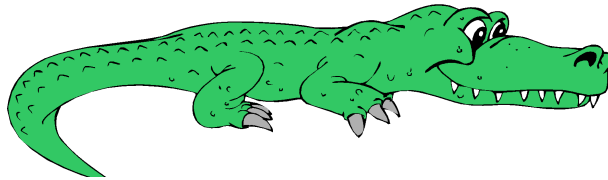


SEVENTH WARD ELEMENTARY SCHOOL

2025-2026 PARENT/STUDENT HANDBOOK



Marlene K. Primeaux, Principal
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12012 Audubon Road
Abbeville, LA 70510
Phone (337) 893-5875
Fax (337) 893-8984

<https://swe.vpsb.net/>

***** Seventh Ward Elementary abides by the rules, regulations and policies of the Vermilion Parish Student Handbook. Please refer to the Vermilion Parish Student Handbook for information regarding those policies.**

OFFICE INFORMATION

| | |
|--------------------|---|
| Principal | Marlene K. Primeaux |
| Secretary | Erica Duhon |
| School Address: | 12012 Audubon Road Abbeville, LA 70510 |
| Office Phone: | 893-5875/ 898-1312 |
| Fax: | 893-8984 |
| Student Services: | Leisa Lee 893-6094 |
| Cafeteria Manager: | Lori Stevens 898-0506 |
| Librarian: | Nicole Dubois 892-1078 |
| Office Hours: | 7:40 a.m. - 3:15 p.m. |
| Student Hours: | 7:40 a.m. - 3:15 p.m. |

SEVENTH WARD ELEMENTARY MISSION

Seventh Ward Elementary: Where students, parents, and teachers work and learn together to achieve academic excellence in intellectually challenging learning and life experiences.

SWE VISION

SWE Vision: Maintain a student centered vision of education excellence for all students to reach their full potential as effective, lifelong learners in a pluralistic society that values college or technical degrees as well as becoming responsible citizens.

BELIEF STATEMENTS

- All students are capable of learning.
- Place the student as the center of the school community and engage staff, parents, and community in rigorous and innovative learning and life experiences.
- School staff/students review data from multiple sources to establish challenging common core standards, monitor progress and foster the continuous growth of all students.
- Students need to apply their learning in meaningful contexts, actively solve problems, and produce intellectually appropriate work.
- Students learn in different modalities and should be provided varied instruction, differentiated for the advanced and the challenged.
- Education develops the affective and intellectual capacities for all students so they can become accepted, valued, and productive adults, who become lifelong learners.
- Incorporate technology to maximize the use of digital age resources to support effective instructional practices across global learning communities.
- Create activities with rigor that engages the student in the learning process and decision of the

- class.
- Ensure the management of the organization, operations, and resources for a safe and orderly learning environment.
- Students, teachers, administrator, parents, and the community have a stake in the success of our school and should work together for its continuous improvement.

LETTER TO PARENTS/GUARDIANS

Dear Parents/Guardians,

Welcome to another school year. We hope that the year 2025-2026 is a great one for you and your child. I am looking forward to working with you as we build upon your child's educational background to prepare them for a productive future.

This handbook has been designed to serve as a guide to learning about Seventh Ward Elementary School and its policies. Reading and interpreting this information to your child will make for a more pleasant and enriching year.

A student's career in school begins in the primary grades. The success or failure of this career is determined by the foundation set in the early years of school. This foundation can be set for success by the students, parents, teachers, and administrator working cooperatively. As you read this handbook, you will find the school's mission, objectives, and administrative policies. I am confident that you will cooperate in the interpretation and application of these procedures which have been established. Please call on me any time you have a question or concern.

Marlene K. Primeaux,
Principal

OFFICE POLICIES

VISITORS

ALL Visitors must check in to the office. Visitor must sign in using the Raptor Management System.

As per VPSS policy, all students must wear an I.D. cost is \$5.00 for the I.D. and \$1.00 for a clip.

ILLNESSES AND ACCIDENTS AT SCHOOL

Any student too sick to be in the classroom is sent home. Any student who throws up or has a fever at school may not return to school that day and must be fever free or not throwing up for 24 hours. The parent or guardian is called from the office to pick up the student. All emergency numbers need to be kept current. If a student is injured at school, he/she is to report to the

teacher on duty, his teacher, or the secretary. If necessary, first aid is administered. Depending on the severity of the injury, parents are contacted to check the injury or pick up the child. In a dire emergency, if parents or persons designated by parents cannot be contacted, every attempt will be made to secure medical services for your child.

