

# Highland Elementary Student/Parent Handbook 2018-2019



Highland Elementary is a community school where children come first. We are dedicated to preparing all students for lifelong learning in a nurturing, caring, and safe environment.

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## WELCOME

Welcome to Highland Elementary School! Whether you are new to Highland Elementary School or a returning family, we are happy that you joined us. Our students, staff and families work together to create an environment where children are intellectually challenged in ways appropriate to their individual strengths, needs and experiences. Our goal is to create a learning community that is committed to engaging and challenging every student in every classroom every day.

## FOREWORD

This handbook had been published to provide stakeholders—students, parents, teachers, and other staff members—with a brief general source of information dealing with customs, practices, regulations, and activities of the school. It is hoped that after carefully reading this handbook, the students and their parents will have a clearer focus of its aims and endeavors. The administration and faculty stand ready to assist you in making this a happy and beneficial year.

If you have any questions or concerns as the school year unfolds, please call or come by to discuss these with us. We want to work with you to help your child to be the best that he/she can be. This handbook outlines our school and parish policies and programs. **Please realize that situations may arise throughout the year not specifically described in this handbook as we cannot anticipate every possible problem/issue.** As a result, policies may be created throughout the year as the need arises. Thank you in advance for a great school year!

## School Philosophy

We believe that all children are leaders who can achieve at high levels. We believe that all children should be provided with the opportunity to develop to their fullest potential in a positive and active learning environment. We believe that knowledge and implementation of effective teaching methods are essential in providing learning experiences that are meaningful and in developing students to be independent learners. We believe in a collaborative working and learning environment, one in which there is a high regard for learning and mutual respect among staff, administration, students and parents.

## School Vision

Highland Elementary is a community school where children come first. We are dedicated to preparing all students for lifelong learning in a nurturing, caring, and safe environment.

## School Mission

Empowering students to believe, achieve, and lead!

## School Theme

We may all be different fish, but in this school we swim together!

## School Pledge

As an ideal Highland student, I feel good about myself and care about others. I respect the rights and properties of everyone. I know that I am responsible for my actions and that I am in control of myself. Today I will be the best that I can be.

## School Objectives

The faculty/staff at Highland Elementary strive to:

- ❖ create a positive, active and challenging learning environment.
- ❖ provide instruction that enables all children to develop to their fullest potential.
- ❖ provide positive and constructive teacher-student, teacher-parent, school-community relationships.
- ❖ model and develop respect for self, others, authority and property.
- ❖ develop strong leaders, who excel in 21<sup>st</sup> century job skills.
- ❖ communicate and maintain high expectations.

## School Policies

### Pre-Registration:

Pre-registration occurs before the first day of school for students. The pre-registration date is set at the end of each school year.

### REGISTRATION

Students in grades Kindergarten – Fourth Grade must register through the principal's office in accordance with the St. Landry Parish Schools Registration Packet. The student's birth certificate, immunization record, Social Security Card and two (2) proof of residences in the school zone must be presented at registration. Parent's Social Security Cards are also necessary for registration.

### Change of Address or Phone Number

Parents are asked to inform the school office **in writing** of any change in address or phone numbers so that we have accurate, up-to-date information for all students. Also, please provide the school office with a copy of your current utility bill showing your new information. **All** parents must give a phone number (home, work, mobile, pager, etc.) where they can be reached during the school day in the event of an emergency.

### HEALTH RECORDS AND IMMUNIZATION PROCEDURES

- A. State law requires all students in public schools to have updated immunization records on file in school.
  - ❖ Students with incomplete health records will not be registered in school until records are completed.
  - ❖ Students who need to update records to keep within compliance will be given five (5) school days from the date of notification to update record and inform the school that this was done. If the record is not updated in five (5) days, the

student will be sent home until such time as this is done. This for the protection of all persons who come in contact with the student.

- ❖ It is the responsibility of the parents to inform the school of specific health problems.

#### **B. School Nurse**

The school nurse is at Highland Elementary weekly to help any student with health problems.

#### **C. Medication**

Students may not bring any medication to school. This includes aspirin and cough drops.

Before medication is dispensed at school, parent/guardian must obtain a medication packet at school that includes the following:

- ❖ Physician's Order
- ❖ Parental Consent
- ❖ Emergency Plan

These three (3) forms must be completed before making an appointment with the school registered nurse. Once these three (3) forms are completed, and the medication has been properly filled and labeled according to the medication order, an appointment must be made with the school registered nurse by calling Pupil Appraisal Center at (337) 948-3646. According to Louisiana State Medication Law regarding dispensing medication in the school system, a school registered nurse must review ALL medications, medication forms and assess the health status of the student to determine if the medication can be safely administered at school. When it is determined by the school registered nurse that the medication can be safely administered at school, the medication forms must be brought to the trained school personnel by a responsible adult. It is against Louisiana State Law for a student to bring ANY medication onto a school campus. Cream and ointments that need to be applied must be brought and applied by the parent/guardian. Over-the-counter medications **must** be dispensed by the parent/guardian.

