

NORTHEAST ELEMENTARY SCHOOL



“Northeast Elementary is a school where students, teachers, parents, and the community LEARN, INSPIRE, NURTURE, and SUPPORT LIFELONG LEARNING and GLOBAL CITIZENSHIP”

STUDENT/PARENT HANDBOOK

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Principal's Message

Dear Parent and Students,

On behalf of the Faculty and Staff, I would like to welcome you to Northeast Elementary School. We are happy to have you as part of the Northeast Elementary Family.

The Faculty, Staff, and Administration are committed to providing you with the best possible educational experiences. As Principal, I urge you to put forth your best effort. I firmly believe all students can succeed and through hard work and cooperation, you will be successful in your elementary school years.

I strongly encourage parents to get involved in their child's education. Through joint cooperation of parents, students, and staff, a quality education can be provided for every student at Northeast Elementary. The door to my office is always open. I sincerely want our school to be a place that is enjoyable and educationally beneficial.

You are Northeast Elementary School!! Without you the school would not exist. Do your best and have a great year!!!

Sincerely,

Daphne Guillory, Principal
Northeast Elementary School

Mission Statement

Northeast Elementary is a school where students, teachers, parents, and the community

LEARN

INSPIRE

OBSERVE

NURTURE and

SUPPORT lifelong learning and global citizenship

Vision

Northeast Elementary will prepare all students for college, career, and personal success.

PBIS

(Positive Behavior Incentive Support)

Be Safe

Be Respectful

Be Responsible

Dear Parent,

Your child's art, writing, or picture may be considered for publication on the St. Landry Parish School District's website, your school's website, or other media outlets throughout the coming year. In order for that to occur, we must have this form signed and returned to the school. The websites may be accessed on the Internet at <http://www.slp.k12.la.us>. Please complete and return the following consent form. Forms will be filed at the school location. The following information is considered private and will not be placed in any publication, except where described below.

Today's Date _____ School Year _____

Student's Name _____

Mailing Address _____

City, State, and Zip Code _____

Home Phone _____

Age _____ Grade _____

Teacher's Name _____

School: Northeast Elementary School _____

I give permission for my child's writing, picture, or art, first name and last name, age, grade, and school's name to be published on the St. Landry Parish School Board websites at <http://www.slp.k12.la.us> or in other media outlets.

Parent's Signature

Student's Signature

Parent Waiver

I, _____ understand that my child has been given an email account by the St. Landry Parish School District. This account is provided and supports the Children’s Online Privacy Protection Act (COOPA) and the Children’s Internet Protection Act (CIPA). I understand that the district has determined what features my child has access to, which may include email, homework drop boxes, message boards, chat rooms, blogs, and digital storage lockers. I understand that all email messages and postings will be automatically filtered for inappropriate words and images, and that any messages determined to be questionable will be diverted to my student’s email administrator for review. Consequences for misuse of email will be determined by the district, and may include restrictions, loss of privileges, or other disciplinary action. I further understand that my student’s administrator can view my student’s email account and digital locker at any time. While the district uses a variety of measures to protect its users, no system will stop 100% of inappropriate content. The district accepts no responsibility for harm caused directly or indirectly by its use.

By signing this agreement, I and my son/daughter agree to use the provided email account in an appropriate manner and abide by the district’s policies for use.

_____ Date: _____

Student’s Name (PRINT)

_____ Date: _____

Student’s Signature

_____ Date: _____

Parent/Guardian’s Signature

School: Northeast Elementary School

Grade: _____

Staff/Parent Responsibility

THE STAFF AT NORTHEAST ELEMENTARY ACCEPTS THE RESPONSIBILITY:

1. To provide a quality instructional program in an integrated setting for each student.
2. To provide an orderly classroom and safe environment.
3. To develop programs and activities which will respond to the social, emotional, personal, and physical developmental needs to each student.
4. To assist parents in helping their child/children develop self-confidence to participate in school as a responsible member.

AS A PARENT OF A NORTHEAST STUDENT, IT IS MY RESPONSIBILITY:

1. To send my child/children to school each day on time, prepared with the necessary materials, well rested, and properly dressed.
2. To check my child/children's work and homework on a regular basis.
3. To provide my child/children with suitable study conditions at home- desk or table, lights, books, and supplies.
4. To communicate with my child/children's teachers when I am concerned about my child's work or health related issues.

