

HENRY HEIGHTS ELEMENTARY SCHOOL 2022 - 23



PARENT AND STUDENT HANDBOOK

PHONE DIRECTORY

Henry Heights Main Line 337-217-4620
Fax 337-217-4621

Principal EXT. 2042

Karen Andrews

Asst. Principal EXT. 2043

Kyle Keeley

Counselor EXT. 2046

Lauren LaFleur

Lead Teacher EXT. 2050

Marilyn Landry

Front Office EXT. 2044

Priscilla Warren

Bookkeeper

Erica Smith

EXT. 2045

Cafeteria Manager EXT. 2048

Sharee Cormier

Library EXT. 2047

Jennifer Fontenot

School Nurse EXT. 2051

Chantel Walker

Communication is important! Family members are strongly encouraged to access the most current information on the school's webpage or Facebook page.



<http://henryheights.cpsb.org>



Henry Heights
Elementary

@henryheightselementary

Parent newsletters are distributed EVERY THURSDAY. Blackboard Communicate will be used to send reminders via text or phone. Please make sure your phone number is up to date with the front office.

Reporting Days

Students' First Day..... 8/12
Students' Last Day..... 5/24

Holidays/In-services

Students Do Not Report

on the Following Days

School System Offices Closed 6/19,7/4
System-wide In-service8/8
Paras report to work8/9
School Level In-Service8/5,10,11
School/system In-service.....8/9
Labor Day9/5
Fall Break.....10/10-10/11
Teacher In-service..... 10/12
Election Day11/8
Veterans Day 11/11
Thanksgiving 11/21-25
Christmas12/19-12/30
Teacher In-service..... 12/19
MLK Day1/16
Mardi Gras 2/20-22
Teacher In-service.....3/13
Easter Break 4/7-4/14
Teacher In-service..... 5/25-5/26









Nine Week Periods

1st10/17
2nd 1/9
3rd 3/16
4th 5/24

State Testing**

LEAP ELA/Math/Sci. (3-8) TBA
EOC Fall CBT..... TBA
EOC Spring CBT..... TBA
ACT PBT..... TBA
LEAP Connect/LAA TBA

Calendar Code

	Students' First Day/Last Day
	Last Day for Students—half day
	School/Employee Holiday
	System-wide In-service
	Teacher In-service home
	Nine Weeks Period Ends
	Time Change
	System/School In-Service Day



Calcasieu Parish School Board

BUILDING FOUNDATIONS FOR THE FUTURE

Karl Bruchhaus, Superintendent

2022-23 District Calendar

July 2022							August 2022							September 2022						
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 2022							November 2022							December 2022						
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 2023							February 2023							March 2023						
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 2023							May 2023							June 2023						
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																				



Henry Heights

ELEMENTARY SCHOOL

KAREN ANDREWS, PRINCIPAL

KYLE KEELEY, ASST. PRINCIPAL

MESSAGE FROM Administration...

Dear Henry Heights Families,

WELCOME BACK to another great school year! It is our mission to help every child feel welcomed, connected, and a part of our Henry Heights family. Additionally, we strive to challenge each student to grow in his or her own academic and social abilities. At Henry Heights, we have great teachers who spend hours planning and creating classroom activities to engage our students in learning. Our teachers use research – based curriculum and analyze academic data to determine current skill levels and to set goals for growth and improvement.

While we have faced many challenges the last couple of years, our school is committed to helping ALL students come back stronger than ever. Our theme this school year is, “Keep going...keep GROWING!” Throughout the coming year, we will bring the theme alive in our classrooms and focus on it together as a community. We are optimistic with all the possibilities the coming year brings and believe that our theme will be one that helps our students, school, and community live out our mission--To promote responsibility, integrity, discipline and excellence!

We are honored to serve as the administrators at Henry Heights. We feel very fortunate to be a part of a community where parents, teachers, and students care for each other and strive to build positive relationships that support academic and social growth.

Welcome back! Let's keep going...keep GROWING!

Karen Andrews, Principal

Kyle Keeley, Assistant Principal



LENGTH OF SCHOOL DAY

School begins at 7:45 a.m. and ends at 2:55

Bell Schedule

7:00 - 7:15

Drop off ONLY at the Bus Ramp

7:15 – 7:35

Breakfast - Students must arrive by 7:35 to eat breakfast.

7:45

School begins with first bell.

After 7:45

Students are tardy and must be signed in by parent.

2:55

Dismissal of Bus Riders and Car Riders

3:00

Dismissal of Walkers





Attendance Matters

Every student. Every day.