#### **D. Screenings**

Vision and Hearing: All students will be screened for visual and auditory acuity once a year. This information is kept in the student's cumulative record. Please be informed that the school screenings do not take the place of regular check-ups by your child's physician.

### **SCHOOL DAY**

A. School begins promptly at **8:05 a.m.** daily.

- ❖ For safety reasons, students are to be dropped off in the **front** of school after 7:30 a.m.. Students are **not** allowed to be dropped off on the side streets. A duty teacher will be in the front of school to supervise the students. At 7:30 a.m. the students are escorted to the cafeteria to eat breakfast. At 7:50 a.m., the students are picked up by their homeroom teacher to be escorted to their classrooms.

- ❖ Highland Elementary has a closed campus policy. Due to safety concerns, we must implement this policy with no exceptions. Parents/guardians are not allowed on Highland campus beyond the front office door until they check in with the front office and receive their visitor pass neon green sticker from the school secretary.
- ❖ Drivers and their passengers **must** remain in their vehicles and in line when dropping off and picking up students who are car riders. Students who are car riders are required to have a “car tag”. They are purchased in the front office for \$5. If you do not have a car tag, then you are required to get down and sign your child/children out at the end of the school day. Also, drivers are **not** to drop off students at any other point other than at the hands of the duty teacher in the **front** of school. Please keep in mind, this is due to the safety of our children at Highland Elementary.
- ❖ At 8:05 a.m., the school bell rings to begin the school day. When there is **NO** duty teacher in the front of school to receive your child/children, then it is **your** responsibility to get down with your child/children to sign them in at the front office. It is at that time a tardy slip will be issued to your child/children **before** they will be admitted into their classroom.
- ❖ If you choose to drop off your child/children without a duty teacher in the front of school after 8:05 a.m., then you will be called to return to school to sign in your child/children.

At **NO** time should a student be dropped off or picked up anywhere on campus other than the front of school in the horseshoe.

- ❖ Thank you for your cooperation concerning this very important safety matter for our children! Parents/Guardians who refuse to adhere to the safety policy at Highland Elementary will be reported to the Eunice Police Department and the St. Landry School Board Office and further action will be taken.

#### B. School dismisses at 3:15 p.m. daily

1. For **safety reasons**, at the end of the day, parents are expected to allow the buses to park in the front driveway and may drive up to the front of school **after** the first load buses have gone, after 3:15 p.m. Students will **not** be allowed to walk to the side streets to be picked up.
2. **Early Departures:**  
Classes will no longer be disturbed between 2:45 – 3:15 p.m. for early check-outs. Instruction is still taking place and such check-outs interfere with the education of all students in class. If there is a dire emergency, then it will be necessary for you to speak with the principal.
3. **Changes in the way students go home:**  
Should a change need to be made in the way a student normally goes home, the parent or legal guardian of that child **is** required to send a note to that

child's teacher notifying her of the change. It is the responsibility of the student or parent to give the note to the teacher. If a situation arises during the day warranting a change in the way a student goes home, the parent/guardian will be required to come to school and leave a written note stating the way the student is to go home that particular day. If a signed note is **not** available, the child will be sent home in the **same** manner he/she normally is sent home.

## **BREAKFAST and LUNCH PROGRAM**

### A. Breakfast

- ❖ Breakfast is served from 7:30 a.m. until 8:05 a.m. to those students who wish to eat breakfast at school. Proper table manners are expected to be followed as stated below for lunch.

### B. Lunch

- ❖ **All** teachers escort their classes to the lunchroom at their respective lunch time.
- ❖ All students are requested to participate in the lunch program.
- ❖ Students who **need** to bring lunches to school **must** have written permission from parents and doctor's orders as to why the student is not able to eat a school meal.\*\*\*
- ❖ **ALL** meals must be eaten in the cafeteria.
- ❖ Soft drinks are **not** allowed in the cafeteria. *This includes soft drinks placed in thermos style containers.*
- ❖ Students are **not** allowed to throw food or trade food for money.
- ❖ The student **will** wash his/her hands before eating.
- ❖ The student **will not** talk or drink with food in his/her mouth.
- ❖ The student **will** always practice good table manners.
- ❖ Loud or ill mannered behavior **will not** be tolerated.

## **MEALS FROM HOME**

### ***Food***

\*\*\*Food may be brought from home; however, it is at the discretion of each principal. If the principal allows students to bring lunch from home, the following rules apply. The lunch from home must follow the school lunch meal pattern incorporating whole grains and other nutrient-based foods. Fast food is not allowed to be brought into the cafeteria, as well as candy and/or chips. To ensure proper holding temperatures, please make sure the food products are kept cold using ice packs until lunch service. **The cafeteria will not store student lunches brought from home.**

### **Drinks**

No soft drinks (soda) or sugar-based juice drinks are allowed in the cafeteria. Water, milk and 100% juice drinks are allowed and may also be purchased in the cafeteria.