TRANSPORTATION

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ALTERNATE TRANSPORTATION

If your child is to return home a different way than usual you **must** send a note to the teacher. We encourage you to send the written note to avoid miscommunication between the office and the classroom. If the child will ride a different bus, it is the parent's responsibility to call the bus driver to get approval. This must also be approved and signed by the principal. Permission can be denied if the bus is overcrowded or if the child causes discipline problems. The school office will relay a message to the child when instructional time will be least interrupted. If the student is picked up during the school day, only the parent or someone authorized by the parent (name listed on emergency card) is allowed to pick up a student. All students must be checked out in the office before leaving campus.

STUDENT DROP-OFF AND PICK-UP

All children need to be dropped off in the morning and picked up in the afternoon in the **GYM AREA** of the building. No exceptions! If you are dropping off your child in the morning, please be aware that the school building does not open before **7:40 A.M.** It will be necessary for you to make arrangements until that time. The safety of the students is of utmost importance and there are no duty teachers until 7:40. If your child will be dropped off after the 8:00 A. M. bell, you **MUST** come to the front of the school and sign your child in at the office. Your child will be considered tardy after the 8:00 A. M. bell

At the end of the day **NO parent** will be allowed to wait in the building or near the entrances to pick-up their child. This leads to confusion and an obstruction of hall traffic.

Driveways and turning areas for buses must be kept clear to prevent bus delays. In order to assure student safety and smooth flow of traffic, do not leave your vehicle while waiting for your child after school. If students are not picked up by 3:15 pm, they will be put on the bus. Students that are picked up late more than 3 times in a semester will have to ride a bus home. Being picked up in the car rider line is a privilege that can be revoked.

Your child should not be picked-up early other than for an emergency situation or a scheduled doctor's appointment. By state law a student must receive a minimum of 360 instructional minutes each day. By picking up your child early for invalid reasons, your child does not receive this important instructional time. Your child will be considered tardy for leaving before dismissal.

ACADEMICS

HOMEWORK

If your child is absent and you want to pick up assignments, you must phone for it before 10:00 a.m. in order for teachers to prepare it. Homework can be picked up after 2:00 p.m. If your child is absent and a scheduled test is being given, your child will have to take the test the day they return to school.

PARENT-TEACHER CONFERENCES

If a conference with your child's teacher is needed or desired, correspond with the teacher or call the secretary to set up an appointment to meet with the teacher. Teachers are available for conferences every morning (except the teacher's duty time) from 7:40 a.m. to 8:00 a.m. No conference will be scheduled during class time. Before going into any room in the building, parents must report to the office.

HONOR ROLL

Students receiving a cumulative 3.0 gpa or better through the 4th 9 weeks will be recognized at the end of the school year.

GRADES 1-5

The grading scale for grades 1-5 will be as follows:

100-90 A
89-80 B
79-70 C
69-60 D
59-0 F

*All .5's shall be rounded up.

4-H CLUB

Any boy or girl nine to twelve years of age who is willing to follow the 4-H ideas and standards may join 4-H at the beginning of the school year.

Annual dues for 4-H are \$10.00. \$7.00 for the parish and \$3.00 for the local club.

Members may enroll in one or more projects in which they learn by doing the activities in each project book. These experiences are the tools used to help shape the character of 4-H youth.

Various activities occur during the school year which are announced in the 4-H Newsletter and/or the school newspaper.

The membership requirements are as follows:

1. Attend monthly club meetings regularly.
2. Participate in club activities and community services.
3. Complete projects enrolled in by doing required activities, keeping a record of work done. Turn in 4-H records and project stories to your leader for judging.
4. Participate in the Annual Achievement Day activities.

The following officers are selected each year: President, Vice President, Secretary, Treasurer, C.D. Chairman and Parliamentarian. 4-H members who participated in the most activities the previous year are considered first for an officer position.

SEVENTH WARD ELEMENTARY DISCIPLINE PLAN

In order to ensure a safe and pleasant environment where all students can learn, a discipline plan has been established for Seventh Ward Elementary School. It is very important that each teacher and parent read and review the school wide plan with their children and emphasize the importance of appropriate school behavior.

Each teacher will establish and maintain a classroom discipline policy, which includes rewards, consequences, and parent contact. When the teacher has completed all steps in her classroom plan and is still witnessing misbehavior from a child, the child will be referred to the principal. Students start each nine weeks with a clean slate.