PARENT-TEACHER INVOLVEMENT

The parental involvement center exist to promote the education and welfare of our children. Parents are encouraged to join and participate in the activities of parental involvement. We are always looking for new ideas and ways to help and improve our students. Parents are encouraged to contact the school whenever the need arises. If you wish to have a conference with your child/children's teachers, please call ahead to make an appointment as our teachers schedules do not allow time for parents to drop in for conferences.

SCHOOL INFORMATION

STUDENT REGISTRATION

Registration fee is **\$20.00** and will be collected by the homeroom teachers. This fee will help to defray the cost of books and workbooks not covered by state allocated funds. Also, the fee covers copy supplies, lease/contracts on copy machines, and other educational items that directly affect students' learning.

TELEPHONE/ADDRESS CHANGES

Please notify the school immediately if there is a change in your address, telephone number, or person to contact in case of an emergency. This information is very important in case your child/children become ill or injured.

SCHOOL VISITORS

All visitors will be asked to report to the office when they arrive on campus and must have a pass before proceeding down the hall. Parents are always welcome at Northeast Elementary and may visit at any time during the teacher's planning period.

REQUEST TO LEAVE SCHOOL EARLY

A request to have your child/children excused from class early should be sent with the student on the morning of the dismissal. The time and reasons for leaving should be included. Whenever possible, medical and dental appointments should be scheduled after school hours. The child/children will be released only to parents unless the school has been notified in writing by the parents for someone else to pick up the student. **THE PARENT OR AUTHORIZED PERSON MUST COME TO THE OFFICE AND PRESENT IDENTIFICATION WHEN SIGNING THE STUDENT OUT.** This is for the protection of the child involved. Please do not check your child/children out early unless it is absolutely necessary. Students are required to have 385 minutes of instructional time each school day.

ABSENTEES – STUDENTS

- A. Doctor's excuses should be turned into the front office.
- B. Excessive absences are to be reported to the office immediately.
- C. LA-15 needs to be filled out after 3 unexcused absences and returned to the St. Landry Parish School Board.
- D. Students must be signed out in the front office by a parent/guardian before leaving school campus.

TAKE – IN AND DISMISSAL

- A. School starts at 8:00 a.m.
 - 1. Breakfast will be served from 7:15 to 8:00
 - 2. Students walking to school should not arrive until 7:30 a.m.
- B. School will be dismissed 3:15 for car riders and walkers and 3:20 for bus riders.
 - 1. Bus riders will assemble by bus numbers and wait in an orderly manner for buses to arrive.
 - 2. Parents picking up students are to use the student drop off/pick up stop and wait in line in their vehicles. Please do not leave your vehicle unattended in the driveway. Students will not be allowed to cross the street or walk to the parked vehicle alone. Please do not drop students off on the road or on the side of the building. This is for the safety of all students.

STUDENT ARRIVAL

- A. All students are to report to class upon arrival. All 4th grade students are to report to the cafeteria. The students will remain seated working on bell ringers.
- B. Principal will notify duty teachers when breakfast is ready. Those students who eat breakfast will walk and line up in an orderly manner. Those students who do not eat breakfast will remain in their classrooms.
- C. All students will be escorted to the cafeteria by the duty teacher by grade level. Older siblings will not be allowed to walk younger siblings to class after the first nine weeks.
- D. Any student who wishes to use the restroom prior to the start of class must get permission from the duty teacher.

DEPARTURE

Parents please call the office before 2:30 p.m. if there will be a change in the way your child/children will be going home.

- A. Car riders and walkers are the only students who will be dismissed at 3:15 p.m. All other students must remain in the classroom. Bus riders will be dismissed 3:20 p.m.
- B. After the first nine weeks, no student will be allowed to escort younger siblings to the bus stop.
- C. Parents must drive to the parent drop off/pick up stop. Students may not cross in front of cars to meet parents.
- D. On rainy days all students must remain in the classroom until their parent or bus arrives.
- E. There will be no loud talking, game playing, eating, or going to the water fountain/restroom during dismissal.