### ***Peanut Free***

In addition, any food brought from home may not contain peanuts. There are several students with inhalation allergies to peanuts; therefore, all school campuses are peanut free.

### **Microwave**

Students at the elementary level (K-8) are not allowed to use the microwave at school. Therefore, parents are encouraged to pack student meals with ice packs to ensure proper temperature control for the safety of the student.

### **Child Nutrition Services Parent Information**

<http://www.slp.k12.la.us/departments/childnutrition/ParentHandbook.html>

### **SCHOOL VISITORS**

Parents are invited to visit the school at any time. However, visitors are required to report to the front office upon arrival at school and pick up a "*Highland Visitor Pass Sticker*" before entering any classroom and returning to the front office to sign out before leaving campus. Parents may not visit classrooms during instructional time. **Local law enforcement officers are called immediately when parents/visitors do not follow this procedure or when they become unruly and/or disturb the peaceful operation of the school. THIS INCLUDES INAPPROPRIATE REMARKS, RAISED VOICES, AND THE USE OF PROFANITY.**

### **CONFERENCES**

It is very important that you keep the scheduled conference time and that you are prompt. Parent-teacher conferences are encouraged. Parents must make **prior** arrangements through the front office and schedule conferences during the teacher's planning period. Should you need to conference with your child's teacher at another time, please call the school and the teacher will return your call. You and your child's teacher will set up a mutually agreeable conference time. You may also send a note with your child to school, and the teacher will reply to arrange a conference.

### **STUDENT BEHAVIOR**

The school's discipline plan, also known as the *School Wide Positive Behavior Intervention Support Plan* is listed on pages 8 - 16. **All** students are expected to exhibit proper and appropriate behavior at **all** times. Unacceptable behavior will be dealt with appropriately as stated in our school's plan and according to the policies set forth by the St. Landry Parish School Board Student Handbook.

## Assembly Expected Behaviors

### **Be Safe**

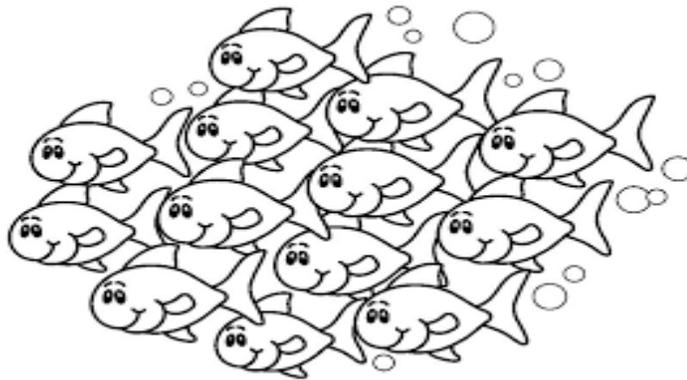
Keep your hands, feet, and objects to yourself.  
Remain seated with your class until dismissed.

### **Be Responsible**

Enter and exit the building quietly.  
Walk in an orderly fashion.

### **Be Respectful**

Listen to and follow the directions of your teacher.  
Listen quietly to the speaker.  
Applaud respectfully.



## Bus Area Expected Behaviors

### **Be Safe**

Enter the bus in a single file line, by grade level.

Follow all directions given by the bus driver.

Keep all items in your book bag.

### **Be Responsible**

Go immediately to your designated area when your teacher dismisses you.

Remain seated in your designated area until your bus/ride arrives.

### **Be Respectful**

Use a low tone of voice while waiting for your ride.

Follow the directions of the duty teachers.



# Cafeteria Expected Behavior

## **Be Safe**

Walk to and from the cafeteria in a quiet, orderly line.

Practice good manners.

Keep your hands and feet to yourself, and do not play in line.

## **Be Responsible**

Sit where you are assigned.

Use utensils properly.

Eat food only in the cafeteria, and do not remove any items from the cafeteria.

Leave your lunch area clean before being dismissed, and dispose of trash properly.

## **Be Respectful**

Listen to and follow all directions given by adults in the cafeteria.

Say “please” and “thank you.”

Speak in a soft voice.



## Classroom Expected Behaviors

### **Be Safe**

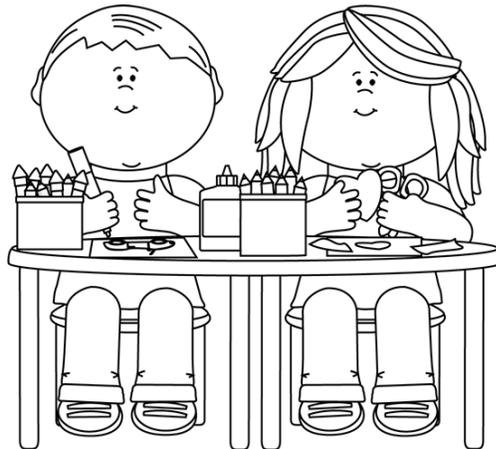
Keep hands, feet, and objects to yourself.  
Remain in your desk unless you have permission  
to do otherwise.

### **Be Responsible**

Report to class on time with all necessary  
materials.  
Listen to and follow all directions given by adults.

