child, please have a pictured id ready.
  - The office personnel will locate the child and he/she will meet you in the office momentarily.

### Regular/Weekly Pick Ups

- In the case of religion classes, dance lessons, etc....when a child is to be picked up each week on the same day, the following procedure will be used;
  - Inform the front office in writing. Please include the student's name, day of pick up, and the name/contact number of the person responsible for picking up the student.
  - Inform the bus driver in writing so that he/she will know not to wait/look out for the child on that/those day/days.
  - There will be no need to checkout or pick up these students at the office on the designated days. On these days he/she will wait at the car rider's gate in the back of the campus (near Hebert's). You may want to remind your child and his/her teacher of this weekly, for the first few times.

### Arrival/Departure Policies

- **Students are not to arrive on campus before 7:20 a.m.** No one is on duty until 7:20.
- Our school day ends at 2:52 p.m...**We ask that parents not report to the bus loading area in the afternoon to remove students from the bus. This is a safety concern. Please know that you may be asked for identification which may be verified by the office. Any attempts to verify identification is an act to keep our students safe.**
- **Perfect Attendance Note:** In order to receive perfect attendance students must have no days absent , no tardies, and no early checkouts. Any student not meeting criteria will not be considered for perfect attendance.

## Classroom Visitation/Teacher Conferences

- In the event that you need to visit your child's teacher(s), we ask that you follow this procedure:
  - Call the teacher to schedule an appointment. Our classrooms are very busy. Teachers have designated times where they can meet with you.
  - After you have scheduled the appointment, please check into the front office upon your arrival. Office personnel will then locate the teacher.
  - Once the teacher has been notified of your arrival, office personnel will issue you a visitor's pass. **Please be advised that anyone on BBP campus without a visitor's pass will be stopped and asked to return to the office to get one.**
- We understand that the teacher's planning time may not always be a convenient time for you. Therefore, we encourage you to call the teacher to schedule a time to meet. Other possible conference times may be (1) Before school, (2) During recess/lunch, or (3) after school.

## Volunteering Time

- We welcome and appreciate any time that you may have to volunteer. If you are interested in volunteering your time at BBP, we ask that you follow this procedure:
  - Call/visit the office to set up volunteering. If you wish to volunteer in a classroom, we ask that you contact the teacher. She will be happy to discuss volunteering with you.
  - Upon your arrival at school, please check in with the front office. Office personnel will give you a visitor's pass. **Please be advised that anyone on BBP campus without a visitor's pass will be stopped and asked to return to the office to get one.**

## Bus Changes

- In the event that a bus change needs to be made, we ask that you please take the time to come to school and complete a bus change form. Due to safety concerns, phone calls for bus changes are not acceptable. In the event of an emergency, we may ask for confidential information to ensure the legitimacy of the phone call.
- School dismisses at 2:52 p.m. Therefore, **departure changes need to be made before 2:30 p.m.**

## Emergency School Closure/Early Dismissals

- In the event of emergency school closure, the following procedure will be used:
  - Local TV and radio stations will be notified immediately. We ask that you stay tuned to these stations for information.
- In the event that school needs to dismiss early due to inclement weather, etc...,
  - Local radio and TV stations will be notified immediately. We ask that you stay tuned to these stations for information.
  - Bus drivers will be contacted and they will run their regular routes.

Please be aware that during such incidents, the school office becomes a very busy place. You may experience unusual long waiting periods during phone calls. We ask that you please be patient.

### **Emergency School Crisis:**

Our school has a crisis plan that will be followed in an emergency crisis situation. We ask that you please be patient during such a situation. In the event that such a situation occurs at BBP, the proper authorities will be contacted and our students/staff will follow the procedures set in our school crisis plan. Please know that every effort has been made to develop a plan that will provide security and safety for our students and staff.

