

A.A. Nelson Elementary



STUDENT HANDBOOK

2016-2017

Adam Caldwell, Principal

Lisa Dietz, Assistant Principal

Welcome	3
Lunch Fees	4
District Calendar	5
A.A. Nelson Mission, Beliefs, Goals	6
Registration	6,7
Procedures, Immunizations, Emergency Information, Legal Custody, Transfers	
School Support	8
PTO, Partners in Education, Volunteers, School Board/System	
Health Services	9,10
Vision/Hearing, Medication, Lice, Insurance	
Parent/Visitor Information	10-12
Secretaries, Crossing Guards, Security Officer, Emergency Procedures, Building Compliances, School Safety	
Student and Parent Responsibility	12-17
Attendance, Arrival/Dismissal, Tardies/Early Check-Outs, Illness, Grooming, Uniforms, Supplies, Homework	
Transportation.....	18-19
Bus, Car, Walkers, Bicycle	
Nutrition/Recess	20-21
Academic Information	22-26
Grading, Banner Roll, Honor Roll, Recognition, Standards/Benchmarks, Evaluation, Promotion/Retention, Homework, Report Cards, Field Trips, Lost and Found	
Attendance	26-29
Discipline.....	29-32
Programs	32-34
Extra Curricular.....	34
Other Important Information	34-42
Pets, Messages, Games, Money, Parties, Extended Day, Parking, Fund Raising, Helping Others, PTO, End of the Year, Notices, Forms, Message from Child Welfare & Attendance, Internet Policy, Photo Release	

Dear Parents,

Welcome to A.A. Nelson Elementary School. Our goal is to provide enriching, rewarding, and challenging educational experiences for all students while striving for continuous improvement. Parents, students, and our community are a very important part of the ongoing process of school improvement. We are very proud to be accredited by AdvancEd.

This handbook has been prepared as a quick, handy reference for parents and students regarding most rules, regulations, and general information. Please take time to read through it thoroughly, keep it handy for future reference, and check with the school office regarding additional school and school system policies as they are subject to change.

Thank you,
Faculty and Staff
A.A. Nelson Elementary

A.A. Nelson Elementary School
1001 Country Club Road
Lake Charles, LA 70605
217-4790 Fax: 217-4791
<http://www.cpsb.org/nelson>

(E-mail – most teachers can be e-mailed by using their first name.last name@cpsb.org)

PrincipalAdam Caldwell
Assistant Principal.....Lisa Dietz
Counselor Linda Pickering & Erin Bentley
Attendance SecretaryKelly Streete
Financial Secretary Terri Louviere
Cafeteria ManagerTracey Nichols
Extended Day DirectorJoAnn Cormier

7:10 A.M..... **Students cannot arrive at school before this time** unless in A.M. daycare.
7:45 A.M..... Students report to classroom
7:45 A.M..... Students arriving after this time are considered tardy.
***After 7:45 a.m. a parent must sign in a student in the front office.**
10:15 A.M. – 1:15 P.M.....Lunch Periods
2:30 P.M.Pre-K Dismissal
2:55 P.M.... Only Kindergarten and 1st grade students may be picked up at the café door.
3:25 P.M. All students should be picked up unless enrolled in Extended Care.
Length of School Day for Students7:45 A.M. – 2:55 P.M.
Length of School Day for Teachers.....7:30 A.M. – 3:25 P.M.

Lunch Fees

Monthly Payment Schedule for SY 16-17	Days/Month	Breakfast-Full Price	Breakfast-Reduced Price	Breakfast Teacher	Breakfast Visitor	Lunch K-5	Lunch 6-12	Lunch - Reduced Price	Teacher / Adult	Visitor
Month		\$0.50	\$0.30	\$1.50	\$2.00	\$1.35	\$1.50	\$0.40	\$3.00	\$4.00
August	14	7.00	4.20	21.00	28.00	18.90	21.00	5.60	42.00	56.00
September	21	10.50	6.30	31.50	42.00	28.35	31.50	8.40	63.00	84.00
October	20	10.00	6.00	30.00	40.00	27.00	30.00	8.00	60.00	80.00
November	15	7.50	4.50	22.50	30.00	20.25	22.50	6.00	45.00	60.00
December	12	6.00	3.60	18.00	24.00	16.20	18.00	4.80	36.00	48.00
January	20	10.00	6.00	30.00	40.00	27.00	30.00	8.00	60.00	80.00
February	18	9.00	5.40	27.00	36.00	24.30	27.00	7.20	54.00	72.00
March	21	10.50	6.30	31.50	42.00	28.35	31.50	8.40	63.00	84.00
April	14	7.00	4.20	21.00	28.00	18.90	21.00	5.60	42.00	56.00
May	18	\$9.00	5.40	27.00	36.00	24.30	27.00	7.20	54.00	72.00
Total for Year	173	\$86.50	\$51.90	\$259.50	\$346.00	\$233.55	\$259.50	\$69.20	\$519.00	\$692.00

\$2,517.15

Reporting Days

Students Report 8/12
 Students' Last Day 5/24

Holidays/Inservices*

Students Do Not Report
 on the Following Days
 School System Offices Closed 7/4
 System-wide Inservice 8/8-9
 Teacher Inservice at school... 8/10-11
 Paraprofessionals report to work
 Labor Day 9/5
 Teacher Inservice at school..... 10/10
 Election Day 11/8
 Veterans Day 11/11
 Thanksgiving 11/21-25
 Christmas 12/19-30
 Teacher Inservice at school..... 1/2
 MLK Day 1/16
 Mardi Gras 2/27-3/1
 Teacher Inservice at school..... 3/13
 Easter Break 4/14-21
 Last day for students 1/2 day 5/24
 Teacher Inservice 5/25-26

Nine Weeks Periods

1st 10/13
 2nd 1/6
 3rd 3/15
 4th 5/24

State Testing**

LEAP ELA/Math/Sci. (3-8) TBA
 EOC Fall CBT TBA
 EOC Spring CBT TBA
 PLAN (10) CBT TBA
 ACT (11) PBT TBA
 LAA1 PBT TBA
 ELDA PBT TBA

Calendar Code

- Reporting Periods
- School Holiday
- System-wide Inservice
- Teacher Inservice at school
- Nine Weeks Period Ends
- Time Change



Calcasieu Parish School Board

BUILDING FOUNDATIONS FOR THE FUTURE

Karl Bruchhaus, Superintendent

2016-2017 District Calendar

July 2016							August 2016							September 2016						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2		1	2	3	4	5	6					1	2	3
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24
24	25	26	27	28	29	30	28	29	30	31				25	26	27	28	29	30	
31																				
October 2016							November 2016							December 2016						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1			1	2	3	4	5					1	2	3
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31
30	31																			
January 2017							February 2017							March 2017						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7				1	2	3	4				1	2	3	4
8	9	10	11	12	13	14	5	6	7	8	9	10	11	5	6	7	8	9	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18	12	13	14	15	16	17	18
22	23	24	25	26	27	28	19	20	21	22	23	24	25	19	20	21	22	23	24	25
29	30	31					26	27	28					26	27	28	29	30	31	
April 2017							May 2017							June 2017						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1		1	2	3	4	5	6					1	2	3
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24
23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30	
30																				

*Holidays for sales tax and data processing may vary as necessity dictates, subject to approval of the Superintendent.

**The calendar will be revised to include state testing dates once the schedule is determined by the Department of Education.

MISSION

The A.A. Nelson Elementary School Mission Statement:
“**Learning to Positively Change the World**”

REGISTRATION

Office Hours – 7:45 A.M. – 3:25 P.M. each school day

Registration Procedures

Students must meet age, immunization, residence, achievement and transfer (if applicable) requirements for entering school.

Age Requirements

- Pre-Kindergarten – four years of age on or before Sept. 30 of current school year
- Kindergarten – five years of age on or before September 30 of current school year
- First Grade – six years of age on or before September 30 of current school year
- Other Grades – based on chronological age and records from transfer school

Age Verification

All children upon entering a Calcasieu Parish school for the first time are required to present a certified or original copy of their official birth certificate. Children born in Louisiana will be given a fifteen-day grace period to secure a copy. Children born out of the state will be given a thirty-day period.

Items Necessary for Registration

- Proof of residence – Child Welfare and Attendance permit obtained by showing proof of address at Rosette Annex, 2423 Sixth Street, Lake Charles, 437-1204
- Birth certificate
- Immunization records
- Records from transfer school, if available
- Social Security card – showing SS number
- **Out of Zone Approval, if necessary – Must meet requirements. It is the parent's responsibility to be aware of out-of-zone conditions.**

Immunizations

All students must furnish proof of up-to-date immunizations as required by law. Students not meeting the immunization requirement will be given 10 days to comply. All students should meet immunization requirement by October 15.

Emergency Information

A **responsibility** and duty of each parent or guardian is **to provide** the school with information needed to notify the parent, guardian or designee should an emergency occur or a need arise. According to state guidelines, a school should be able to get in touch with a parent or guardian within a reasonable amount of time during the school day. At the beginning of the year or at the time of registration each student will be given a form requesting emergency information. This information will include the child's full name, 911

address, mailing address, social security number, parent work numbers, emergency contacts (with identifying information – SS #, Driver's License #, etc.) plus any pertinent information regarding your child. **It is the parent's responsibility to provide the school with as many numbers as necessary for the parent to be reached should an emergency arise.**

Parents have 24 hours from time of registration to provide emergency numbers.

Parents must notify the office of any change in address, phone, place of work or any other emergency information. If a parent will be out-of-town or away from a telephone, the office should have other telephone numbers or a way to get in contact with someone who can make decisions on behalf of the student. For the safety of our students, emergency information forms may also include information which would identify those persons should it become necessary for the school to contact them, SS #, Driver's License #, etc.) to pick up your child from school.

The emergency information form should also include any and all medical/health concerns regarding your child as well as the name of a person or persons allowed to check out a student and/or give permission for someone else to check out a student.

Legal Custody

When the legal custody of a student has been judicially assigned to one parent or legal guardian, a certified copy of the judgment should be presented and kept on file in the school office. In the absence of a legal document, the child may be released to either parent providing the parent is listed on the birth certificate. Parent must present current identification. Should questions arise, the school board attorney will be contacted for a decision.