### **Be Respectful**

Raise your hand and wait to be recognized.  
Respect yourself, others, and all property.



# Computer Lab Expected Behaviors

## **Be Safe**

Use all computer equipment in the way it should be used.

Only use approved websites.

Use only your assigned log-in information

## **Be Responsible**

Know your log-in information for the computer.

Uniforms should be properly worn while in the computer lab.

Have all necessary materials to complete assigned work.

## **Be Respectful**

Enter quietly and have a seat at your assigned computer.

Follow all directions given by the computer teacher.

Raise your hand if you need assistance.



# Front Office Expected Behaviors

## **Be Safe**

Walk straight to the front office.  
Walk straight back to your classroom.

## **Be Responsible**

Follow adults' directions.  
Follow uniform dress code.

## **Be Respectful**

Knock before entering the Principal's Office.  
Keep your voice low.  
Respect office personnel and visitors.



# Playground Expected Behaviors

## **Be Safe**

Keep your hands and feet to yourself.

Use equipment properly.

Walk on sidewalks.

## **Be Responsible**

Enter and exit the building quietly.

Watch for and listen for duty teachers' signals.

Dispose of litter properly.

Remain in designated area.

## **Be Respectful**

Listen to and follow the directions of duty teachers.

Use good sportsmanship.



## Restroom Expected Behaviors

### **Be Safe**

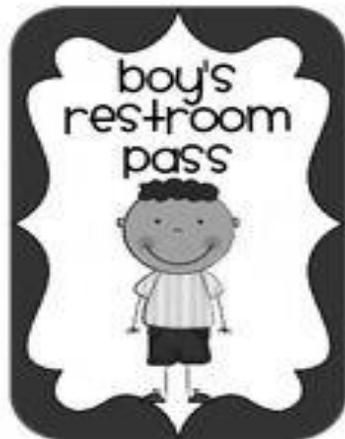
Walk carefully while in restroom.  
Watch for water on floor and report spills.

### **Be Responsible**

Keep the area clean for yourself and others.  
Use the restroom and supplies properly.

### **Be Respectful**

Follow the dress code before exiting the restroom.  
Open and close stall doors quietly.  
Respect the privacy of others when using the restroom.



## Sidewalk/Walkway/Breezeway Expected Behaviors

### **Be Safe**

Walk on the right side of the hallway/walkways facing forward on paws to the right.

Walk in a single file line, staying arm's length apart.

### **Be Responsible**

Walk quickly to your destination.

Keep your hands and feet to yourself.

(Flip and Zip/Zip-Lock/Hug Yourself)

### **Be Respectful**

No speaking when going from one area to another.

Respect yourself and the space around you.



## STUDENT REMINDERS

- ❖ Toys are **not** to be brought to school.
- ❖ Students may **not** exchange or **sell** their personal items for those of someone else or for monetary gain.
- ❖ Students are **not** allowed to bring food items to school unless it is special circumstances with a doctor's excuse. No student is allowed to eat in the classroom unless of a specific class assignment or a class party is being held with **prior** approval from the principal.
- ❖ Gum is **not** allowed on campus.
- ❖ **Any** sort of *electronic device*, cell phone, game boys, etc. are not allowed to be brought to school. If found, the teacher will pick up the item and send immediately to the principal.
- ❖ Earrings are **not** allowed to be worn by **male** students for safety reasons.
- ❖ Students are **not** allowed to wear make-up to school.
- ❖ **Mohawks** or **designs** in hair are **NOT** permitted. Hair must be neat and well groomed. Students may **not** have bleached, streaked, or highlighted hair.
- ❖ Fashion grilles are **not** permissible.

## ABSENCES AND EXCUSES

The four (4) reasons for excused absences are:

1. Illness of student. (Doctor's excuse)
2. Death of serious illness in family. (Send copy of an obituary)
3. Religious holiday. (Verified by minister)
4. Catastrophe.

Students leaving school before lunch will be counted *absent* for the day.  
Students leaving school after lunch will be counted *present* for the day.

For **every 3 unexcused absences**, the teacher will fill out a LA-15 form and send it to the St. Landry Parish School Board Office to the Supervisor of Child Welfare and Attendance.

Students may be **retained** once they have accrued **more than 11 absences**.

## **PERMISSION TO LEAVE SCHOOL**

Any student who is in school at the beginning of the school day is to remain throughout the entire day unless an emergency arises. In the event this occurs, permission to leave must be secured from the principal. The student is to be picked up and signed out by parent/guardian. In the event of an emergency at school and the parent/guardian cannot be contacted, the student will be driven home by school personnel. Any other arrangements must be authorized in person by the parent/guardian.

## **USE OF THE SCHOOL PHONE**

In the case of needing to call home, the student may report to the office, accompanied with a signed note from the teacher, stating the nature of the call. The school secretary will place the call for the student.