### **Textbooks**

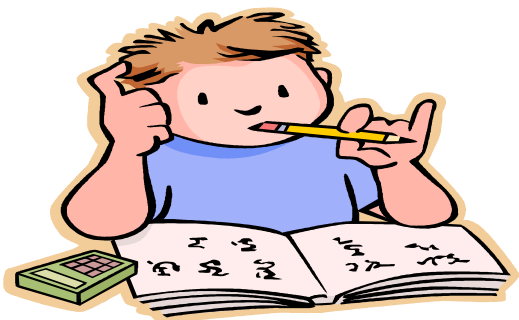
St. Martin Parish has adopted a new textbook tracking system. Student textbooks will be checked out to them at the beginning of the year and checked back into the system at the end of the year. This process is very similar to the library system. Please know that if your child misplaces or damages his/her textbooks, he/she will be responsible for the cost of the textbook.

### **Graded Papers**

- Graded papers are sent home weekly. Please check your child's book sack for these.
- Please sign the appropriate place, and return the folder to school the next day.
- In the event of teacher absence, or holiday breaks, papers may go home a day earlier or later.
- Please contact your child's teacher if you have any questions.

### **Homework Policy**

- Homework is given to reinforce the skills learned in class. We urge you to please be sure that your child completes his/her homework each night.
- Please see your child's teacher for homework policies.



# Success for All Reading



## Goal

Breaux Bridge Primary participates in Success For All reading program. The goal of Success For All is to provide all students with learning experiences that enable them to attain reading proficiency at or above grade level by third grade and to maintain success throughout the elementary grades.

## Principles

The program structure and components of SFA are based on two principles:

- \*Students need to be successful the first time taught
- \*Schools should organize all resources to ensure success

This program has been guided by research-based principles related to prevention and early intervention, content, methods of instruction, pacing, and school organization.

## School-Wide program components

Heterogeneous homeroom groups  
Homogeneous reading groups  
Cross-grade grouping  
Cooperative grouping  
One-to-one tutoring  
Family Support Team  
Teacher Team meetings  
Initial and eight week assessments  
Relentless focus on the success of every child

## Pre-Kindergarten

BBP is proud to announce the adoption of Curiosity Corner, which is the Success For All Pre K component. Curiosity Corner is a research based, comprehensive preschool curriculum that is presented through thematic units. Curiosity Corner enhances children's language skills, early literacy, and math concepts, along with social and self concepts.

## Kindergarten

Kinder Corner fosters the development of children's language, literacy, math, interpersonal and self-help skills, science and social studies concepts. The focus on strong oral language skills, a love of reading, phonemic awareness, phonics, and listening comprehension creates a solid foundation for reading.

## Reading Roots

Reading roots is a 90-minute comprehensive program that targets the needs of beginning readers. It provides a strong base for successful reading by providing systematic phonics instruction supported by decodable stories, as well as instruction in fluency and comprehension. Students are assessed and regrouped according to their reading level every quarter to ensure they are receiving the most focused attention. The reading roots curriculum features the following parts:

- Fast Track Phonics
- Shared Stories
- Story Telling and Retelling (STAR)
- Language Links
- Adventures in Writing

## Reading Wings

Reading Wings is a 90-minute daily comprehensive program that targets the needs of students reading at the 2<sup>nd</sup> through 6<sup>th</sup> grade levels to ensure their consistent growth as proficient readers. Students in grades 2-3 who have successfully learned to decode need more sophisticated reading skills to become proficient readers. These skills include vocabulary development, reading comprehension, fluency, oral language development, and written expression. Students will have ample opportunities to read both narrative and expository text. Reading Wings teaches students comprehension strategies, such as summarization, clarification, graphic organizers, story structure and prediction, so that students can become confident, strategic readers. The reading wings curriculum features the following parts:

- Reading Comprehension
- Literacy Skills
- Word Power
- Listening Comprehension
- Targeted Treasure Hunts
- Teamwork
- Adventures in Writing
- Two-minute Edit
- Book Club