Transfer Students

When a student transfers to another school, **parents** need to notify the school office in advance (24 hrs.) so that the necessary paperwork will be ready when the child leaves. **Processing the transfer paperwork does require time and the attention of the classroom teacher.** Also, cafeteria records must be cleared before 1:15P.M. The official withdrawal form will be released when all fees are cleared (lunch money, library books, workbook money, fundraiser money, etc.) and when the teacher is free from instructional duties so grades and attendance can be calculated. Out of respect to our other students, a teacher will not interrupt classroom instruction to calculate grades/absences.

Pre-Kindergarten Students

Pre-Kindergarten (Pre-K) students are a very important part of the educational program at A.A. Nelson Elementary. Our program is a LA4 Program, and we must follow the guidelines specific to that program. Students who fail to meet attendance or discipline requirements may be dropped from the Pre-K program. In-zone Pre-K students are given enrollment preference, provided all paperwork has been completed in a timely manner. Pre-K teachers will provide additional information specific to Pre-K.

SCHOOL SUPPORT

PTO

We are very fortunate at A.A. Nelson to have an outstanding, supportive Parent Teacher Organization (PTO). Through the collaboration of parents, faculty and staff, our fundraising events have been most successful. As additional activities are planned, we encourage everyone to participate. Statistics indicate that children perform much better on their schoolwork when their parents are involved in school activities.

A list of PTO officers may be obtained from the school office.

According to Calcasieu Parish School Board policy all school organizations, including parent teacher organizations, are under the direction of the school principal. Therefore, all school and school system policies and procedures must be followed.

Partners in Education

If any area business is interested in partnering with our school, please contact erin.bentley@cpsb.org or the front office at 337-217-4790.

Volunteers

We are also very fortunate to have a number of volunteers –some are parents, some are from the community, husbands of faculty and staff members, retired teachers, grandparents, etc.

Some volunteers work a day, some a week, some an hour, some hang in there with us until the end of the year – everyone can give something and it makes the load lighter on the rest of the volunteers. Some run off papers, some help with bulletin boards, some help with the collection of things, etc. The jobs to be done are many and varied. This group works tirelessly until the jobs are done. Volunteering at the school can be one of the most rewarding experiences. Your talents can be used in a variety of ways. Think of the things you can do. Send the teacher a note and offer your assistance.

Everyone is encouraged to get involved and offer to help. Volunteers are truly needed and appreciated. Also, when you volunteer you are also modeling for your child the importance you place on your child's education.

School Board Members

Board members for A.A. Nelson Elementary are Mr. Eric Tarver, Mr. Dean Roberts, Mrs. Annette Ballard, and Mr. Ron Hayes. They are more than happy to help with any suggestions you may have to improve the A.A. Nelson Elementary learning environment.

HEALTH SERVICES

Vision and Hearing Screening

Students in grades K, 1, 3, and 5 are scheduled for screening each year for vision and hearing. If a problem is detected, the school nurse will notify parents. A parent or teacher may request a vision or hearing screening for any student at any time.

Medication Given at School

The medication policy in effect for all Calcasieu Parish Schools states: NO medication can be given at school without the signed consent of the parent and physician prescribing the medicine. The NO medication policy also applies to creams, ointments, topical antiseptics and cough drops. Over-the counter items follow these same guidelines. This protects you, your child, and the other children.

In order for medication to be dispensed by school personnel, procedures, and policies established by the Calcasieu Parish School Board and the State of Louisiana to allow for medication dispensation must be followed. When a parent decides the necessity for the school to administer medication, a medication procedure packet should be requested. The form(s) included in the packet must be properly completed and signed by a doctor and parent. All medication must be properly labeled with the child's name, physician, pharmacy, and name of medication, dosage and exact time for administering. **The information on the medication label of the medicine bottle must exactly match the information provided on the required medication form signed by the physician or the medication will not be accepted.** (Example: The label cannot state "Take one tablet at Noon" with the form stating "Take one tablet at Lunch" – **everything** must **match** exactly.)

For the safety and well being of your child, processing the initial paperwork requires strict compliance to the CPSB policy and does require a reasonable amount of time. School personnel must follow the established guidelines. This is for your child's protection. If a parent has questions or comments regarding these procedures, the Calcasieu Parish School Board Nursing Department should be contacted.

Medication should never be sent to school with a child. A procedure is in place for receiving medication. Medication should be brought to school during school office hours (7:45 A.M. – 3:25 P.M.); however, parents who bring medication to school between 7:45 A.M. and 8:00 A.M. should expect a small wait until morning procedures are completed.

Those who find these safe measures a problem are certainly free to come to school and administer medication to their child. However, you are required to fill out a medication log listing the medication, dosage, amount, and time medication is given to your child.

If your child is on medication to be taken by mouth, you will be asked to provide the needed supply of disposable drinking cups – at least one for each day of the school year.

Communicable Diseases

For the safety and welfare of the entire school, any student that has or may have (until a physician's diagnosis is made) a condition that is contagious cannot remain at school. The school nurse should be contacted if parents have questions.

Hypersensitive Students

A list of students who have been diagnosed by a physician with a particular sensitivity is maintained in the office. At the onset of the school year, it is the responsibility of the parent(s) to make the notification to the school office and the classroom teacher.

Lice

School personnel periodically check for the presence of head lice or nits. Procedures established by the Calcasieu Parish School Board must be followed in order for a student to return to school. Students returning to school after being sent home for lice **must be accompanied by a parent and must bring with them the medication bottle or box used.** The school nurse or school personnel will re-check for lice as time permits. Students cannot be checked for lice before 7:45 A.M. When only one secretary is available in the office to answer the telephone and wait on the counter, parents may have to wait to have a child checked. Parent cooperation in dealing with this situation is appreciated. Students will not be readmitted to school if lice or nits remain. While we realize this may create an inconvenience for you and your child, the health and safety of the other students, faculty and staff must remain our greatest concern. Every attempt is made to handle the situation with complete confidentiality.

Student Insurance

During the first week of school, all students receive a packet containing information and a form for parents who may want to purchase *optional* student insurance.

Students who do not have insurance, cannot afford insurance, and/or who have other extenuating circumstances may be eligible to participate (free of charge) in Louisiana Children's Health Insurance Program, a total health care program for Tots thru Teens and Pregnant Women (**LaChip**). Please call the school office or 1-877-252-2447 if your child is in need of health insurance. The application is very short and easy to complete.

P a r e n t / V i s i t o r I n f o r m a t i o n

Visitor Information

All visitors and volunteers must register in the office upon arrival. A Visitor's Pass/Badge will be given and must be worn and clearly visible so as to identify the person as a visitor who has followed correct procedures. Calcasieu Parish School Board Employees wear approved school board tags but must sign in and out in the office. Schools may request that a visitor's license or car keys be left at the front office. A visitor may be approached by school personnel and asked to see the badge. Visitors should not be offended when asked to see their badges as this is for the protection of students and employees. When leaving the building, a visitor must return to the office and sign out.

Visitors (parents, McNeese observers, etc.) must obtain prior approval from an administrator in order to visit a classroom. Unannounced visits are discouraged.

This policy assures you and your child an uninterrupted and ideal learning environment as

guests in a room can be a distraction. **Observations by parents are not allowed unless accompanied or approved by an administrator.** It is not uncommon for an administrator or designee to accompany a visitor(s)/parent(s).

A visitor/parent may not interrupt classroom instruction at any time for any reason to conference with a teacher or student. Conferences should be scheduled during non-instructional time.

The principal or principal designee has the authority to determine the right to visit. Those persons not following the procedures established by the CPSB and/or Nelson Elementary, not maintaining appropriate positive behavior/language or not adhering to appropriate safety/health procedures will be asked to vacate the premises. Failure to do so may result in a call to local law enforcement agencies.

The school activity is monitored and recorded by a number of closed circuit cameras placed in various locations around the school.

School Secretaries

Mrs. Kelly Streete is the school attendance secretary, and Mrs. Terri Louviere is the school financial secretary. Julie Ogea is a part time secretary. The office is a very busy place, and these ladies do an excellent job. You will not find more helpful people than Mrs. Streete, Mrs. Louviere, and Mrs. Ogea. Your patience, understanding, cooperation and consideration are appreciated while the secretaries deal with school routines. **Please help make their job easier and avoid interruption of your child's classroom instruction by giving your child afternoon instructions before coming to school. We do understand that emergencies arise and efforts to deliver those messages at the end of the day will be made but no guarantees can be made as classes are often out of the classroom. Because of a limited office staff, many times we are simply unable to deliver messages. The best thing for a parent to do is to make the necessary arrangements before the child leaves for school. If a parent is calling the office often, a conference with an administrator may be needed.**

Crossing Guards

The Calcasieu Parish Sheriff's Department has provided the school with two crossing guards. It is imperative that students and parents follow the instructions of the crossing guards. The guards are on duty from 7:05A.M. – 8:00A.M. and from 2:40P.M. – 3:25P.M. Please thank these very dependable gentlemen for the excellent job they do.

Emergency Procedures

Regularly held fire drills, tornado drills, lockdown drills, bus evacuation drills, and other emergency evacuation practices ensure a definite plan of action in the event of an emergency. The safety of the children is of the utmost concern at all times.

In the event of inclement weather conditions or other emergencies that may necessitate the closing of schools or dismissal of school, parents, students and staff members are asked to keep tuned to their radio and television stations for definite information. If for some reason the school must be closed, this decision will be made prior to 6:30 P.M., when possible. The final decision will be the responsibility of the superintendent, or in his absence, the assistant superintendent. If students are already at school, every attempt will be made to notify parents. All persons are asked not to telephone personnel, schools, law enforcement agencies, radio or television stations because this ties up needed

communication lines. A school employee will stay at school until all children have been picked up.

The phone-based School Messenger Service will be utilized to disseminate critical information during emergency situations. Please ensure that all contact phone numbers are accurate and up to date.

School Safety

School safety is taught in the classroom. To be effective, safety must be practiced. We ask for your cooperation as we work on safe arrivals and departures from school. When dropping off children or picking up children, please watch for other children. Visitors must follow all rules. Driveways must be kept open and can never be blocked; cars cannot park double in the school driveway. **Cars cannot be parked in the driveway from 2:10 – 3:30 P.M. as this is reserved for afternoon dismissal.** The afternoon buses begin arriving at 2:15 P.M. so the driveway must be kept clear for the buses. Handicapped parking is available near the front entrance.