## **STUDENT ACCIDENTS**

All accidents must be reported immediately to the principal's office and an accident report will be filled out by the teacher or witnessing school personnel. For all injuries that require medical attention, parent/guardian will be notified immediately by the school nurse. In the case of an extreme emergency, 911 will be called.

## **EMERGENCY PROCEDURES FOR EARLY DISMISSAL**

School buses will run their regular routes if conditions permit. Parents of students who do not ride the bus will be contacted by phone. We recommend that parents listen to the local radio or television stations for information concerning early dismissal. It is imperative that you have on file a current, working telephone number.

## **CRISIS DRILLS**

Unaccounted crisis drills such as fire drills, lockdown, evacuation drills, etc. will be held on a regular basis. The purpose of such practice is to have staff and students well trained in the proper procedure to use in the event of an emergency situation. Safety instructions and procedures will be discussed and posted in each classroom.

## **FIRE DRILLS**

Fire drills will be held once per month and are unscheduled.

## **TORNADO DRILLS**

Safety instructions and evacuation procedures will be discussed and posted in each classroom.

## **LOST AND FOUND**

All articles found on the school ground should be promptly turned into the front office. A student may inquire at the office about a lost item. The school is **not** responsible for lost articles. Each student **should label** when possible all personal items brought to school.

## **TEXTBOOKS/LIBRARY BOOKS/AR BOOKS**

Students **are** financially responsible for textbooks. Textbook(s) lost or damaged **must** be paid for. Books will be checked periodically by the teachers. Students are to pay for lost or damaged books as follows:

1st year-----	Full price
2 <sup>nd</sup> year-----	75%
3 <sup>rd</sup> year-----	50%
4 <sup>th</sup> year-----	25%

## **ST. LANDRY PARISH PUBLIC SCHOOL PROMOTIONAL POLICY**

All students enrolled in our school are governed by the promotional policy adopted by the St. Landry Parish School Board. Copies of the promotional policy will be sent to each home. The appropriate sheet in the back of the document is to be signed by the parents and returned to the teacher.

## **GRADING SYSTEM**

Report cards are issued every nine weeks. The following scale is used to determine grades. Only letter grades appear on official school reports.

<i>Percent Equivalent Inclusive</i>	<i>Letter Grade</i>
<b>100-93</b>	<b>A</b>
<b>92-85</b>	<b>B</b>
<b>84-75</b>	<b>C</b>
<b>74-67</b>	<b>D</b>
<b>66- And Below</b>	<b>F</b>

## **REPORT CARDS**

Report cards are issued to each student by the classroom teacher at the end of each nine week reporting period. Please sign and return the original and a white copy will be sent home with the student. Report cards are to be taken home to the parents so that they can see the progress being made by their children in this school.

## **PROGRESS REPORTS**

Progress Reports are given every 5<sup>th</sup> week of each nine week period.

## **GOLDEN HONOR ROLL**

If a student makes all A's, this student will be on Highland's Golden Honor Roll.

## **HONOR ROLL**

If a student makes all A's and B's, this student will be on Highland's Honor Roll.

## **SCHOOL ACTIVITY FEE**

The school activity fee is **\$20.00 for early registration**, late registration fee will be \$25.00 the first school day for students. **If a school activity fee is not paid in full**, a student will be **excluded** from field trips, issuance of awards, end of the school year fun day, concession, etc. If needed, please speak with the student's teacher about making payment arrangements using Highland's Registration Voucher.

Classroom Resources: ink/copies, chart paper, websites, magazines, in-class projects, organizational items

Special Programs: A/R rewards, Math, PBIS, STEAM, End of SY Ceremony

## **DRESS CODE:**

\*\*\*see St Landry Parish Student Handbook: Rights, Responsibilities, Discipline

## **General Behavior Guidelines**

The goal of this framework is to help create a positive, caring atmosphere where all children and adults feel respected and a valued member of our school community. The desired result is to have a safe, nurturing, and creative environment where both the students and the staff feel enthusiastic about learning and sharing ideas. **We need to set and maintain high expectations for all students both academically and behaviorally. Children will do what they think we expect them to do.** We not only need to educate our children academically, but we need to prepare them with listening and positive communication skills. In addition, we need to educate students on how to be compassionate and caring individuals who we are proud to have in our school community. As stated before, in many cases, we provide the only structured environment as well as safe haven for many of our children. It is imperative that we create an atmosphere where children feel positive about themselves and their accomplishments.

The following behavior guidelines have been written with the above goal as the focus.