Seventh Ward Elementary's School-Wide Expectations

| | <i>Cafeteria</i> | <i>Hallway</i> | <i>Restroom</i> | <i>Playground</i> | <i>Bus</i> | <i>Gym (before and after school)</i> |
|---------------------------------|---|--|---|--|---|---|
| <i>Give Respect</i> | Use inside voices and good table manners. | Be silent in the hallways. | Give privacy to all. | Share equipment with others. | Use inside voices. | Remain in your assigned seat. |
| <i>Act Safely</i> | Stay seated and face forward. | Use walking feet and stay on the blue lines. | Keep feet on the floor. Use sinks and toilets correctly. | Stay in the boundaries of the playground area. | Remain seated until the bus completely stops. | Ask for permission before leaving the gym. |
| <i>Try Your Best</i> | Use walking feet to enter and leave quietly. | Walk in line order. | Quickly enter and exit after using the restroom. | Line up when the bell or whistle blows. | Remain in your assigned seat. | Use walking feet to enter and leave quietly. |
| <i>Organize Yourself</i> | Keep all food on the tray and pick up after yourself. | Respect displayed work. | Flush toilets, wash hands, and put trash in the trash cans. | Return equipment after use. | Keep your book-sack on your lap and keep it closed. | Keep your book-sack near you and read a book. |

| | | | | | | |
|----------------------------------|--|-------------------------------------|---|---|---|---------------------------|
| <i>Remain Responsible</i> | Line up quickly and empty plate in trash | Walk silently and facing the front. | Wait your turn quietly while waiting for a stall. | Take care of the equipment and landscape. | Pick up all your belongings when you leave the bus. | Sit quietly in your seat. |
|----------------------------------|--|-------------------------------------|---|---|---|---------------------------|

Minor Infractions for Grades K-5:

Minor infractions include classroom violations, horseplay, documents to be signed and not returned by the due date, several missed homework assignments, talking out of turn in the classroom, talking in the hall, and minor acts of disrespect. On the fourth minor infraction a major infraction will be issued. The minor infraction count begins again at the start of each new nine weeks grading period.

STUDENTS WILL BE REFERRED DIRECTLY TO THE PRINCIPAL FOR MAJOR INFRACTIONS. Principal will follow the VPSB Discipline Matrix.

Title I of the Elementary and Secondary Education Act

Title I of the Elementary and Secondary Education Act (ESEA) of 1965 addresses the education challenges facing high-poverty communities. The federal Title I program was designed to ensure that all students have a fair, equal and significant opportunity to obtain a high quality education and, at a minimum, reach proficiency on challenging state academic achievement standards and assessments.

Presently when most people refer to Title I, they are actually talking about Title I, Part A of the No Child Left Behind Act of 2001 (NCLB). Part A, Improving the Academic Achievement of the Disadvantaged Program, is one of the most well known parts of federal education law. Title I funds are targeted to high-poverty schools and districts. Vermilion Parish poverty levels are determined by the percentage of free and reduced lunch students enrolled in a school. A school is eligible to become a school-wide program when the poverty level is at or above 40%. In this type of setting federal, state, and local funds are consolidated to upgrade the entire educational program of the school. Title I is integrated into the regular educational program of the school. To get Title I funds, districts must submit a plan describing what all children are expected to know, the standards of performance that all students are expected to meet, and ways to measure the school's progress. The Title I school will identify which students are most in need of educational help (students do not have to be from low-income families to receive help), set goals for improvement, measure student performance using standards set forth in the state's Title I plan, develop programs that add to regular classroom instruction, and involve parents in all aspects of the program. Each school's Title I Plan is reviewed each year by administrators, teachers, and parents. If goals have not been met, the plan is revised.

Title I and Family Engagement
School-Level Parental Engagement Policy

School Year 2025- 2026

School: Seventh Ward Elementary Principal Marlene K. Primeaux

Family Engagement Contact Person Marlene K. Prmeaux

Date of Approval May 25, 2025 Date of Evaluation May 24, 2026

Mission Statement

Seventh Ward Elementary: Where students, parents, and teachers work and learn together to achieve academic excellence in intellectually challenging learning and life experiences.

SWE Vision

SWE Vision: Maintain a student centered vision of education excellence for all students to reach their full potential as effective, lifelong learners in a pluralistic society that values college or technical degrees as well as becoming responsible citizens.

Belief Statements

- All students are capable of learning.
- Place the student as the center of the school community and engage staff, parents, and community in rigorous and innovative learning and life experiences.
- School staff/students review data from multiple sources to establish challenging common core standards, monitor progress and foster the continuous growth of all students.
- Students need to apply their learning in meaningful contexts, actively solve problems , and produce intellectually appropriate work.
- Students learn in different modalities and should be provided varied instruction, differentiated for the advanced and the challenged.
- Education develops the affective and intellectual capacities for all students so they can become accepted, valued, and productive adults, who become lifelong learners.
- Incorporate technology to maximize the use of digital age resources to support effective instructional practices across global learning communities.
- Create activities with rigor that engages the student in the learning process and decision of the class.
- Ensure the management of the organization, operations, and resources for a safe and orderly learning environment.
- Students, teachers, administrator, parents, and the community have a stake in the success of our

school and should work together for its continuous improvement.

Introduction

Seventh Ward Elementary School recognizes that in order for students to succeed in school and later in life, there must be a partnership in the education process with the school, family, and community working together. It is the goal of Seventh Ward Elementary to aggressively seek partnerships between the home, the school, and the community.