STUDENTS

- A. Must be in their designated areas at all times.
- B. Will be allowed out of class only for an emergency.
- C. Must have written permission from the teacher to enter the office area and use the phone.
- D. Will not be allowed in the faculty lounge.

BRINGING THINGS TO SCHOOL

The only time students should bring toys, games, etc. to school is when their teacher instructs them to do so. Students will assume the responsibility for any item(s) brought to school. Students are not allowed to bring any type of electronic device (including cell phones) to school.

STUDENT RESPONSIBILITIES

Homework

Your child/children's homework will depend on their grade level. Listed below are several reasons for homework:

1. To provide extra practice on learned skills.
2. To provide further learning in areas in the classroom.
3. To provide an opportunity for students to learn good work habits.
4. To provide an opportunity for growth in responsibility.

We think learning is important and should continue after school hours. Daily homework should not be viewed as punishment but rather as a way to encourage and extend the learning process.

DO YOUR HOMEWORK

Parents can do their part to improve when they:

1. Cooperate with the school to make homework effective.
2. Provide their child/children with suitable study conditions (desk or table, lamp, books, and supplies).
3. Reserve a time for homework and turn off the television.
4. Encourage their child/children but avoid undue pressure.
5. Show interest in what their child/children are doing by helping them and not doing their homework for them.
6. Understand that the school expects homework to be completed and returned on time.

A STUDENT WHO STUDIES WILL

1. Bring notebook, paper, pen or pencil, and other materials necessary to class.
2. Be an active participant in the classroom; listen well and take part in discussions.
3. Ask questions if he/she doesn't understand.
4. Plan his/her work and schedule time for homework each day; makes sure he/she understand the assignments before leaving class.
5. Use what he/she learns and understand how each subject applies to other subjects.
6. Strive to do his/her best.
7. Takes pride in his/her school work.

AS A NORTHEAST ELEMENTARY STUDENT IT IS MY RESPONSIBILITY TO:

1. Attend school every day and be on time for classes.
2. Come to school prepared with all materials as directed by the teacher.
3. Obey the directions of all staff members.
4. Maintain s positive attitude toward learning and believe in the ability to succeed.
5. Respect yourself and the rights and property of others.

RULES AND REGULATIONS ON THE BUS

1. Students must be on time and at their designated stop.
2. Students must obey the driver promptly and cheerfully.
3. Students must obey and respect the orders from the bus driver on duty.
4. Help to keep the bus clean and sanitary. Anyone purposely damaging or breaking school property will be disciplined and required to pay damages.
5. Avoid causing trouble by teasing, pulling hair, scuffling, or using propane language.
6. Student arms and head must be kept inside the bus at all times. Nothing is to be thrown out of the windows.
7. Students are not to move around while the bus is in motion. If you have been assigned a seat on the bus, please stay in that seat.
8. Loud talking will not be tolerated. Conversation in normal tones is permissible.
9. Students must obtain permission from the driver before opening the windows.
10. Students will not be allowed to ride another bus or get down at another bus stop unless without written permission from his/her parent and approval from the principal.

ASSEMBLIES

Student's behavior should be refined and courteous at all times. An indication of the cultural level of a school is the conduct of its student body at an assembly. Whether guest are present or not, each student is personally responsible for the impression made by the school as a whole. Each teacher will be responsible for his/her class.

MEDICATION

For any medication that must be taken during school hours whether prescribed or over the counter (Tylenol, cough syrup, etc.), the school must have both written orders from the doctor and written authorization from the parent. The medicine must be in a properly labeled bottle to include the student's name, name of medication, dosage, and time to give medication.

Medication cannot be transported to or from the bus; it must be brought to school by the parent and picked up by the parent.

DISCIPLINE

One of the most important lessons in education is to teach discipline. While it does not appear as a subject, it underlies the whole educational structure. It is the training that develops self-control, character, order, and efficiency. It is the key to good conduct and proper consideration for others. With an understanding of the process of discipline in a school, you may form a correct attitude towards it, and only do your part in making your school an effective place of learning and develop a habit of self-restraint which will make you a better person.

CAFETERIA RULES

1. Students will enter the cafeteria in a straight line; they will not lean against the wall while in line nor will they place their feet on the wall.
2. Students will not make excessive noises in the cafeteria; students making excessive/unnecessary noise will be asked to leave the cafeteria immediately.
3. Students are not to leave milk straw wrappers, used napkins, or food on the tables.
4. Napkins used to dry hands must be placed in the container provided and not on the floor.