### **Respect**

Students and adults are expected to respect each other. Examples of respectful behavior include, but are not limited to the following:

- Listening to each other
- Talking politely and using appropriate language
- Using appropriate body language
- Using an appropriate tone and volume (Even when angry)
- Avoiding words that are hurtful to others
- Accepting individual differences (This includes cultural, learning, appearance, and other differences)
- Touching others' property only with permission
- Being mindful of other people's space
- Keeping confidential information private
- Treating school property with care

## Cooperation

Students and adults are encouraged to work cooperatively with one another and with peers. Examples of cooperation include, but are not limited to the following:

- Working together toward common goals and interest
- Working together to resolve differences
- Adults giving students direction in keeping with the school philosophy and behavior guidelines
- Students following adult direction

## Honesty

Students and adults are expected to conduct themselves with honesty. Examples of honesty include, but are not limited to the following:

- Doing one's own work
- Answering truthfully within a climate of safety (e.g., without fear of reprisal)
- Being respectful of other people's property (and only take property that belongs to them)

## Safety

Students and adults have the right to be safe physically and emotionally. Students are expected to follow all safety rules for the school and buses, and respect other people's right to be safe emotionally and physically. Examples of physical and emotional safety include, but are not limited to the following:

- Walking at all times
- Playing appropriately on the playground
- Leaving weapons at home (**including toy weapons**)
- Following bus rules
- Avoiding fighting and play fighting
- Respecting other people's physical space
- Using appropriate tone and volume at all times (Even when angry)
- Talking politely and using appropriate language
- Using appropriate body language (Avoiding obscene gestures)
- Avoiding words that are hurtful to others
- Accepting individual differences (This includes cultural, learning ability, appearance, and other differences)
- Keeping confidential information private

## Consideration for Consequences

- Fair
- Consistent
- Allows for individualization
- Developmentally appropriate
- Adheres to our schools philosophy
- Reflective of exemplary practice (e.g., **positive discipline**)

- Promotes partnerships/communication with families
- Promotes learning and personal responsibility (**Not “control and correct”**)
- Built-in evaluation for effectiveness

## DISCIPLINE

### AUTHORIZATION BY LAW DISCIPLINE OF PUPILS, SUSPENSION, AND/OR EXPULSION

Act 194 of 1970, Section, 1 Section 223 and Subsection 416 of Title 17 of the Louisiana revised statutes of 1950 are hereby amended and reenacted to read as follows:

Every teacher is authorized to hold every pupil to a strict accountability on the playgrounds on the school, on the street, or road while going to or returning from school, during intermission or recess. **School principals may suspend from school any pupil who is guilty of the following:** willful disobedience; who treats with intentional disrespect a teacher, principal, superintendent, member or employee of the school board; who makes against anyone of them unfounded charge; who uses unchaste or profane language; who is guilty of immoral or vicious practices or of conduct or habits injurious to himself or his associates; who uses tobacco or alcoholic beverages in any form in school buildings or on school grounds; who disturbs the school and habitually violates any rules; who cuts, defaces or injures any part of public school buildings, or who writes any profane or obscene language or draws obscene pictures in or on any school material or on any public school premises, or on any fence pole, sidewalk, or building on the way to or from school; or who is found carrying firearms, knives, or other implements which can be used as weapons, the careless use of which might inflict harm or injury; or who throws missiles on the school grounds liable to injure other pupils, or who instigates or participates in fights while under school supervision; or who violates traffic and safety regulation; or who leaves the school premises without permission; or who leaves the classroom during class hours or detention without permission; or who is habitually tardy or absent; or who commits any other serious offense. Notice in writing of the suspension and the reasons therefore shall be given to the parent or parents of the pupil suspended. Any parent of a pupil suspended shall have the right to appeal to the parish superintendent of school, who shall conduct a hearing on the merits.

The decision of the superintendent of schools on the merit of the abuse as well as the term of the suspension shall be final, reserving the right of the superintendent of schools to remit any portion of the time of suspension. A pupil suspended for damages to any property belonging to the school system shall not be readmitted until payment in full has been made for such damage or until directed by the superintendent of schools.

### **Discipline Policy**

School discipline has only two broad objectives. Fair and impartial discipline helps insure a proper climate for learning and it also helps students develop the self-discipline that is required for all learning. Although the ultimate responsibility for student conduct rests with the student and the parent, it is a daily responsibility of school personnel to see that no single person interferes with the total learning environment of other students.

Individual human conduct is a composite of many factors which teachers cannot always overcome during the school year; therefore when the student fails to discipline himself/herself to

follow the established rules/expectations of the school, it becomes the school's responsibility to discipline the student.

As prescribed by law, every teacher is authorized to hold every pupil to a strict accountability for any disorderly conduct in school or on the playground of the school or on any street, road, or school bus going to or returning from school, during intermission or recess (A.S 17:416). It is the final responsibility of the principal or designee to maintain discipline at each school or all school functions.

Schools do assume a responsibility to help a student learn self-discipline. However, when a student exhibits marked deviation from acceptable behavior, it is the responsibility of the teacher, principal, guidance, attendance and psychological personnel to undertake every effort to identify the problem, to secure parental understanding and cooperation, and to help the student in accordance with their best judgment and the resources available.

In those cases where corrective action becomes necessary, the disciplinary measures taken should be positive, constructive, and directed toward serving educational ends. It should be clearly understood by the student and his/her parents that the purpose of all disciplinary action is to mold future behavior and to teach the student that education is a right qualified by compliance with reasonable rules, expectations, and regulations.

While the school is concerned with the individual and his welfare, it must also be concerned with the group and their welfare by preserving the proper atmosphere for teaching and learning.