# BBP Discipline Plan

## Positive Behavioral Interventions and Support

---



**A positive approach to behavior management**

# Positive Behavior Interventions and Support At Breux Bridge Primary

At Breux Bridge Primary we believe that all of our students can achieve success. Our staff is dedicated to modeling and teaching the behaviors that are necessary to achieve that success. We strive to facilitate positive behavior changes in our students and staff. We also aim to increase instructional time through the development of effective, proactive, education oriented interventions that result in reductions in the number of inappropriate behaviors by students and staff. Below is an explanation of the components of Positive Behavior Interventions and Support (PBIS) at Breux Bridge Primary.

## Behavioral Expectations

The Breux Bridge Primary staff has developed the following expectations for student and staff behavior. All students and staff have been instructed on these expectations.

### Expectations: BBPs of BBP

Be respectful  
Be responsible  
Practice safety

## Rules by Setting

Breux Bridge Primary staff has developed rules and procedures for each of the school's settings. These rules are displayed in each setting and all BBP students will be instructed on these rules during the months of August and September.

## Incentives/Motivation

In an effort to motivate and encourage proper behaviors, we have developed the following incentives. Students who display appropriate behaviors will be rewarded with such incentives as follows:

1. Classroom incentives
  - a. Treasure Chest
  - b. Stickers
  - c. Verbal Praise
  - d. Positive calls home
2. School Wide Incentives:
  - a. Breux Bridge Primary Special Recognition Awards

- i. Recognitions are turned in to the office (by teachers/staff) to recognize positive student behaviors.
- ii. These are read during the morning announcements each morning
- b. School Dance (positive behavior incentive for students who receive no TOAs or referrals for the six weeks)
- c. BBP Supply Store (Students with good conduct get to shop in the supply store)
- d. BUG Tickets (Activity developed /organized by BBP Motivational Committee- staff members are given bugs to issue to students/classes that are caught "Being Unusually Good". The class with the most "bugs" wins for the week. The class gets a treat.
- e. Cub Coins are earned by students who display the school wide behavioral expectations (Be respectful, Be responsible, Practice safety). Teachers/staff members issue these coins to students, the students save the coins until they have earned enough coins to trade for an activity or treat.

## Positive Behavior Intervention

### Time Out Assistance:

The Time In-Time Out Behavior Modification Plan is based on numerous concepts dealing with child and human development, psychological development, general behavior characteristics and most important, brain research. These concepts have been accumulated from many experts from all over the country that deal with the complex issue of behavior management. It is also an accumulation of behavior techniques that have proven to be affective in our school. The Time In-Time Out system utilizes the concept of "NO ATTENTION". The procedures for TOA are as follows:

### TIME - OUT IN THE CLASSROOM

The child should sit calmly in timeout (a predesignated place) in the classroom for 2-3 minutes. The child should then be allowed to return to whole group and should be complimented immediately for completing a good time out. Within one-minute the teacher finds something to again compliment the student for.

If the student does not complete his/her time-out properly, refuses to go to time-out or continues to disrupt the class after performing a time-out within the classroom then the teacher should send for Time Out Assistance.

### TIME - OUT ASSISTANCE (outside the classroom with behavior interventionist/administration)

If a student does not complete his/her time out properly within the classroom, refuses to go to time out or continues to disrupt the class after performing a time out

within the classroom, then the teacher should send the Time Out Assistance (T.O.A.) tag to the front office.

When the administrator arrives at the classroom to get the student, they will simply say "Let's Go." The administrator will not ask any questions at that time. This demonstrates to the class that instructional time will not be interrupted by disruptive students.

The student is taken to the behavior coordinator's room and will sit for 20 minutes in time-out. After that period, she will question the student about the problem, trying to establish what the student did wrong and what they should do if the situation reoccurs. The behavior coordinator will send the student back to class with a note letting the teacher know what time the student left the room. When the student returns to class, he/she returns to the time out chair until called back to join the group. The normal in-class procedure for time out is utilized.