NOTE: ANY VIOLATION OF ANY OF THE ABOVE RULES AND REGULATIONS WILL BE A REASON FOR DISCIPLINARY ACTION INCLUDING SUSPENSION OR EXPULSION.

Northeast Elementary School
School-wide Discipline Progression Plan

Incidents:

- 1st Infraction Verbal warning – Teacher states expectations. 2nd Verbal warning –
Teacher/student conference; expectations are restated.
- 2nd Infraction Remedial work is assigned requiring parent and student signatures.
- 3rd Infraction Parent conference (phone call or letter sent)
- 4th Infraction Referral is written and copy of Infraction Log attached and sent to the office.

Should any student receive more than four infractions in one day, he/she will be given a parent conference letter stating that the student cannot return to school without a parent or guardian.

Students are allowed only two morning detentions for the whole year. On the next referral suspension begins.

1st Referral	Morning Detention	1- Morning
2 nd Referral	Morning Detention	1-2 Mornings
3 rd Referral	In-School Suspension	1-2 Days
4 th Referral	Out of School Suspension	Discretion of Administrator
5 th Referral	Out of School Suspension	Discretion of Administrator
6 th Referral	Possible Recommendation for Expulsion	
Major Infraction	Refer to Major Infraction List in Handbook	

Fighting: 1st Offense (2-3 days out of school suspension)

Fighting: 2nd Offense (Possible Recommendation for Expulsion)

TARDY: AFTER 8:15 a.m.

Unexcused tardiness will be handled in the office by Mrs. Melanie Chavis.

1st Infraction - Letter restating tardy policy will be sent to parent and must be signed and returned to school.

2nd Infraction - Warning letter sent to parent/guardian; signature required and returned to school.

3rd Infraction - Send parent/guardian conference letter; during conference the parent/guardian must sign a form that states he/she attended the conference. The conference form will be filed in the student's cum folder.

4th Infraction – After School Detention (2 days) – LA-15 form is sent to the school board.

5th Infraction - After School Detention (2 days)

6th Infraction - In-School Suspension (3 days)

7th Infraction - Out of School Suspension (3 days)

8th Infraction - Out of School Suspension (3 days) and 2nd LA-15 form sent to the school board.

Any tardiness between classes will be kept by the individual teachers.

Note: If a teacher cannot get in touch with a parent, a parent/guardian conference form will be sent home stating that the student will not be able to return to school without his/her parent/guardian.

MINOR OFFENSES

Examples

- Following Instructions
- Staying on Task
- Getting Teacher's Attention
- Accepting Criticism/Feedback
- Accepting "No for an Answer"
- Asking Permission
- Disagreeing Appropriately
- Listening
- Using Appropriate voice Tone
- Asking for Help
- Giving Criticism
- Working with Others
- Waiting Your Turn
- Minding Your Own Business
- Resisting Peer Pressure
- Proper Use of Materials
- Compliance to Dress Code
- Respecting Personal Space
- Being On-Time
- Staying in Designated Areas
- Proper Disposal of Trash

Major Infractions:
Safety vs Non-Safety

Safety:

- Fighting
- Weapons
- Controlled substance, under the influence
- Controlled substance, sale
- Robbery/extortion
- Imitation firearm
- Sexual assault
- Harass / threaten / intimidate witness
- Sexual harassment
- Hate violence
- Harass / threaten / intimidate individual, groups or staff
- Terrorist threat
- Soma
- Aid / abet physical injury
- Hazing
- Bullying (cyber, sexual orientation, race / ethnicity, physical/mental disability)

Non-Safety:

- Damaged property
- Stealing
- Tobacco use
- Obscene acts / vulgarity
- Drug paraphernalia—sale
- Disruption / defiance
- Received stolen property
- Sexual harassment

Below you will find Child Nutrition information that must be put in your student handbooks for SY 17-18. You may put the usual information regarding the cafeteria, however, the information below may not be omitted. It may be amended to reflect the relevance as it pertains to your school. Thanks.