Principals shall have both the authority and the duty to take disciplinary action whenever the behavior of any pupil(s) materially interferes with or substantially disrupts the maintenance of a proper atmosphere for learning within the classroom or other parts of the school. However, no pupil shall be disciplined in any manner by the School Board or school administrator, teacher, or other school employee for the use of force upon another person when it can be reasonably concluded that the use of such force more probably than not was committed solely for the purpose of preventing a force offense against the pupil or a forcible offense provided that force used must be reasonable and apparently necessary to prevent such offense. A pupil who is the aggressor or who brings on a difficulty cannot claim the right stated above to defend himself/herself.

All fights involving students that are subject to disciplinary action as determined by the School Principal will be thoroughly investigated by the Principal or Designee in order to determine whether or not the students involved are to be disciplined. Following the investigation, all discipline to be applied will be in accordance with school policy.

## **Child Nutrition Services Parent Information**

### **Community Eligibility Provision (CEP)**

The St. Landry Parish Child Nutrition Department is pleased to inform you that we will continue to implement the Community Eligibility Provision (CEP) for the School Year 2018-2019.

This means that all enrolled students in St. Landry Parish public school system are eligible to receive a healthy breakfast and lunch at **no charge** to your household each day of the 2018-2019 school year. No further action is required of you. Your child(ren) will be able to participate in these meal programs without having to pay a fee or submit a meal application.

### **ALL STUDENT MEALS ARE FREE!**

#### **Meals from Home**

Food may be brought from home; however, it is at the discretion of each principal. If the principal allows students to bring meals from home, the following rules apply. All meals from home must incorporate whole grains and other nutrient-dense foods by following the current meal pattern (meat/meat alternate, grains, fruit, vegetables, and milk) for breakfast and lunch in accordance with U.S. Department of Agriculture (USDA) regulations and policies. To ensure proper holding temperatures, please make sure the food products are kept cold using ice packs until meal service.

#### **The cafeteria cannot store student meals brought from home.**

Fast food, candy, chips, and soft drinks or sugar-based juice drinks are not allowed in the cafeteria. Milk and 100% juice drinks are allowed and may also be purchased in the cafeteria.

#### **Refunds**

Parents or guardians must request a refund when their child is no longer enrolled, exiting due to graduating, or just to clear out their account. You may submit a written request for a refund on the form provided by the cafeteria manager. Once the form is completed and submitted, it will be processed for approval. Be sure to give us your new address if you will be moving to a new location.

Refund checks are mailed. Refunds **will not** be granted after the last day of the fiscal year which ends on the last business day in the month of June. You may also come by the Child Nutrition Department and we will be happy to help you.

**Note:** Any balances remaining in an account for existing students will be carried forward to the following school year.

#### **Allergies**

All school campuses are **Peanut** and **Seafood** Free. Any food brought from home may not contain any type of nuts or any kind of seafood. There are several students with allergies that are enrolled in our schools.

# Highland Elementary Homework Policy

## Introduction

Homework at Highland Elementary is an essential part of the school program. Assignments will vary in accordance to the needs of the class and will relate to classroom instruction. Homework assignments are intended to reinforce and extend learning initiated in the classroom and serve as a tool for teachers to assess student understanding of classroom instruction. Completion of routine homework can motivate students to develop good work habits, while increasing the opportunity for individual initiative and responsibility. Homework can also stimulate creativity, critical thinking and awareness that learning can take place outside of the classroom. The guidelines below indicate how students, parents, teachers and administrators all have a responsibility for the success of homework.

## Homework Policy Guidelines for Students

- Always do your best work
- Record directions for homework in an assignment notebook.
- Understand assignments clearly before leaving class
- Bring home the proper materials to complete the assignments
- Hand in completed assignments on time
- Budget time properly for long-term assignments
- Complete any work missed due to absence from class
- Understand how homework will affect your class grade
- Talk to your parents and teacher if you are having difficulty with homework
- Homework will not be assigned during school vacation except for the completion of previously assigned long-term projects.

## Homework Policy Guidelines for Parents

- Be familiar with the philosophy and guidelines of the homework policy
- Check your child's assignment notebook
- Provide a time and place to do homework assignments with limited interruptions
- Actively supervise homework completion, assisting, but not doing the work
- Oversee completion of long-term assignments to assist in understanding time management
- Contact the teacher with questions or concerns especially if your child exceeds the allotted time frame
- Homework will not be assigned during school vacation except for the completion of previously assigned long-term projects.