Children are to be dropped off in the morning at the front driveway only. **An adult must walk children being dropped off at any other place other than the front entrance.** Parents may use the Market Basket parking lot to park and **walk their child to school.** Parents should not park in front of the Market Basket sidewalk leading to the school.

For the safety of the child, students must exit the car through the doors on the passenger side. During afternoon pick-up, parents should never signal for a child to cross without the escort of a duty teacher.

For the safety of the entire school community, **drivers should not be using cell phones** on the school property during morning drop-off or afternoon pick up procedures.

Parents using Sale Lane are asked not to pull into the driveway or turn around in the driveway of the houses on the corner of Sale Lane and Country Club Road. Please respect the owner's privacy and request.

For the safety of all students, rolling book bags for Pre K, K, 1st and 2nd graders are not permitted.

STUDENT AND PARENT RESPONSIBILITY

Attendance

The Louisiana Compulsory School Attendance Law, R.S. 17:221 mandates that all children between the ages of seven and eighteen must be enrolled in a public or private day school or have an application on file for home schooling. This State Compulsory School Attendance law also applies to any child below the age of seven who legally enrolls in school.

Louisiana law requires that an elementary student must be in attendance 160 days of a school year in order to be considered for promotion. Students who miss an excess of twenty (20) days of school per year without approved documentation of extenuating circumstances may be denied credit. Parents who are in violation of the Compulsory

Attendance will be referred to the Juvenile Justice Truancy Center and/or the 14th Judicial District Truancy Court. Parents may be fined up to \$250.00 or imprisoned for up to 30 days or both. Absences are considered “excused” when written notification has been given by a medical doctor.

The Truancy Assessment and Service Center (TASC) was established to provide for early identification and assessment of truant students. The following guidelines are used for referrals:

1. Elementary students with **5 or more unexcused, unexplained, or undocumented absences.**
2. Elementary students with **excessive tardies and/or early checkouts.**

Arrival and Dismissal

Students should arrive at school between 7:10 and 7:45 AM. The first bell rings at 7:45AM, and the instructional day begins at that time. Students who arrive after 7:45 AM **must be signed in by a parent** in the school office and are considered tardy. Classes are officially dismissed at 2:55 P.M. **(No checkouts will be allowed from 2:30PM until dismissal.)**

First bus loads, walkers, and those being picked up by a parent who has parked somewhere other than the circle driveway is dismissed beginning at 2:55PM. Dismissal is staggered to ensure the safety of students. Students are expected to leave the building in an orderly manner. **According to fire safety codes, parents who wait for their children must wait in an area away from the doors and the front porch/walkway area so as not to block the exit. A portion of our cafeteria is available for parents as a waiting area.**

Students not picked up by 3:25PM will be sent to the Nelson Extended Daycare. The parent is responsible for paying the daycare fees, registration, insurance, etc. A parent may be requested to complete a sign-out sheet giving the reason for the late arrival/pick-up. This sheet is an official school record. Please note: School personnel (except daycare workers and custodians) are dismissed at 3:25PM and should not be expected to assume the responsibility for a student(s) not picked up by the 3:25PM pick-up time.

After the first week of school, parents of K-5 students are not allowed to walk students to the classroom doors. Pre K parents may need a little longer, so we allow 5 – 7 days – until a safe routine can be established. Because we have approximately 730 students, we ask that this be respected. An administrator/designee will be happy to assist with any situation, if a parent will just let us know.

Tardiness/Early Check Outs

Any student not in their classroom by 7:45 A.M. will be marked tardy and must check in through the office and the cafeteria. Being punctual at the beginning of each class is important. **Every effort should be made to arrive at school on time.** Children, who come in late, even 5 minutes late, often take as much as an hour or so to get settled down. When a student enters a classroom after instruction begins other students are often detained while this one student “collects” himself. Excessive tardiness is a suspendable offense. At the fifth tardy and/or early check out in a nine-week period, a student may be recommended for suspension.

A parent, guardian or other adult must sign in children who are tardy. **No student who arrives after 7:45 A.M. should enter the school without an adult.**

STUDENTS CHECKING IN BEFORE 11:29 ARE CONSIDERED TARDY. STUDENTS CHECKING OUT BEFORE 9:35 AM ARE CONSIDERED ABSENT ALL DAY. STUDENTS CHECKING OUT BETWEEN 9:36 AND 11; 30 ARE CONSIDERED ABSENT ½ DAY. CHECK OUTS AFTER 11:30 P.M. BUT BEFORE DISMISSAL IS CONSIDERED EARLY CHECK OUTS AND THE ATTENDANCE RECORD IS LOGGED ON THE ATTENDANCE RECORD. Students who miss more than 1 hour of a day's instruction cannot be given credit for an entire day's attendance. A student must attend 3 ½ hours to receive ½ day attendance.

Every attempt should be made to limit tardies and early checkouts. Those students with excessive tardies and/or early check outs must be referred to the Truancy Assessment and Service Center who works with the 14th Judicial District Court.

Early check-out Prohibited Time Zone (PTZ) occurs daily from 2:30 – 2:55. In other words, students may not check out during this time frame. No one will be called to the office during this time. Final preparation and dismissal procedures occur at this time.

When a student needs to check out, the student will be called to the office when the parent arrives. Telephone calls asking to have the child waiting for the parent in the office are not acceptable.

Please note that students may only check out with a person listed on the emergency card unless we are notified by the parent or guardian and/or unless approved by an administrator.

Illness at School

School personnel will do their best to assess the problem and determine the suitable course of action. Determining the nature of the illness is a judgment call. If your child becomes sick while at school every attempt will be made to notify you. When the school telephones a parent to pick up the child, the parent should arrive within a 30-minute period. For the safety and well being of others at school, children who are ill cannot remain at school. Students who have fever cannot stay at school. A student should be free of fever for 24 hours before returning to school.

Parents should have on file at school a list of emergency numbers to be used in case a child becomes ill at school.

Dress/School Uniforms, Grooming, & Supplies

Guidelines for acceptable, normal, good grooming should be taught and enforced in the home by the parents as part of their responsibility in training their children for responsible citizenship. All students are expected to be responsible in their dress and grooming by avoiding extremes and manifesting self-discipline with regards to these regulations. Cleanliness is most important. Students should maintain appropriate hygiene.

Any problem/situation arising from dress/appearance that is deemed a potential safety/learning concern shall be addressed by an administrator. Repeated failure to comply with dress regulations may result in disciplinary action, including In School

Suspension (ISS) and/or suspension. Parent attention and cooperation is greatly appreciated.

The policy of the Calcasieu Parish School Board shall be that no mode of attire will be considered proper for school wear that distracts or disrupts classroom and school decorum. Cleanliness shall be a basic consideration. Research indicates that student dress helps set the pattern for classroom behavior and academic performance. Clothing and/or appearance(s) that distract or disrupt normal classroom routines are considered improper.

School Uniforms

Students attending Pre-K-12 schools in Calcasieu Parish Public Schools shall be required to wear official school uniforms. Periodic uniform checks are done. Notes are sent to parents. Repeated uniform violations may be perceived as “Habitual Violation of School Rules” and could result in a school suspension. Uniforms shall be the same for all schools as follows:

- Uniform shirts will be white, hunter green, or navy blue polo/golf style shirts (short or long sleeves with a collar) or shirts that button down the front with a collar. **No emblem, logo, decoration, or decorative trim** is allowed.
- White, hunter green or navy blue, turtlenecks with **no emblem, logo, decoration or decorative trim** are acceptable. Turtlenecks can be worn separately or under uniform shirts.
- T-shirts (solid white, hunter green or navy blue) will be allowed under the uniform shirt.
- Spirit shirt/club shirt may be worn every day.
- Administrators may option to have students wear the official school logo on the school’s designated shirt.
- **Shirts must be tucked in at all times for grades 3rd, 4th, 5th.**
- Khaki (shades may vary) or navy blue pants, skirts, shorts, skorts, or jumpers must be uniform style and color (no blue jeans, no corduroy or wind-suit materials, no sweat pants, no stretch pants or leggings, no spandex, no baggy pants, no bell-bottoms, no carpenter or cargo styles, no hip-hugger, no side-knee pockets). **Emblems, logos, or decorations are not allowed.**
- Shorts and skorts must measure (front and back) no shorter than three inches above the knee and no longer than mid-knee. Skirts and jumpers must measure no shorter than three inches above the knee.
- **Belts** should be black, brown, navy blue, hunter green, or khaki with no emblems, logo, or decoration and must be worn with slacks and shorts that are designed to have belt loops. **Belts must be visible and worn around the waist. Belts are optional for Pre K, Kindergarten, and first grade students only.** Students who receive habitual violations for failure to wear a belt may be referred to an administrator and may be sent to In School Suspension (ISI).
- Socks (or stockings for girls) are required and should be hunter green, navy blue, khaki, or white with **no emblem, logo, or decoration** and **must cover ankle and be visible**.
- Appropriate shoes must be worn. Tennis shoes are recommended for all students. Thongs, sandals, or crocs are not allowed in elementary grades.
- Acceptable outerwear for classroom is limited to include sweater, sweater vest, sweatshirt, and light jacket. During class time, jackets are to remain open – not zipped or buttoned. Colors for classroom outerwear include khaki, navy blue, hunter green,

and white. **No emblem, logo, camouflage, or decoration** is allowed on classroom outerwear. **The uniform shirt must be worn under outerwear.**

- Heavy coats and jackets worn to and from school and/or outdoors are not restricted, but **recommended to colors of navy blue, white, khaki, and hunter green.**
- No headwear shall be worn on campus with exception of knit caps, in extremely cold weather and should be removed when indoors. **No hooded garments may be worn except school spirit sweatshirts.**

*If a student needs a jacket, please contact the administration so that accommodations can be made.

Other Dress Code Regulations

- Prohibited items include bandannas, hair rollers, **extremes in hair styles/length**, psychedelic hair colors, lines, letters, or designs shaved in the head. Hair that covers the eyes presents a safety concern and therefore is not permitted. Dyed hair is prohibited.
- Sunglasses, nose rings, visible body piercing, and excessive or inappropriate jewelry are prohibited. Dangly or hooped earrings are also prohibited.
- Acrylic nails or false nails of any sort are prohibited for any aged student.
- Prohibited items include excessive and inappropriate makeup, painted faces (or other visible body parts), inappropriate tattoos, and stick-on tattoos.
- Clothing worn is not to be suggestive or indecent.
- Clothing, jewelry, and general appearance are not to be of the type that would cause a disturbance or distract or interfere with the instructional program.
- Clothing, jewelry, and general appearance are to be such as not to constitute a health or safety hazard. Hoop earrings should not be worn.