Child Nutrition Services Parent Information

1) Community Eligibility Provision (CEP)

Great news! All enrolled students of the St. Landry Parish School System are eligible to receive a healthy breakfast and lunch at school at **no charge** to your household each day of the 2017-2018 school year. No further action is required of you. Your child will be able to participate in these meal programs without having to pay a fee or submit a meal application.

2) REFUNDS

Transfers

Parents or guardians must request a refund when their child leaves the district. You may submit a written request for refund on the form provided at the school cafeteria. 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 right away.

Graduates

Parents of graduates must submit their refund request prior to the day of graduation.

Existing Students

Any parent requesting a refund for an existing student should submit their request before the last day of the school year.

Refund checks are mailed. Refunds will not be granted after the last day of the fiscal year (June 2017). You may also come to the Child Nutrition Department and we will be happy to help you.

Note: Credit balances (money left on an account) for existing students will be carried forward to the following school year.

5) 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 Schools

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.

Seafood at School

Some schools will not be allowed to have seafood on campus. The head nurse will make the determination at the beginning of the school year as to which schools will not be allowed to have seafood on campus. **There will be no seafood on any campus until the student allergy list is released.**

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.

Students at the high school level (9-12) may use the microwave if available; however, it is at the discretion of each principal. If microwave use is allowed, the following should be adhered to:

- There should be adult supervision when students are using the microwave.
- Adults and students must remain by the microwave when it is being operated.
- Operating instructions should be available to users.
- Instructions for safe use of the microwave should be provided.

Parent Communication

Student information, attendance, and grades can be checked using J Campus.

Parents must obtain Parent Portal letter from the school.

J Campus best works in Google Chrome or Firefox.

***PLEASE FOLLOW THE DIRECTIONS BELOW TO CREATE A STUDENT PROGRESS ACCOUNT TO MONITOR YOUR CHILD’S PROGRESS IF YOU DO NOT HAVE ONE:**

1. Go to www.slp.k12.la.us.
2. On the menu bar under the “St. Landry Parish School Board” title, click, “I Want To--(To the left of “Contact Us”).
3. Click the link labeled “View My Child’s Grades”.
4. On the right, click “Register New User”. A webpage asking for “Relationship”, “Last Name”, “First Name”, and PSN Number” will be displayed.
5. Use your information printed at the bottom of this page to enter your information in the matching places on the website, then click “Continue”.
6. A page to create your login and password will appear, along with security questions in case the password is forgotten.
7. After completing the account information, you will be directed to the start screen.
8. Click your child’s picture icon to view details that will be available.
9. To access the Help system: Click “ Help” on the login page, OR, in the student listing page, on the far right, click “Action” then “Help”.

Northeast Elementary Parent-School-Student Compact

2017-2018

The student, staff, and parents all share in the responsibility to guide each student in achieving his or her greatest potential.

Parent/Guardian Agreement

It is important to have my child reach his/her full academic potential. Therefore, I will encourage him/her by doing the following:

- See that my child attends school regularly.
- Establish a time and place for homework and check it regularly.
- Model respect by going to the teacher first about concerns, trying to keep lines of communication open, and understanding that there are two sides to every issue.
- Set an example for my child by making learning a lifetime adventure.
- Encourage daily reading at home.

Parent Signature _____

Student Agreement

It is important that I do the best that I can. Therefore, I will do the following:

- Have my homework completed and turned in on time.
- Always try to work to the best of my ability.
- Show respect for my school, other students, and myself.
- Follow the rules at my school and home.
- Believe that I can learn and I will learn.

Student Signature _____

Teacher Agreement

Students must be given the opportunity to succeed. I will do the following:

- Provide an environment conducive to learning.
- Provide open communication with parents, students, colleagues, and community.
- Seek ways to involve parents in classroom activities.
- Maintain an open line of effective communication with my students and their parents, in order to support student learning.

Teacher Signature _____

PLEASE RETURN TO YOUR CHILD'S TEACHER

CUT ALONG DOTTED LINE. COMPLETE AND RETURN TO YOUR CHILD'S TEACHER

SCHOOL

STUDENT

TEACHER

GRADE

I HAVE READ THIS BOOKLET AND UNDERSTAND ALL THE INFORMATION THAT IS ENCLOSED.

PARENT SIGNATURE

DATE

Northeast Elementary School Tigers



Future Leaders of Tomorrow