## Homework Policy Guidelines for Teachers

- Assign homework on a regular basis in keeping with the homework policy
- Assignments may be on a daily basis or of a long-term type, such as a report
- Students are to understand clearly all homework assignments
- Require that each student have an assignment book
- Homework may take the form of class, group, or individual assignments
- Group projects should not be assigned as homework, unless students can work on their individual parts independently
- Teachers should coordinate assignments, tests, and projects with team teachers, as appropriate, to avoid overburdening students.
- Assignments should be discussed, checked and when appropriate, corrected and returned to students
- Specific policies/practices of teachers are to be submitted to the principal and clearly communicated to students and parents

### **Guidelines and Procedures**

Homework should be assigned three to four times a week. Below are the times, on average, that students should spend on homework each night:

- Grades K-1: up to 20 minutes/night + independent reading
- Grades 2-3: up to 30 minutes/night + independent reading
- Grades 3-4: up to 50 minutes/night + independent reading

\*If a student has worked constructively for the suggested time frames, but the assignment is not complete or the child is frustrated, parents are encouraged to write a note to the teacher stating this. The assignment will be counted as completed and the teacher will work with the student to address his/her needs.

### **Lice (Pediculosis): Infestation Policy**

All students suspected of having lice (in any form) will be subject to examination by the school nurse or other school personnel. **All** cases of identified lice will be sent home for treatment that has been proved effective against lice infestation. When a student is sent home for treatment of lice infestation, a letter will accompany the student. This letter will explain his/her suspected condition and will suggest accepted treatment for ridding the student of the suspected problem. Students **must be free** of nits/eggs before returning to school. This will be determined by the school nurse or other trained personnel by examination of the student upon re-entry. Following proper treatment a student should not be out of school for no more than three (3) days. Any student absent longer than the three (3) day period, should be referred to the Supervisor of Child Welfare and Attendance with the use of form C-15.

Adapted-September, 1988

St. Landry Parish School Board

## HOMELESS CHILDREN & YOUTH EDUCATION PROGRAM

The Homeless Children & Youth Education Program of the St. Landry Parish School System carries out federally mandated policies to ensure that homeless children & youth have access to a free, appropriate public education, on the same basis as children and youth with established residences. Laws, regulations, practices or policies should not act as barriers to the enrollment, attendance or school success of homeless students.

The McKenney-Vento Act protects the educational rights of children and Youth in the following homeless situations (Title X, Part C, of the No Child Left Behind Act of 2001):

- . Children living in shelters, including domestic violence shelters.
- . Children living in welfare hotels/motels or weekly-rate apartments.
- . Children living on the streets or in cars, abandoned buildings, campgrounds, etc.
- . Children living in substandard conditions not fit for human habitation (i.e. no electricity, no heat, no running water, no windows/doors, holes in the roof/floor, no way to cook/store food).
- . Abandoned/runaway/throwaway children and youth.
- . Two or more families living together in crowded or undesirable living conditions, (doubling/tripling up) because they have no place of their own to live where they can safely and healthfully meet their basic need in privacy and with dignity.

### TO GET ASSISTANCE FOR HOMELESS CHILDREN & YOUTH

PLEASE CALL:

Ericka Weeks  
Crisis Intervention/ Homeless Liaison  
Telephone: (337) 948-3657  
Fax: (337) 942-0205

## School Communication:

**Weekly Newsletters:** The weekly newsletters will be given out weekly to the student and posted on the teacher's school website.

**School Calendar:** The school calendar will be given out monthly and posted on Highland Elementary website.

**JCampus:** text messages via JCampus will be sent; please keep Ms. Keila up to date with your current cell phone number in order to receive the messages. JCampus will call you when your child/children is absent from school.

**JCampus Parent Portal:** Please ask Ms. Keila for your username and password for JCampus Parent Portal. You will receive a letter with the necessary information for you to log in and view your child/children's grades. You do not need a new user name and password every school year if your child/children still attend Highland. Please request a new letter if you are unable to locate your letter from last school year.

**Highland Elementary Facebook Page:** Please "like" Highland's Facebook page to be able to view school information and activities throughout the school year.



ClassDojo is a communication app for the classroom. It connects teachers, parents, and students who use it to share photos, videos, and messages through the school day. They use ClassDojo to work together as a team, share in the classroom experience, and bring big ideas to life in their classrooms and homes.

## Student/Parent Handbook Acknowledgement

*My child and I have read and discussed the St. Landry Parish School Board “Student Rights and Responsibilities Handbook and Discipline Policy” and Highland Elementary School policies listed in the **2018-2019** Highland Elementary Student/Parent Handbook. This is to certify that I have read and have access to the “**2018-2019** Highland Elementary Student/Parent Handbook” and the “Student Rights and Responsibilities Handbook and Discipline Policy”. I understand that is my responsibility to ensure thorough review of the policies and guidelines therein.*

*I know that I can access the “Student Rights and Responsibilities Handbook and Discipline Policy” at [www.slp.k12.la.us](http://www.slp.k12.la.us) and <http://www.highlandelem.slp.k12.la.us/>*

*I know that I can access the **2018-2019** Highland Elementary Student/Parent Handbook at <http://www.highlandelem.slp.k12.la.us/>*

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**Student Signature**

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**Parent/Guardian Signature**

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**DATE**

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Esteemed Parent/Guardian,

Please complete the above form and return to your child’s teacher so that we can maintain a record that you and your child have read and discussed the above mentioned handbooks.

Thank you!  
Highland Elementary Faculty & Staff