Principals may declare spirit or club days and allow students to wear school spirit shirts or dress up days (i.e., when school pictures are scheduled) or allow students to wear other uniforms such as Boy Scouts, Girl Scouts, cheerleaders, band, chorus, etc. Questions about uniforms should be referred first to the school authorities, then to the central office staff.

Student's hair should not be bleached, tinted, or colored in a way that causes a distraction from learning. Designs may not be shaved in the head. Boy's hair must be no longer than collar length and of reasonable length.

Over-sized t-shirts and clothing should not be worn as this does present a safety concern. School wear should not present a safety concern for the students, other students, or the faculty and staff at A.A. Nelson Elementary. No mode of attire will be considered proper for school wear that distracts or disrupts classroom and school decorum/learning. The principal of each school will make the final decision as to what is considered proper or improper. Parent's cooperation is expected and appreciated. Students not adhering to School Board/Nelson policy regarding uniforms are subject to disciplinary action. Situations will be dealt with on an individual basis. Students are first given a verbal warning that they are not in compliance with the uniform policy followed by at least one written warning. Parents/Guardians are then notified. If the student continues to be non-compliant, school personnel will schedule a parent and/or student conference.

School Supplies

School supplies are a necessity. Every student is expected to come to school with supplies necessary for learning. It is the responsibility of the parent to see that their child has supplies.

Class fees should be paid by October 1, 2016. If a parent is unable to pay fees, please contact the school principal or assistant principal to make them aware of the situation. The school supply list has been approved by the directors of elementary education.

Book Bags

Rolling Book Bags are not permitted for Pre K, Kindergarten, First and Second Graders. These bags present a safety concern for younger students.

Homework/Home-Learning

Students are expected to complete all homework assignments. Parents should not ask a teacher to excuse a child from doing an assignment except in extreme situations. If your child seems to take an excessive amount of time on homework, please consider scheduling a conference with the teacher to determine the nature of the problem. There is a possibility the student is not on his/her grade level, lacks time management skills, or is not completing class work (which is different from homework). Other possibilities exist.

Student Responsibility

To best maintain order in school and establish an environment conducive to learning, it is the responsibility of the student to respect the rights and privileges of other students, teachers, and staff. It is the responsibility of the student to arrive at school with the appropriate materials and assignments. It is also the student's responsibility to obey all school rules and to behave in an acceptable manner. Students who do not accept their responsibility will be dealt with in an appropriate manner. See School Discipline.

Any student who has a weapon(s) in his/her possession on campus will be recommended for expulsion and law enforcement notified.

TRANSPORTATION

No student should be dropped at school before 7:10 A.M.

Students dropped off at school prior to 7:10 will be sent to daycare.

A teacher is **not on duty** and dropping students before this time is not allowed because it is not safe (*and may be considered abandonment*) to leave a child unattended.

Before and after school day care is available. If you have a need for this service, contact the school office.

At the beginning of school, parents instruct the teacher as to how the child is to go home.

Unless a signed note from a parent/guardian is sent to school, the child will be dismissed using the normal procedures.

Calls to the school to change departure arrangements for a child should be infrequent.* Students feel much better about the day's activities, when those arrangements have been made **before** the child leaves for school.

*Please note – every attempt is made to deliver messages left for students during the school day. However, because of various circumstances (no intercom, class not in the room during message delivery time, etc.) delivering a message is not always possible.

Bus Students

Transportation is provided for students who reside further than one mile from school or approved special education students whose parents request transportation through the Individualized Education Plan (IEP). Students are under school supervision while on the bus and any misbehavior may result in the loss of the privilege of riding the bus, principal's discipline and/or school suspension. Safety is of most importance. Riding the bus is a privilege. Many buses are equipped with cameras. The bus driver may send video tapes to the principal.

Bus drivers are not permitted to allow students or adults to ride their bus unless they are regular riders assigned to that bus. This policy is covered under school bus regulations as stated in Circular 1262. Students who are not eligible cannot ride a bus to attend birthday parties, slumber parties, scout meetings, etc.

In the event that a child is staying in someone's home for a period of time, the parents should contact the school office to request permission for the child to ride the bus. Parents must send a note to the driver when the normal stop for their child is to be changed. The bus driver has specified stops and can drop students at those stops.

Please check with the office to find out the number of the bus and the name of the bus driver for your child. It would be a good idea to have this number in your telephone book.

A student who rides the afternoon bus will be put on the bus unless a note signed by the parent is sent to the classroom teacher.

***Students may be suspended from the bus. This is determined by the school administration.**

Car Students

Students who are transported to and from school by car are to be dropped off and picked up at the front entrance. Having your child meet you anywhere else on school grounds or across the street poses a threat to his/her safety and you are asked not to do this.

Parking and meeting your child is a much safer habit. Parents who use the Market Basket parking lot must walk their child(ren) across the cement walkway and school driveway assuring their child's safety. Parents may NOT park in the school yard or cross students.

When dropping off students in the morning, students should exit the car as quickly as possible so as not to block the circle driveway for other parents. Students should exit on the right side of the car.

If you use the circle driveway and your child takes extra time to exit the car, you may be asked to park and assist your child rather than having school personnel and other parents detained. For everyone's safety and in consideration of others, every attempt is made to keep the circle traffic moving.

Walkers

Students who walk home are expected to follow dismissal procedures for walkers.

Students who walk to and from school are also expected to go directly home upon school dismissal. Plans regarding your child's transportation arrangement for inclement weather should be made prior to your child leaving for school so that your child will know what to do and not have that worry or concern during the day.

Bicycle Riders

Students who ride their bicycles to schools are to park them on the bicycle racks provided. Parents are encouraged to provide locks to insure that bicycles will not be taken. The school is not responsible for bicycles parked at the school.

All students must be picked up by 3:25 p.m. After 3:25 p.m. parents must come into the office and sign the Sign Out Sheet in the office. Students who are not picked up by 3:25 p.m. will be asked to call home. Excessive tardiness will be reported. We do understand that from time to time emergencies do arise. Should this be the situation, please call the school office and make us aware of the situation so we can inform your child and make the proper arrangements to see that your child is cared for until you arrive. All school personnel (except custodians and daycare) are dismissed at 3:25 P.M. and are not available to care for students not picked up.

If a student has a problem on the way to or from school, it should be reported to the school office.

NUTRITION

Students are encouraged to participate in the meal program. The cafeteria staff does an excellent job and makes every effort to make meal time an important part of the school day. Free and reduced meals are available (see Free/Reduced Program).

The Calcasieu Parish School Board does not allow for the charging of meals. All meals should be paid in advance. A new policy for delinquent charges may be forthcoming. Should the principal make an exception and allow a student to charge for a lunch, the **principal** becomes **personally responsible** for seeing that the money is paid. If for some reason your child is allowed to charge, **parents should have the courtesy to pay upon the first request to make payment.**

Please note the **date on the cafeteria bill as it reflects money owed as of that date** – parents not paying as of that date will need to include additional money to cover added days/meals.

If for some reason a student has **one or more charges**, the principal or designee may have the student call home for the money or a lunch. There is no advance payment taken for the breakfast program and absolutely no charging allowed for breakfast.

The cafeteria manager keeps very accurate computer records. Should you have questions, please feel free to contact her. She can be reached in the cafeteria office from 7:00 a.m.-1:15 p.m.

Parents are extended an invitation to eat with their children when space and numbers permit. Please call the cafeteria manager the day before you plan to eat to see if accommodations can be made. The cost of lunch for parents and visitors is \$4.00; breakfast cost is \$1.15.

Out of consideration and courtesy for the other students, fast foods (McDonalds, Burger King, Popeye's, etc.) should not be brought into the school cafeteria. Students are not allowed to bring carbonated drinks to school, unless requested by the teacher (which is usually only for field trips.) New health regulations for students include no carbonated drinks shall be sold for students at school for the elementary grade level

Menus

Menus are posted in the local newspaper, on KPLC, the school newsletter and on our website. Menus are subject to change. Please note: *The cafeteria manager may substitute any item and is not required to serve every student, even students in the same class, an identical meal.*

Breakfast (Cost of meals is subject to change.)

A hot nutritious breakfast is available to all students each day from 7:10 until 7:45 A.M. in the cafeteria. The cost for breakfast is \$.40; reduced price is \$.30.

Students should not bring donuts, McDonald's, etc. into the cafeteria in the morning.

If a non-bus student does not arrive before 7:45 A.M. a breakfast may not be served. (Just like McDonald's, there comes a time when breakfast is no longer served.)

Lunch (Cost of meals is subject to change.)

The cost for lunch is \$1.35 per day and the reduced price is \$.40. Parents are encouraged to pay in advance by the week or month. **All meals must be paid for in advance.** Money should be sent in an envelope with the child's name, teacher's name and amount enclosed written on the outside. Lunch money is collected daily in the classroom.

Students may bring their own lunch from home. **Canned or bottle carbonated drinks are not allowed. Fast food in fast food containers should not be brought into the cafeteria.**

Upon the student's scheduled lunchtime, a student must have a lunch of some type or he/she will be served one from the school cafeteria. Often a parent has to drop off a lunch but that must be done before the student's scheduled period.

Extra Milk, Water, and Juice

Extra milk, water and juice are available for a cost of \$.50 each on a first come, first serve basis.

Free/Reduced Meal Program

Applications for the free/reduced lunch and breakfast program are distributed at the beginning of each school year but are also available any time during the school year in the school office. Should your financial status change at any time during the year (loss of job, decrease in salary, more dependents, etc.), an application can be filled out at any time. **Each family is highly encouraged to fill out the application.** This program assists your family with the cost of meals and benefits the school system. **We are happy to have participation in this program.** It is to the school system's advantage that you complete the forms and participate in the program.

Names of children who qualify for this program are kept strictly confidential. Since the classroom teacher does not handle this, teachers are unaware of which method of payment a child uses to pay for meals.

Snacks

Students are allowed, but not encouraged, to have snacks at recess. Students are not allowed to use the snack machines during the regular school day (except by special permission, and then only after the last child is served a lunch). Extended day care students are allowed to use the snack machines after the end of the school day. Carbonated drinks are not sold to students.