ABSENCES

Students cannot miss more than 10 days each school year (5 per semester). Exceeding 10 days CAN result in your child being retained.

For a school day to be excused, you must bring in a written letter or doctor's excuse. Excessive absences can result in being denied a future out of zone request and will be reported to the CPSS Office of Child Welfare and Attendance.

Students are responsible for any make-up work received as a result of an absence.

TARDIES

Students are considered tardy when arriving after 7:45am. (Parent or guardian must sign them in at the front office)

Parents of students that receive 5 or more tardies, early checkouts, etc. will be contacted by the CPSS Office of Child Welfare & Attendance.

Getting Your Child to School Really Matters



Did You Know... ?

In a School Year, If Your Child is Late Every Day By...

Your Child Would Have Lost Approximately...

or They Would Have Missed Approximately...

5 Minutes

3.5 Days from School

20 Lessons

10 Minutes

7 Days from School

41 Lessons

15 Minutes

10 Days from School

55 Lessons

20 Minutes

14.5 Days from School

82 Lessons

30 Minutes

22 Days from School

123 Lessons

Please Encourage Punctuality to Maintain Attendance

****VISITORS****

The safety of our staff and students remains the district's primary concern. Visitors MAY be limited as per the CPSB 2022-23 Risk Management guidelines in response to COVID – 19.

FAMILIES WILL HAVE THE OPPORTUNITY TO VISIT CLASSROOMS PRIOR TO THE FIRST DAY OF SCHOOL AT "MEET AND GREET." AFTER THE FIRST DAY OF SCHOOL, NO PARENT CAN WALK THEIR CHILD DOWN TO THE CLASSROOM.

All visitors must report to the office prior to going anywhere on campus. All school employees are required by CPSB policy to ask visitors to show a visitor's pass if it is not in a visible spot. This policy allows us to ensure a safe environment for everyone. All visitors must also report to the office upon signing out. Visitors must obtain prior approval from an administrator in order to visit a classroom (McNeese observers, etc.). Unannounced visits are discouraged. This policy assures you and your child an uninterrupted, safe, and ideal learning environment as guests in a room can be a distraction.

PARENTS ARE NOT ALLOWED TO VISIT CLASSROOMS DURING THE INSTRUCTIONAL DAY!! 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 noninstructional time. When on campus, be sure to follow procedures, maintain appropriate positive behavior/language, and adhere to appropriate safety/health procedures established by the CPSB and/or Henry Heights Elementary. Failure to do so will result in the person/s being asked to vacate the premises. Failure to do so may result in a call to local law enforcement agencies.

Henry Heights Elementary
Where great minds GROW!



Front Office Messages

MESSAGES

Our front office is a very busy place, and our office staff does an outstanding job. Your patience, understanding, cooperation, and consideration are appreciated as they follow through with school routines & policies. Please help make their job easier and avoid interruption of your child's classroom instruction by giving your child 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. We will not accept phone calls after 2 PM regarding dismissal procedures for students. The possibility of reaching the student are not guaranteed since that is too close to bell time.

CHANGE OF HOW STUDENTS ARE GOING HOME

Per CPSB Policy, no changes can be made after 2:00 for a student's dismissal procedure.

EARLY CHECKOUTS

Students may not be checked out after 2:30 pm unless an absolute emergency. (Administrator must approve.)

ARRIVAL

The school day begins at 7:45 a.m. Breakfast is served each school day beginning at 7:15 and ending at 7:35 for all Pre-K through 5th grade students. Only bus riders will be allowed to eat after this time if the bus arrives late. Students will eat breakfast in the cafeteria and then report to their homeroom.

DISMISSAL

- **Bus/Car Riders:** Students will remain in homerooms until their bus/car is called. **ALL CAR RIDERS WILL BE PICKED UP IN THE FRONT OF SCHOOL OR AT THE BUS RAMP ONLY.**
- **Walkers:** All walkers will be released on the E. School Street side. **STUDENTS WILL BE ESCORTED TO THE CROSSING GUARD ONLY.** Parents may park at the rec center and walk to the E. School Street dismissal area to pick up students. **STUDENTS WILL NOT BE BROUGHT TO THE REC CENTER PARKING LOT.** Any walkers remaining at 3:05 will be brought to the front office where parents can pick up in the front car pickup line.