1. When will our school hold annual meetings? The meetings are to be at convenient times and for the purpose of keeping parents informed about their right to be involved in school planning as well as their child's education process.
 - A. Education awareness Night/Parent Orientation held at the start of the school session
 - B. Scheduled Pre-K and K conferences
 - C. Conferences in October 2023
 - C. Conferences held when requested
2. How will we involve parents in an organized, ongoing way in the planning, review, and improvement of Title I programs.
 - A. Surveys, Questionnaires
 - B. Meetings-School Improvement Team, Parental Involvement Committee, and Parental Advisory Committee
3. How will we offer meetings and trainings to help parents work with their children to improve their children's school achievement?
 - A. Workshops held in coordination with VPSB Parenting Center
 - B. Workshops which include: LEAP, Read Across America Day, 100th Day of School Activities
 - C. Newsletters sent home
 - D. Brochures with Academic Tips
 - E. Parenting tips on VPSB website
4. How will we provide parents with our school performance profiles and assessment results including interpretation of the results?
 - A. Letter with results sent home, written in "parent-friendly" language
 - B. LEAP Day
 - C. Website information – visit www.vpsb.net or www.doe.state.la.us
 - D. Brochures, pamphlets
 - E. School report cards will be sent home
5. How will we provide parents with a description of the curriculum and the forms of assessment used to measure student progress?
 - A. Parish generated information sent home
 - B. Information from State Department of Education

C. Parent meeting and workshops

6. How will we develop a home-school compact that involves the student, teacher, and parent?
A plan to evaluate and revise must be included.
 - A. Parish generated and attached to handbook
 - B. Evaluation through questionnaires and personal interviews
7. When will we hold parent conferences? NCLB mandates this in the elementary grades.
 - A. As requested by parents or teachers before, during, or after school
 - B. PreK – K parish scheduled conferences
 - C. October 2025
8. How can we provide assistance to parents in interpreting and understanding the new State Content Standards and benchmarks, the Louisiana Accountability System, and state and local assessments?
 - A. Workshops and parent meetings
 - B. Brochures in “parent friendly” language
 - C. State Department of Education website-<http://www.doe.state.la.us>
9. What will our method be to report frequently to parents about their child’s progress?
 - A. Weekly signed papers
 - B. Nine week report cards
 - C. Phone calls and teacher notes
 - D. Mid nine week progress reports
 - E. Parent Command Center
10. How will we provide opportunities for parents to volunteer in the school?
 - A. Survey sent home enabling parents to sign-up for various jobs
 - B. Announcements/notices sent home when help is needed
 - C. Open door policy allowing volunteers throughout the year
11. How will we develop appropriate roles for community-based organizations?
 - A. Adopt-A-School Programs
 - B. Vermilion Parish Sheriff’s Office – DARE Program
 - C. Open door policy allowing visits from community-based organizations throughout the year.
12. How can we coordinate and integrate Family Involvement activities with the PreK program?
 - A. School based orientation and meetings held throughout the year.
 - B. Coordination of workshops, and home visits with the Early Childhood Supervisor and the Parent Educator
 - C. LA-4, nutritional, and parenting tips sent home
 - D. Materials available through the VPSB Parenting Center
13. How can we ensure, to the extent possible, that information related to school and parent programs are sent to the home of children in an understandable language and format? This parent involvement policy may be translated at the request on any non-English-Speaking

- Parent.
- A. As requested, material sent home in the family's native language
 - B. Translations offered upon request
 - C. Personal contact
 - D. ELL survey to identify families
14. Describe how parents are involved in the decisions regarding how funds are allotted for parental involvement activities.
- A. Parent representation on committees
 - B. Surveys
15. How do we ensure that our school climate is inviting and welcoming to ALL families?
- A. Warm and friendly greetings when entering the school
 - B. Parent involvement in annual school theme promoted throughout the school with parent creation of Gator Cafe
 - C. Everyone invited to join and participate in PTO
 - D. Clean, attractive entrance
16. How do we identify and address barriers to family engagement?
- A. Surveys
 - B. PTO group to open the lines of communication
 - C. Opportunities to visit socially
17. Describe how parents play an active role in school decisions, governance, and advocacy.
- A. Parent representation on committees
 - B. Open door policy
 - C. Surveys
18. How do we recognize and value family members' participation and their diverse contributions to our school?
- A. Parent information night at start of school year
 - B. SWE bulletin board of activities

This parental engagement policy may be translated at the request of any non-English speaking parent.

The following persons participated in the development of Seventh Ward Elementary Parent Engagement Policy for the 2025 – 2026 school year.

Parents:

Ursula Harrison

Jammie Boone

School Personnel:

Marlene K. Primeaux, Principal

Leisa Lee, Student Services

Blair Bella, Teacher

Ciji Romero, Teacher