ACADEMIC INFORMATION

Grading

The following grading scale will be used at A. A. Nelson Elementary for reading, mathematics, language, spelling, social living, social studies, and science:

A.....	100 - 93 %.....	Excellent
B.....	92 - 85 %.....	Above Average
C.....	84 - 75 %.....	Average
D.....	74 - 67 %.....	Below Average
F.....	Below 66 %.....	Unsatisfactory

Six weeks grades will be an average of daily/weekly tests or assignments. The following scale will determine the overall grade:

A.....	3.5 - 4.0
B.....	2.5 - 3.4
C.....	1.5 - 2.4
D.....	1.0 - 1.4
F.....	0.0 - 0.9

Handwriting, health, physical education, fine arts, and conduct will be graded according to the following scale:

O.....	Outstanding
S.....	Satisfactory
N.....	Not Satisfactory (needs improvement)

Remediation in the resource room will be indicated by a slash with the appropriate grade. Any grade followed by “/*” indicates that the child is in an altered program.

Students will receive a progress report at the end of 3 weeks, 6 weeks, and each nine week grading period. These reports should be signed and promptly returned to the classroom teacher.

Banner Roll

Banner Roll students are those making grades no lower than an “A” in all subjects not graded by O, S, or N.

Honor Roll

Honor Roll students are those making grades no lower than a “B” in all subjects not graded by O, S, or N.

Banner Roll/Honor Roll Recognition

Each nine weeks ribbons are presented to those students achieving Banner Roll or Honor Roll status. Additionally, special discount/free certificates are presented to those students earning Banner Roll or Honor Roll status and maintaining outstanding conduct.

Evaluation

Students are evaluated both formally and informally. Teachers use a variety of instruments to assess their students informally: quizzes, unit tests, inventories, daily class work,

classroom observations and student work portfolios. Students are also asked to make self evaluations. For some assignments, teachers also provide students with rubrics – listing expectations for grading. A rubric clearly identifies what a student must do in order to successfully complete an assignment.

Students are formally evaluated in the spring. In addition to student performance assessment, these tests evaluate group performance and instructional program effectiveness while providing information for curriculum planning and decision-making.

With the Louisiana accountability program, each school receives a grade determined on the basis of the student's performance on these formal tests and the student's attendance.

Every effort should be made to see that students do their best when tested. The school counselor works with teachers, students, and parents in preparation for the tests.

Promotion (Subject to change – refer to official, updated policy in Principal's Office.)

The promotional policy in Calcasieu Parish is based on standards cited in Louisiana Bulletin 741 and policies and regulations of the Calcasieu Parish School Board (Section I, File IHE, Cf:IDAB). Students will not be promoted solely upon the recommendation of a private practitioner or private agency. However, the recommendation will be given consideration, except in grade four where a passing score on the LEAP is a requirement.

Students will be considered for promotion when the following requirements are met:

1. Passing session grades in
Grade 1.....reading and math
Grades 2 & 3.....reading, math and language arts*
Grades 4 & 5.....reading and math plus either science or social studies

A total of 4 points must be earned during the year to pass a subject.

2. Attendance of a minimum of 170 days during the school year

(Excused absences are counted as part of the 10 days allowed.)

In order to have this waived, those missing more than the 10 days **excused or unexcused** must attend a Hearing with Child Welfare and Attendance and obtain their approval in order to be considered for promotion. The hearing must be requested within 15 days after receiving the final report card.

A student may be retained for any of the following reasons:

1. Excessive absences – 10 days or more- *even though they may be excused.*
2. Student's schoolwork (grades)
3. Student discipline (an expulsion)

Notification of Possible Retention

Based on the grades seen on the report card, weekly graded papers, and/or attendance requirements, parents should be aware of a possible retention of the student's grade level. Beginning as early as January, every attempt is made to notify parents of the possibility of retention. Parents are encouraged to contact the school counselor and/or their child's teacher for methods and strategies to help their child. Parents should give immediate attention to the notification that a student could be retained in the current grade for the

next school year. Parents who wait until the last nine weeks to ask how they can help their child be promoted to the next grade have waited too long.

Homework

See **Student/Parent Responsibility – Homework** section

Parent/Teacher Conferences

The Calcasieu Parish School Board requires that teachers schedule or make an attempt to schedule a conference with all parents concerning their child's progress at least twice a year. When a teacher requests a conference, please make every attempt to comply as quickly as possible as the teacher may have as many as 30 or more conferences she/he is trying to schedule. A conference should be scheduled each semester. Each teacher keeps a log of conferences and/or conferences missed. For additional conferences, parents may contact the teacher at school. It is our desire to work with our students so that student led conferences can be scheduled in January.

Every attempt should be made to schedule conferences during the school day. Teachers should not be called at home unless at the request of the teacher and/or it is an emergency.

Report Cards

Kindergarten will receive report cards every nine weeks **besides the first nine weeks**.

Report cards for students in grades one through five are sent home at the end of each nine weeks. A copy of the school calendar is included in the handbook. Usually report cards go home three days after the end of the nine weeks period.

The report card is an indication of a student's progress. Envelopes should be signed by the parent and returned to school promptly. If questions or concerns arise, the parent should call the teacher to schedule an appointment. Please ask for appointments in writing. At the beginning of school teachers will make parents aware of what day of the week they send papers home and parents should look for and expect those papers.

Field Trips – Normally limited to two per year

Field trips are an extension of classroom learning and all school rules, regulations, procedures and policies are to be followed just as if the student were in the classroom. Because a student can be removed from a classroom situation for failure to maintain appropriate behavior or for health reasons, a student can also be removed from field trip participation.

The following policy has been developed regarding field trips:

1. A permission form to attend the field trip must be signed before the student will be able to go on the trip. Students who do not have proper permission in advance will be placed in an alternative learning environment at A.A. Nelson. **It is not the responsibility of the school to call a parent on the day of the field trip to ask for parental permission for a child to attend. Written permission should be sent several days prior to the trip.**
2. All money should be paid in advance. The school cannot assume the total price of field trips for individual students.
3. All students in the class must travel on the bus with the teacher to the places designated. Should a parent need to check out a child this must be done as the

student's load the bus for the trip home. A check-out procedure is in place and must be followed. Persons listed on the child's emergency card are the only ones who can check out the child. Arrangements must be made in advance if someone else other than those persons listed on the card is to check out a child while on a field trip.

4. Because the field trip is an extension of the classroom, only students in the class are permitted on the trip. *Brothers and sisters who are school age cannot attend and be a part of class field trips.*
5. Parents are welcome as chaperones. Arrangements to chaperone must be made with the teacher in advance of the trip. The teacher has the right to select chaperones.
6. Names of those persons wishing to be chaperones are checked out with the Calcasieu Parish Sheriff's Department and/or the Lake Charles Police Department.
7. Parents serving as chaperones may not bring younger siblings on the field trip as this may distract from the responsibility given to a chaperone.
8. Because field trips are an extension of the classroom, all school rules, procedures, policies and regulations regarding behavior apply. Students are expected to exhibit proper behavior. The school principal and or parents will be called if a student behaves improperly and appropriate action will be taken.
9. Students who do not attend school on field trip days will be counted absent - unless the student is in attendance at school. A parent who does not wish to send his/her child on a field trip and does not want the child missing school may elect to send their child to school. The child will be placed in an alternative learning environment. A school administrator will make the placement decision. Prior arrangements should be made so the classroom teacher can leave appropriate assignments.
10. Most school checks for field trips are written late in the day before the field trip since many field trips leave before or within an hour of the beginning of school. **Once the school has issued a check to a zoo, museum, etc. for the field trip, we cannot guarantee that the money can be returned if a child does not go on the trip.** If the money is not returned to the school by the organization, naturally it cannot be returned to the child. Also, **once the cost of transportation has been figured, notices sent out to parents and money collected, that money cannot be returned should a child/parent not attend. This is simply not fair and the school should not be asked to assume this cost.**
11. Students who are ill should not go on field trips. Additionally, students who have been sent home the day before a field trip because of a lice problem cannot attend the field trip unless the student has been cleared by the office or school nurse. Lice rechecks are not made until after 8:00 A.M.
12. If a child becomes ill or unmanageable while on a field trip (just as when in the classroom), the parent will be notified. A determination will be made regarding continued participation of the field trip.
13. It is most unlikely that any student who cannot maintain appropriate behavior on one field trip will be allowed to participate in another field trip during that school year. School personnel will determine an alternate learning environment.
14. Parents/field trip participants should adhere to the Smoke Free Zones and should refrain from smoking in the presence of or near students.

15. Items (including money) brought on field trips can be lost, broken, stolen, etc. Students and parents should never leave an item(s) unattended. **Missing and broken items are not the responsibility of the school or the bus company.**
16. School personnel have the authority to disallow any item from being brought on a field trip. The safety of our students is our number one priority.
17. **If instructional fees have not been paid, money paid for field trips may be applied toward delinquent fees.**

Parents should be prompt in picking up students who return from a field trip. Teachers do appreciate your cooperation. If the daycare is open, students can be placed in the daycare if the parent is not present. The parents will be charged accordingly. Notes will be placed on the front door of the school if a call has been made to the school prior to office personnel dismissal notifying the school that the trip return time has been changed.

Please keep field trip notes in a place where you can check information. We often have several grade levels going on a field trip on the same day so this practice will help you get correct information.

Lost and Found

A lost and found container is located in the front office. Articles not claimed after a reasonable amount of time will be donated to charity. It would be most helpful if parents would label coats, jackets, sweaters and any other outerwear clothing.

A T T E N D A N C E

Confusion has arisen concerning school attendance and absences. We hope the following excerpts from the Calcasieu Parish School Board Policy Manual; Louisiana Revised Statutes Annotated will clear up any confusion on these subjects.

“Elementary and secondary students shall be present the minimum number of days as Required by the State Board of Elementary and Secondary Education and enumerated in the Louisiana Handbook for School Administrators, Bulletin 741, to receive credit for courses taken.