### **Alternative Learning Center**

In an effort to maintain a quality education, BBP provides an alternative to suspension for some infractions. Please note that some behaviors warrant more severe consequences as set forth in the St. Martin Parish Discipline Handbook.

In the Alternative Learning Center, students will be removed from their regular classroom for a period of one or more days. During this time, he/she will continue to participate in class work similar to their class.

### **Special Supervision**

The teacher will be notified that a particular student is in special supervision. This means the student will take part in academic activities, but will be closely supervised during "High Risk" supervision times. This includes transit to anywhere or if the student leaves the room. These students are not to go to the restroom unless supervised by a student who is very dependable.

For morning/noon recess and white tag special supervision, the student will report to behavior interventionist's room. The student remains in this area and will not be allowed to play or interact with the other students.

## Behavior Clinic (Recess Detention)

A student can be placed in behavior clinic for state referrals, bus referrals, etc. The student will be escorted from the cafeteria to the behavior clinic teacher's classroom by the designated teacher. The student will write what infraction they committed and how they will handle the situation should it arise again. The behavior clinic teacher will then discuss the infraction with the student.

## P.A.W.S (Positive Actions With Support)

PBIS's universal structure was created to address the whole group (whole school) general needs/expectations. However, some students may require more intensive intervention. BBP has developed an intervention program to address the needs of these students. Through P.A.W.S, students participate in a monitoring or buddy system. In this buddy system, teachers and staff members buddy with troubled students serving as a mentor to them. The student checks in with the staff member several times during the day. Participation in P.A.W.S is determined by the teachers, SBLC committee, and/or PBIS team.

## Consequences for Rule Violators Behavior Infractions

Breaux Bridge Primary and St. Martin Parish School Board have defined minor and major infractions. The definitions of these are;

### Minor Infractions:

Minor infractions are written on Notice of Intervention forms. These forms are used for interventions done by the teacher for minor behavior problems. Examples of these interventions are; time out in the classroom or on the playground, loss of recess or PE, parental phone contacts, time out with buddy teacher). After three minor infractions (per six weeks period), a student is then written on a State Referral.

### Major Infractions:

Major infractions warrant more severe consequences (as set forth in the St. Martin Parish Student Discipline Handbook). These infractions are written on a State Referral. A student will be written up on a state referral when/if he/she commits a serious offense (major infraction) or has received three minor infractions (per six weeks).

# Library

*Read! Read! Read!*



We encourage everyone to read! Each class at BBP attends the library weekly. During the visit, the students learn library skills and appreciation for all types of literature. Students in grades 1-3 check out books during their library time.

We have library rules for students to follow:

1. Be sure your hands are clean before looking at a book.
2. Never write, scribble, glue, or cut the pages of a book.
3. Mark your place with a bookmark. Do not fold the corners of the pages.
4. Do not stick pencils or other thick items in books. This breaks the spine of the book.
5. Turn pages by using the top right hand corner of the page; this will prevent the pages from the being torn.
6. Keep your books in a safe place at home. Please keep books away from pets and younger children.



## Lost/Damaged Books

Taking care of books helps children to develop a sense of responsibility for the property of others. If a book is lost or damaged, the book must be paid for. Again, failure to do so results in the student not being allowed to check out another book until restitution is made.

Please stress and emphasize the importance of being good users of the library. During library periods all students are exposed to a variety of activities, which lead to the ultimate goal of enjoyment of books and locating information.

**BOOKS CAN TAKE YOU ANYWHERE!** So, please take care of your books and return them to the library on time so other students can enjoy them!

# Computer Lab



The computer lab at BBP provides many enrichment and extended opportunities for our students. The lab is run by Mrs. Pam Olivier. All students in grades Pre K- 3 attend computer lab weekly. In collaboration with classroom teachers and other staff members, Mrs. Olivier extends the classroom to the computer lab through technology integration.