- 1.55.03 In order to be eligible to receive grades, high school students shall be in attendance a minimum of 80 days per semester or 160 days a school year for schools not operating on a semester basis. **Elementary students shall be in attendance a minimum of 170 days a year.**”

Absences

For a student to be *eligible* to receive credit and make up work following an absence, the student shall be required in each instance to submit written parental confirmation (the reason for the absence must meet the state guidelines for excusable absences) or a physician’s excuse of the reasons for the absence. **The principal or a designated representative is charged with the responsibility of determining the marking of absences, either excused or unexcused, in accordance with the attendance policy.**

Students participating in school approved activities, which necessitates their being away from the school, shall be considered to be present and shall be given the opportunity for makeup work.

The ten days of absences shall include temporarily excused absences, excused absences, unexcused absences and suspensions. **Any student missing more than twenty days (excused or unexcused)** from school must follow the appeal procedure established by Child Welfare and Attendance in order to be considered for promotion. Parents should be aware of the time restriction in requesting an appeal (15 days from the end of school) and should contact Child Welfare and Attendance, CPSB, for information regarding an appeal.

Excessive absences or tardiness can be considered as parent or guardian neglect and therefore should be avoided. Every effort should be made to have students attend school.

Tardiness

A student is considered tardy if arriving at school from 7:46 – 11:29 A.M. See additional section on Tardiness under Student and Parent Responsibility.

Early Check Outs

Student check outs between 2:25 – 2:55 P.M. are not allowed, except in emergency situations. To maintain the continued learning and safety environment we request that parents make every attempt to comply with this policy, which exists at most schools.

Temporarily Excused Absences:

The following circumstances constitute temporarily excused absences:

- A. Students shall be considered temporarily excused from school for personal illness, serious illness in the family, death in the family (not to exceed five (5) school days), or for recognized holidays of the student's own faith. Students shall be given the opportunity for make up work.
- B. A student who is absent five (5) days in any nine-week period shall receive an incomplete grade in all subjects involved if the grade is not made up before the end of the grading period. Students can make up the work during the next nine-week period. If a student fails to do so, the incomplete grade automatically becomes an "F." It shall be the responsibility of the teacher to inform the student of the deadline of this makeup work.

Unexcused Absences:

Students shall not be excused for any absence other than those listed. A failing grade of "F" shall be recorded for each unexcused absence for work missed in each subject with no makeup work allowed.

Family vacations are recorded as unexcused absences. Please check with Mr. Caldwell if you have questions regarding this school system policy.

Reporting of Unexcused Absences:

1. Any unexplained, unexcused, or illegal absence or habitual tardiness shall be reported to the visiting teacher and/or Supervisor of Child Welfare and Attendance when necessary.
2. The Supervisor of Child Welfare and Attendance may visit the residence of a student or any other place in order to ensure that a student is in attendance during the hours of a school day.

In the discharge of the duties of their office, Supervisors of Child Welfare and Attendance shall cooperate fully with the State Department of Public Welfare, Labor, Health and Human Resources (DHHR), and with other state and local agencies and may serve writs and process law relating to compulsory attendance as may be necessary for the enforcement.

Violations of the compulsory attendance law shall be investigated and, when necessary, include written notice, either in person or by registered mail, to the parent, tutor, or other person having control or charge of a student within the compulsory school attendance age.

Recording of Absences and Excuses

Students who are absent from class or from school for any cause will need a signed note from their parents or guardian. This note, dated and signed by a parent/guardian, shall state the cause for absence and the date(s) absent. The student must take the note to the appropriate school representative (teacher).

Parents should also keep a record of absences and should keep a copy of all doctors' excuses. Excused absences are deemed excused with a medical excuse. The principal will deal with a forged excuse.

Parental Notification for Excessive Absences

A student's parent or legal guardian shall be given written notification when a student has been excessively absent from school and at intervals thereafter. The number of absences and tardies are indicated on the report card. A student shall be considered excessively absent for the purpose of notification when he/she has missed ten (10) days of school.

Absent – Classwork/Homework Needed

Parents should not request make up work if a student misses one day of school.

When a student is absent more than one day of school and the parent wishes to have the homework assignment and materials in the office at the end of the day, a telephone call to the school office will initiate the process. The telephone call should be made as early in the day as possible so the teacher will have adequate time to make preparations.

Appointments During the School Day

If your child has an appointment at the dentist, doctor, etc., during the school day, please come by the school office and sign your child in or out. We will call the child to the office. No teacher will be allowed to release a student unless the student is properly cleared through the office. Students will be called to the office when the parent comes to the office to sign out the student. **A parent should not call the school office and ask to have the child wait in the school office until the parent can get there.**

Every attempt should be made to schedule appointments at times other than during the school day. Excuses should be presented when the student returns to school.

Individual Attendance Sheets

Each student has a separate attendance sheet. Each time a student is signed in or out, this sheet must be used. Attendance officers and school personnel will use these sheets to monitor student attendance. Because the attendance sheets are official school documents every effort is made to assure accuracy. Parents can expect this check in/out procedure to take a few minutes. Your patience and cooperation seeing that the attendance records are properly maintained is greatly appreciated.

DISCIPLINE & PBIS (Positive Behavior & Interventions Support)

The broad objective of discipline includes teaching and helping students to develop self-discipline, which is a prerequisite for learning to occur. Although the ultimate responsibility for the student's conduct rests with the student and his parents, discipline is a part of the daily responsibility of school personnel. It is not merely the action taken at a time when a student may deviate from acceptable forms of conduct. Parents should review the CPSB Code of Conduct with the child, then sign and return the consent form.

Since unacceptable student behavior does not arise solely from the student's reaction to school, the school cannot expect to be the sole remediator. However, the school does have a responsibility to provide situations for students to develop self-control and to correct their own mistakes in behavior. ISI may be assigned by the administrator in lieu of suspension.

When the student fails to discipline himself, it becomes the duty of the school to discipline the student. The principal has the ultimate responsibility to maintain discipline in the school and to provide students with opportunities to grow in self-control. When a student exhibits marked deviation from acceptable behavior, it is the responsibility of the teacher, principal, counselor and/or 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 using available resources.

It should be clearly understood by the student and his parents that the purpose of all disciplinary action is to correct future behavior and to teach the students that education is a right, qualified by the compliance of reasonable rules and regulations.

Students have rights and responsibilities. Teachers and school personnel have expectations for student behavior. Positive reinforcement is provided for appropriate behavior and consequences are provided for inappropriate behavior. Being firm, analyzing discipline data, and having fair and consistent consequences in place are some of the strategies for improving discipline.

Working together we can achieve appropriate and acceptable behavior. Parent/teacher cooperation is the key.

Please Note: The Louisiana Legislature passed Senate Bill 1098 and House Bill 217 that states: "Beginning with the 1999-2000 school year, **each parish school board shall require each**

student in each public school in kindergarten through fifth grade **to address and respond to public school system employees using the respectful terms** “Yes Ma’am, No Ma’am, Yes Sir, and No Sir”. (A.A. Nelson students have always had a great reputation of being nice, kind, and polite. We appreciate the efforts of our parents for continuing to uphold our high expectations for appropriate behavior(s).

Student’s Rights and Responsibilities

1. I have the right to be a unique individual and the responsibility to respect the uniqueness of others. This means that not every one thinks, acts, feels, dresses, looks or learns the same way.
2. I have the right to be treated with compassion and fairness and the responsibility to treat others in the same manner. This means that I treat others the way I would like to be treated.
3. I have the right to feel safe and the responsibility to help create a hazard-free environment. This means I must know and follow school rules. These rules are designed to allow the school to meet its obligations to educate students.
4. I have the right to express my thoughts and feelings and the responsibility to give other people the opportunity to do the same. This means that I must speak in an appropriate tone and manner and must listen to others speak.
5. I have the right to learn and study and the responsibility to respect the rights of others to learn and study. This means that no one has the right to interfere with the education of others.

Student Expectations

General

- Follow directions of faculty and staff
- Respect others and the property of the school
- Keep hands, feet and objects to yourself
- Use appropriate language, including body language, at all times.
- Fighting, littering and damage to school and personal property are not allowed.

Playground

- Follow directions of faculty and staff
- No running or hitting
- Respect others and the property of the school
- Use equipment properly
- Do not pick up and/or throw rocks or other harmful objects
- No inappropriate language or teasing
- Play in assigned areas only
- Watch out for others; safety on the playground is a major concern
- When recess ends (bell rings) students must stop immediately and be silent.

Cafeteria

- Follow directions of the faculty and staff
- Respect others and the property of the school
- Speak in soft voices, using appropriate language only
- Playing with or throwing food is never allowed
- Clean your space after eating
- Walk; never run in the cafeteria

Hallways and Restrooms

- Follow directions of the faculty and staff
- No talking or inappropriate body language
- Keep hands and feet to yourself
- Walk
- Show respect for others

Faculty and Staff will provide their classroom expectations to students and parents.

Recognition of Appropriate Behavior

Students are expected to maintain appropriate behavior at all times. Frequently, the faculty and staff will recognize behavior that is above the appropriate level by giving special cards, telephoning parents, displaying their name or picture on a bulletin board or any other means of recognition. Students collect outstanding behavior cards (blue tickets), bronco bucks, and students are recognized continuously. A blue ticket drawing is held weekly. Students are rewarded with prizes, etc. Individual teachers also provide classroom recognition of students who continually display appropriate behavior. Prizes for our weekly Blue Ticket Drawing and teachers' PBIS stores are always welcomed!

Consequences for Inappropriate Behavior-Discipline Procedures

Violations per Day Consequence

1st Green Verbal Warning / Taught the Appropriate Behavior

2nd Yellow Verbal Warning / Taught the Appropriate Behavior

3rd Red Documented in the Student's ODR Tracking Sheet

(Teacher may also notify the counselor or administration.)

*** Each discipline case is unique and will be handled that way. Grade level, history, special needs, age, severity of situation will be considered.**

A student who displays a severe violation (fighting, stealing, continued use of inappropriate language, vandalism, disrespectful acts, possession of a weapon, threats, repeated violation of school rules, etc.) may be sent to an administrator/designee at any time. **According to school board policy, student possession of any type of weapon(s) on campus or any school related activity will result in a recommended expulsion hearing and notification of law enforcement authorities.**

Threats to teachers or other students are taken very seriously. School administrators have the authority to involve law enforcement officials when deemed necessary.

Severe violations can result in a student's immediate suspension from school and possible expulsion.

A discipline file is kept on each student who is referred to the office. According to CPSB policy, the discipline file should accompany the academic folder when the student leaves A.A. Nelson Elementary.

Students are expected to use appropriate behavior at all times. The behavior of a student plays a very important part in the learning and maturing process. Inappropriate behavior should be corrected immediately. If it becomes apparent that school and parent efforts to

correct a behavior(s) have been unsuccessful, it will be necessary to refer the student for a behavior evaluation.

Harassment

The School Board recognizes that peer sexual harassment is a form of prohibited discrimination and can contribute to an unacceptable educational environment. The Board, therefore, will not tolerate any sexual harassment on the part of any student. Students in violation will be subject to disciplinary action.

PROGRAMS

Title I

A.A. Nelson Elementary qualifies for Title I funds. A Title I Committee has been established and will make Title I decisions.

School Counselor

A.A. Nelson is fortunate to have the services of two excellent full-time elementary school counselors, Mrs. Linda Pickering and Mrs. Erin Bentley. They are available to all parents and students for visiting and consultation. Students may visit the counselor as a result of teacher/principal referral or parent request. A student may initiate a visit.

Both counselors make visits to the classrooms. They are also the school Testing Coordinators.

You may reach Mrs. Pickering or Mrs. Bentley by calling the school office.

Please note: School counselors cannot assume the role of a therapist, or psychologist. Should your child need these services, Mrs. Pickering and Mrs. Bentley will be happy to work with you to provide you with a list of names.

Special Education

Students who qualify according to criteria receive help in special education classes.

Speech – Speech classes are available for children who have been diagnosed with a speech or language problem. Please contact Mrs. Deborah Stratton if you have questions.

Resource Classes – Students who have been identified by a Calcasieu Parish Pupil Appraisal Team are eligible to receive assistance from our special education teachers in the regular educational setting. Those students must follow an individualized education program (IEP) designed by the teacher in cooperation with the classroom teacher, parent, counselor and/or principal.

SPARK – Seeking Purposeful Analytical Realistic Knowledge is the program for academically gifted students in Calcasieu Parish. The identification of gifted students begins with a referral by a teacher, friend, or parent of the student with approval of the local school committee (SBLC). A screening test is given and if a student scores high enough on this or on the ITBS, then a Pupil Appraisal Team provides a full evaluation. Once a student is classified as academically gifted, an individual education program (IEP) conference is held and the student is placed in the program. Evaluations by local

psychologists are accepted for review by Pupil Appraisal. A. A. Nelson students attend SPARK one day a week at Dolby Elementary. Students are transported to and from SPARK on school buses. Should a student decide to remain at school on his/her SPARK day, the parent must send the teacher a signed and dated note. It is the parent's responsibility to also notify the SPARK classes. Efforts are made to schedule Nelson School programs on non-SPARK days, but this is not always possible. If a student chooses to remain at school and go to SPARK later in the day, it is the parent's responsibility to see that the child is transported to SPARK. SPARK students are responsible for information missed or work assigned while attending SPARK. Parents having a concern with this policy should contact the teachers involved.

Spanish

Instruction in conversational Spanish is provided for academically-able students in grades four and five. The program's primary emphasis is oral communication. Our Spanish teacher, Veronikha Faulk, will provide enriching activities for students. Enrollment may be based on academic proficiency depending on the grade level and may be discontinued at the discretion of the principal. We are fortunate to have a part time Spanish teacher.

Physical Education

The State of Louisiana requires Physical Education for all elementary students. Coach Raissa Cecchini provides a well-structured program. Good sportsmanship and skill development are emphasized. Students are graded on their skills, participation and effort.

Music

Music is an integral part of a child's total education. We are privileged to have Karen Batchelor as the full-day music teacher at Nelson Elementary. Chorus activities, practice schedules, and participants will be announced.

Art

We are fortunate to have a full-time art teacher, Mrs. Angie Quinn.

***Students receive grades (O, S, N) from the P.E., music, and art teachers.**

Library-Media Center

The school library-media specialist supports and enriches the curriculum at A.A. Nelson Elementary School. Students visit the library on a scheduled and non-scheduled basis. Students are highly encouraged by media specialist Mrs. Burcham to check out books on a daily basis. Students at Nelson have the opportunity to participate in the Accelerated Reader Program, helping to strengthen reading comprehension. **Please check with your child on a regular basis to see if they are taking AR tests.** One grade per nine weeks may be given related to AR expectations.

Technology

A.A. Nelson Elementary classrooms are equipped with multiple computers for student use. In addition, each classroom is equipped with a Promethean Active Board and a set of at least 12 iPads. Any student who uses an Internet accessible computer should have signed the *Student Internet Contract* and had their parents sign the *Parent Internet Contract*. Contracts should be on file in their folder.

A copy of the Acceptable Use Policy and the contracts are included in the back of the handbook. Any student violating rules of the Internet Contract may be excluded from future internet-related activities.

Teachers also have access to e-mail. Parents wishing to use this form of communication should request the teacher's school e-mail address. E-mail messages are not to be used as a substitute when a written request is necessary.

D.A.R.E.

All fifth grade students participate in D.A.R.E. (Drug Abuse Resistance Education). An officer from the Lake Charles Police Department or the Calcasieu Parish Sheriff's Department spends an hour each week with our students on drug education and awareness. The teacher remains in the classroom to assist the officer. D.A.R.E. is an eighteen week program that culminates in a special graduation ceremony for the students and their parents. Participation in D.A.R.E. helps to fulfill a state mandate requiring a certain number of hours of drug education.

EXTRA-CURRICULAR

Running Club

5th grade students may join our Running Club.

Student Council

5th grade Student Council members are chosen based on Academic and Behavioral criteria.

Yearbook

The yearbook is compiled by several classroom teachers. Students may be asked to assist. Parent volunteers are always needed and appreciated.

Yearbooks are only sold to students/parents/guardians/grandparents of Nelson students and to Nelson employees. Yearbooks are purchased in advance and upon their arrival in May are distributed to the student, unless other instructions are provided. The cost is \$25.00.

OTHER IMPORTANT INFORMATION

Checking Your Child's School Bag/Folder

It is most important that you check your child's book bag or folder **each** and **every day**. Some teachers have specific days of the week to send home graded papers. If at all possible, please respond the next day to a teacher's request for information, signatures, conferences, supplies, etc. Requests for field trip permission, money, etc. should be sent back immediately. Our teachers spend a great deal of time and energy attempting to communicate with parents. You would be surprised how many students return to school day after day without their bag even being checked.

Also, please be reminded that **the school newsletter is sent home each Thursday**. Make notations of dates and times listed in the newsletter. We recommend that you keep a notebook of all newsletters (by doing this you are also modeling for your child good organizational skills).

Conveying Messages to Students

Because of a disruption to classroom instruction, messages will be given to students only in case of emergency. Students will not be called to the telephone. *Please note – every attempt is made to deliver messages left for students during the school day. However, because of various circumstances (no intercom, class not in the room during message delivery time, etc.) delivering a message is not always possible.

Conveying Messages to Teachers

Because of a disruption to classroom instruction, messages will be given to teachers only in case of emergency. Teachers cannot be called to the telephone. Messages will be placed in the teacher's box. Please be reminded that teachers do not leave their classrooms to check boxes so a message that you leave at 10:00 A.M. may not be picked up until the end of the day. If you need a teacher to get a message by a specific time, please provide us with that information when you leave the message. Every effort will be made to see that the teacher gets the message.

CPSB Cell Phone Policy

ELECTRONIC TELECOMMUNICATION DEVICES

No student, unless authorized by the school principal or his/her designee, shall use or operate any electronic telecommunication device, including any facsimile system, radio paging system, mobile telephone system, intercom, or electromechanical paging device in any elementary, middle, or secondary school building or on the grounds during the instructional day or in any school bus used to transport public school students. A violation of these provisions may be grounds for disciplinary action, including but not limited, to suspension from school.

Cell phones and all other telecommunication devices must be turned off, stowed away, out of sight and not used during the instructional day or while riding a school bus. For the purpose of this policy, the instructional day will be defined to be the time students arrive on campus in the morning till the time they are officially dismissed in the afternoon. On field trips, telecommunication devices may be possessed/used at the discretion of the Principal or his/her designee.

This section will be placed in the Code of Conduct for **Elementary Students**

Use of cell phones by an elementary student shall result in:

- Confiscation of the cell phone and parent called.
- Option to use ISI for repeat offenders.

All confiscated phones shall be returned to a parent or guardian when a request has been made and a release form provided by the school has been signed. Parents must sign the release form in person.

Ref: La. Rev. Stat. Ann. '17:239, 17:416, 17:416.1

CPSB PRAYER IN SCHOOLS POLICY

The Calcasieu Parish School Board shall permit school authorities of each school to allow an opportunity, at the start of each school day, for those students and teachers desiring to do so to observe a brief time in silent prayer or meditation.

Public schools shall be prohibited from adopting or using any official or standard prayer. Voluntary, student-initiated, student-led prayer in accordance with the religious views of the student offering the prayer may be permitted, however. No student attending the school shall be required to participate in any religious activity at school.

No law, rule or policy shall deny to any student attending a public elementary or secondary school the right to participate in voluntary, student-initiated, student-led prayer during school or on school property, before or after school or during free time. Athletic teams shall not be prohibited from engaging in voluntary, student-initiated, student-led prayer.

No law, rule or policy shall prevent any student who attends a public elementary or secondary school and who is responsible for or presiding over a meeting of a school organization or assembly from calling upon a student volunteer to offer an inspirational quotation or statement, offer a voluntary prayer, or lead in silent meditation, at the sole option of the student volunteer.

A student organization shall not be denied recognition or any privilege or benefit solely because it is religious in nature, has a religious affiliation, or has no religious affiliation.

School officials shall be prohibited from censoring for religious content the speech of a high school student invited to speak at a commencement ceremony at the school he/she is attending.

When student volunteers are called upon to offer an inspirational quotation or statement, offer a prayer, or lead in silent meditation, such students shall be selected at random by a student from among student volunteers without respect to their individual religious beliefs or lack thereof. No student shall be called upon to offer an inspirational quotation or statement, offer a voluntary prayer, or lead in silent meditation unless the student chosen has volunteered to do so.

Revised: December, 1995

Revised: August, 1999

Revised: June, 2002

Ref: La. Rev. Stat. Ann. §§17:2115.1, 17:2115.2, 17:2115.3, 17:2115.4, 17:2115.5, 17:2115.6, 17:2115.7, 17:2115.8, 17:2115.9, 17:2115.10; Board minutes, 9-17-02.