We have rules for using the computers:

1. Be sure your hands are clean before using the computers.
2. If you're not sure about something, raise your hand and ask an adult for help.
3. Only work on the computer you are assigned to, unless Mrs. Stelly or your teacher tells you otherwise.
4. Remember to be quiet. If you must ask a question, use your inside voice.



# Health and Physical Education Department



The Health and PE department of BBP is a comprehensive health and physical education program designed to develop active children who will eventually grow into active adults who are able to reap the fullest benefits.

Research has proven that healthy behaviors and lifestyle play major roles in determining risk for accidents and disease. Today our children are exposed to the tragedy of substance abuse at every age. In order to combat this exposure, children need to be aware of the dangers associated with drug abuse. Each student at BBP is required to have 16 hours of drug education per year. For this provision, BBP has implemented two programs; *Life Skills Training Program* and *Second Step; A Violence Prevention Curriculum*.

## Life Skills Training Program

- Addresses all factors leading adolescents to use drugs by teaching a combination of health information.
- Addresses drug resistance skills
- Promotes health and personal development
- Addresses general life skills

## Second Step

- Helps children change attitudes and behaviors that contribute to violence.
- Teaches social and emotional skills
- Health and safety are also taught.

BBP's Health and PE department participates in many other activities throughout the school year. Some of the activities include:

- Rudy's Rules & If I Were the Bus Driver & The Safety Squadron Rides the Bus (bus safety)
- Fire Safety
- Red Ribbon Week
- Dental Health
- Physical Fitness
  - Soccer, kickball, Bad Minton, basketball
- Games
- President's Challenge: Fitness program which concentrates on the following areas. At the end of the year, students are tested and rewarded for their efforts. Students scoring at or above the 85<sup>th</sup> percentile, receive the Presidential Award.

Those who score at or above the 50<sup>th</sup> percentile receive the National Fitness Award.

- Endurance
- Strength
- Flexibility
- Sneaker Club; promotes attendance and good behavior. Students run laps (4 laps=1 mile) around the track for the purpose of accumulating miles. Rewards are provided at 10 mile increments. Trophies are awarded to the boy and girl at each grade level who has accumulated the most miles (or laps). Ribbons are also awarded to the boy and girl in each class with the most miles.
- To further their knowledge in current health and physical education practices, the PE teachers attend the Louisiana Association of Health & PE Education and Recreational Development Conference each year.

# Tips for Parents

## Homework Tips

1. Keep in touch with your child's teacher.
  - a. Phone Calls
  - b. St. Martin Parish School Board website ( [www.stmartin.k12.la.us](http://www.stmartin.k12.la.us) ) The Parental Involvement section will allow you to view homework and other important information about your Child's Class.
2. Ask your child about what they have learned. Let them show you or explain some of the things they are learning in school.
3. Make a schedule to provide structure for your child. It is a good idea to get home, eat a snack, and then begin homework and study. This will leave time for play.
4. Allow your children to help each other with homework and studying.
5. Check your child's homework. Make sure all homework is neat and completed.

## Tips for Encouraging Your Child to Read

1. Create a "reading spot". This can be a pile of pillows or a bean bag. Include a basket of reading material, and make sure the area has plenty of light. This space is just for reading and is your youngster's space.
2. Read with them in their "reading spot" when possible.
3. Check your local library or book stores for books or book clubs. Encourage your child to use the school and public libraries. Make it a family event.
4. Build their interest by finding books about their interests. There are books for every subject under the sun!

## Tips for Good School Performance

1. Create a schedule to be followed daily. The schedule should include designated times for snack, homework/study time, play/television time, bath time, bed time.
2. Eat a good breakfast every morning.
3. Keep absences to a minimum. Attendance is very important.
4. Get to school on time. Tardies cause students to miss a lot of work.
5. Pay attention.
6. Ask questions when you don't understand.