OTHER IMPORTANT INFORMATION

Games, Toys, Inappropriate Items, Etc.

These are not normally allowed at school. However, from time to time a teacher may allow these; you should receive a note from the teacher indicating his/her approval. Should a student bring one of these items to school, the school is not responsible should the item become broken, traded, missing, etc. The first time an inappropriate item is picked up from a student, the item will be sent home at the end of the day. Should a second offense occur, the parent must come to the office to pick up the item. Third offenses, should they occur, will be handled individually but the offense may result in a school suspension. To prevent repeated offenses a school administrator may pick up the item and keep it until the end of the year.

Use of School Telephone(s)

Students must have the appropriate permission of a faculty/staff member to use the telephone. Failure to adhere may result in disciplinary action.

Money

Students do not usually need money while at school. However, from time to time we will send notes requesting picture money, book fair money, field trip money, etc.

It is a good idea to put money in a marked envelope. Include your child's name, the name of the teacher, and the specific use intended. A check, rather than larger amounts of cash, should be sent to school.

Each day teachers use the school system approved auditing procedure to record any money turned in on that day. Receipts will be issued for any fees collected for school purposes. After checking with your child, should you have a question about whether or not money has been received, you may check with the office.

If you have more than one student attending Nelson, please send separate checks/envelopes to each child's teacher. It is very time consuming and sometimes almost impossible to make change to separate the amount of money for each child and then see that the other child's teacher gets the money. Should you need to make only one payment for several children, please see Mrs. Louviere and she will be happy to assist you.

Class Parties

The Calcasieu Parish School Board approves class parties for Christmas and Easter only. Refreshments or treats that do not require special attention, such as refrigeration, may be sent to school for other holidays, provided arrangements are made with the classroom teacher. The class will share these at the end of the day under the direction of the teacher. Please be sure to send napkins and other needed items so the teacher does not have to locate serving items. Safe, appropriate costumes for classroom lessons or activities will be acceptable at the discretion of the teacher.

Individual Party Invitations

Personal party invitations will not be distributed at school unless the entire class is invited. It is not the responsibility of the teacher to check a child's book bag for invitations to be distributed to students or to see that the invitations are distributed if they are delivered to school at an unreasonable time. We are more than happy to assist with this task if at all

possible but please understand that the teacher/school should not be held responsible if a child does not get home with an invitation.

Birthday Recognition

Student birthdays are announced each morning. The PTO/School provides birthday pencils to those students having birthdays. **Parents should not send balloons, flowers, etc. to school on their child's birthday.**

Student Insurance - Reminder

Optional accident insurance covering students on their way to, while attending and during their return home from school is available to all students. The cost of the insurance varies depending upon the coverage purchased. Applications are generally available at the beginning of the school year. Please call the school office if you have questions.

*Does your child need health insurance but you can't afford it? **LaChip** is available free of charge for qualifying students – please call the school office or counselor's office for additional information or call the LaChip toll free number: 1-877-252-2447.*

Extended Day Program

Nelson Elementary has a wonderful extended day program available before and after school. This structured program allows the child time to complete homework assignments, enjoy snacks, play supervised games and interact with other Nelson students. A registration fee, insurance fee and weekly payments are required for participation in this program. Applications are available through the school office.

Students must maintain appropriate behavior in order to participate. **Failure to pay in a timely manner is a valid reason for dismissal.**

Parking Regulations

Please avoid parking in the front circle **before** 8:30 A.M. each morning and from 2:00 – 3:25 P.M. each afternoon. Several “No Parking” areas have been designated. At other times during the school year, school personnel may request that you not park in a specific area. For the safety of everyone, we appreciate your cooperation. Parents may park behind the school or in the Market Basket parking lot. Parents accompanying students on field trips should park at Market Basket parking lot.

Teacher Requests Are Not Accepted

Please do not request a teacher for your child. Each staff member at A.A. Nelson Elementary is committed to providing a variety of instructional activities and developmentally appropriate learning activities to enhance learning for all students. Your cooperation is appreciated.

Student Placement

Every effort is made to place students and teachers in the best possible learning environment(s). The administrators have the final decision regarding classroom placement. Occasionally during the school year, it becomes necessary to move a child from one assigned classroom to another. When that is deemed necessary, classroom placement will be changed and the administrators reserve that right. Decisions are based on what is best for all students/teachers. Classroom placement is subject to change.

Unwritten Regulation

From time to time situations arise that are not covered by written policies. A.A. Nelson Elementary Faculty, Staff and Administrators reserve the right to establish and enforce policies/procedures that may not be listed/outlined in this handbook. We also adhere to this policy: Anything that detracts from the spirit or the dignity of A.A. Nelson Elementary School will be handled in a very professional manner, with the major consideration being the safety and well being of the students and Nelson employees. The faculty and staff at Nelson welcome any comments, suggestions, etc. that will promote quality.

Fund Raising

We believe you want the same advantages for your child that other children have and because we are not satisfied with just the minimum, it is often necessary to raise money. Raising funds for various projects allows A.A. Nelson Elementary School an opportunity to have the very best. It also minimizes the cost and expense of certain activities for your child. We want our teachers to receive the best training, equipment, supplies, etc. So fund-raising is a necessity. We do try to hold fund raising to a minimum. It is certainly your privilege not to participate in any fund-raiser.

Parents are responsible for any money owed to the school with regard to fund-raising. The school board attorney and the District Attorney work closely with schools in collecting outstanding debts.

The school does have the right to not allow a student to participate or to continue to participate in a fund raiser when an outstanding debt is owed to the school. Never at any time should a student go door-to-door to sell or collect money. Your cooperation regarding these efforts is always appreciated.

AWARDS & RECOGNITION

Various awards and recognition are given to deserving students. At the beginning of the school year and throughout the year, the teacher outlines specific requirements to earn special school awards, recognition, and honors. Student recognition (PreK-4) at the end of the year is handled in the individual classroom with their teacher. Fifth grade students are honored in a joint school program.

Students are encouraged to participate on an individual basis in various contests held by a number of different organizations in our area.

If your child receives an award or is given an honor, please provide the school office with the information and we will be happy to make the school announcement. We are always proud of our students but especially proud when they earn the recognition of others.

Helping Others

A.A. Nelson Elementary has truly been blessed with the most wonderful, giving parents and students who realize the need to help those less fortunate.

During the year, we will provide several opportunities for our students to help others. We are especially interested in supporting fund-raisers benefiting children. As a school we have decided to become involved with Adopt an Angel, Children's Miracle Network, Orthopedically Handicapped Children, and St. Jude's fund-raisers.

We also like to provide opportunities for parents to donate food or clothing.

In addition, many of our parents, grandparents, tutors, volunteers, and guests (even several of our former students) have offered from time to time to help or assist those who find it difficult to pay for workbooks, school supplies, purchase items at book fairs, or pay for (or help pay for) field trips. If you are interested in providing a monetary donation, please feel free to call the school office. The school administrators, counselors, and teachers will make sure it is given to those truly needy.

At the end of the school year, we also collect good, used, clean school uniforms. Those are redistributed at the beginning of the next school year.

We believe in modeling for our students good attitudes toward those less fortunate and thank you sharing in our endeavors.

PTO Membership

Please check with your child's teacher or school office if you are interested in joining our parent teacher organization. Our PTO does a wonderful job of supporting our faculty and staff and recognizing our Nelson students.

End of the Year

Parents are reminded that a number of activities are planned at the end of the year. The Thursday newsletter will provide parents with a schedule of events.

Parents should be reminded to make sure all student records have been cleared before the end of the school year:

- Cafeteria charges have been paid by mid-May. School board policy will not allow us to accept personal checks after mid-May thus making cash a necessity after mid-May.
- Assessment fees
- Extended Daycare fees
- All library books have been returned.
- Picture money has been paid or the pictures returned.
- Workbook fees have been paid.
- Fund-raiser money has been returned.
- Charges for lost textbooks have been paid.

Because names of those owing fees are turned over to the district attorney's office, records may not be forwarded to other schools if a student owes fees.

Annual Notification

All parents/guardians shall be notified annually of their rights under the Family Educational Rights and Privacy Act of 1974 (FERPA). Such notification shall be made annually by publication in student handbooks, newsletters, notification to student's home by student's home by students, by mail, or publication in the official journal or in manner as deemed appropriate by the Board.

NOTICE To Parents and Students of Calcasieu Parish

The Calcasieu Parish School Board and the State Department of Education have directed that each student and his/her parents/guardians be told that without exception a student **shall not be under the influence of, bring on, consume, or have in his/her possession on a school bus, on school premises, or at a school function at and/or away from school any narcotic drugs or controlled dangerous substance as defined by State law, unless dispensed by a licensed physician as allowed by law and meets the Calcasieu Parish School System policies.** Any student of the Calcasieu Parish Public School System found to be in violation of this policy will be subject to expulsion as provided in the Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226. Terms of the law are mandatory and include a statement that referral sources are available to parents/guardians.

Act 909 – 1990 Louisiana Legislative Action

1. Mandates that any student, sixteen (16) years or older, found guilty of knowledge of and intentional distribution of or possession with intent to distribute any controlled dangerous substance on school property, on a school bus, or at a school event shall be expelled from school for a minimum of twenty-four (24) calendar months.
2. Mandates that any student who is under sixteen (16) years of age and in grades six through twelve and who is found guilty as in (1.) above shall be expelled from school for a minimum period of twelve (12) calendar months.
3. Mandates that any student who is kindergarten through grade five and who is found guilty as in (1.) above shall be referred to the local school board through a recommendation for action from the superintendent.
4. Specifies procedures for review or appeal as follows:
 - (A) The parent or tutor of the pupil may within five (5) days after the decision is rendered, request the school board to review the findings of the superintendent or his designee.
 - (B) The parent or tutor of the pupil may, within ten (10) days, appeal to the district court for an adverse ruling of the school board/superintendent.
5. Requires that upon recommendation by a principal for the expulsion of any student referred to above, a hearing shall be conducted by the superintendent or his designee to determine whether the student shall be expelled or if other corrective or disciplinary action shall be taken. Until such hearing, the student shall remain suspended from school.
6. Mandates that no student expelled pursuant to this act shall be readmitted to any public school in the State except upon the approval of the school board system to which he seeks admittance.