STUDENT EMERGENCY FORMS

Each student will receive an Emergency Information Sheet at the beginning of the year. Please complete all information and return it to school as soon as possible. When information changes, please notify the school immediately. In the event of an emergency, only simple first aid will be administered; therefore, it is important for the school to have correct information on all students so that parents can be reached in a timely manner.

METHODS OF COMMUNICATION BETWEEN SCHOOL AND HOME:

School Newsletter

Every Thursday, you will receive our school newsletter commonly referred to as the “Husky Herald”. At this time, graded papers and weekly notes will also go home.

Blackboard Mass Communication

The district utilizes a mass communication app to send messages via text or phone with important information that needs to get to you ASAP. The text or phone message will distinguish whether it is from CPSB or from HHE. If you are not receiving these messages, please contact the front office so that we can ensure that the correct phone information is on file.

Henry Heights School Website

Missed the newsletter or just want to see what’s happening lately at HHES?

Visit our website at: <http://henryheights.cpsb.org>

Henry Heights Facebook Page

Stay tuned to our Facebook page for updates on school events, classroom activities, Clubs, and much more!

Email

Please feel free to contact teachers through their CPSB email. Teacher email addresses can be found on our school webpage by clicking the "Teachers" tab at the top of the page.

DRESS CODE EFFECTIVE 2022 - 23 SCHOOL YEAR

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. Cooperation of parents is needed and expected.

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. The Board feels it is the responsibility of each student to use good judgment in one's total appearance so that the attention of others is not distracted from the purpose of school. Cleanliness shall be a basic consideration. For health and safety reasons, students must wear shoes to school.

Students attending Pre-K-12 schools in Calcasieu Parish shall be required to wear official school uniforms. Uniforms shall be the same for all schools, as follows:

- Uniform shirts will be white, hunter green or navy or light 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.
- T-shirts will be allowed under the uniform shirt in the following colors: solid white, hunter green, or light / navy blue. No other colors may be worn or Graphic T – Shirts.
- Spirit shirt/club shirt may be worn every day.

Shirts must always be tucked in for students in grades 2nd – 5th.

- Uniform Pants should be khaki (shades may vary) or navy blue regular pants or capri pants, skirts, shorts, skorts, or jumpers must be uniform style and color (the following are not allowed: blue jeans, corduroy, sweat pants, stretch pants or leggings, spandex, baggy pants, carpenter, cargo styles, hip-huggers). No emblem, logo, decoration, or decorative trim is allowed.
- Pants, shorts, and skorts must measure (front and back) no shorter than three inches above the 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 emblem, 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.
- Socks (or stockings for girls) are required and should be hunter green, navy blue, khaki or white with no emblem, logo or decoration.
- Appropriate shoes must be worn at all times. Flip flops or crocs are not allowed due to safety issues during recess and PE.

- 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. Since jackets must remain open at all times, no hoodies/pullovers are allowed once inside the school building. Colors for classroom outerwear include khaki, navy blue, hunter green and white. The uniform shirt must be worn under outerwear. No emblem, logo, decoration, or decorative trim is allowed.
- 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 the exception of knit caps in extremely cold weather.

OTHER DRESS CODE EXPECTATIONS

Prohibited items that would cause a disturbance or distract or interfere with the instructional programs or constitute a safety hazard are not allowed.

Some examples of prohibited items include: bandannas, hair rollers, extremes in hair styles such as mohawks, psychedelic hair colors, lines, letters, or designs shaved in the head, sunglasses, nose rings, visible body piercing, excessive or inappropriate jewelry, excessive makeup, or painted faces.

Discipline

Henry Heights Elementary School is committed to implementing methods and strategies to help children develop attitudes of respect and responsibility. We strive for children to recognize, understand and internalize the traditional ideas of honesty, self-control, responsibility, cooperation and self-motivation. Students are expected to take pride in caring for their school building, books, and all school equipment. Students are expected to be respectful of school staff as well as other adults and students on the school premises.

Henry Heights Behavior Expectations

Be Respectful

Be Responsible

Be Safe

These guidelines are for all areas of the campus and specific rules for each area will be applied.

Students that follow school wide expectations have the opportunity to earn Husky Bucks for good behavior. These “Bucks” can be spent every 3 weeks at our PBIS Store.

The Louisiana Department of Education has mandated the use of a School Behavior Report for discipline referrals. This report is sent home with any student referred to the office for discipline. Our District Student Code of Conduct provides a comprehensive explanation of all behaviors and discipline policies. Refer to CPSB district Code of Conduct for specific details about minor infractions.

Henry Heights Elementary Discipline Process

1.

1st Minor Infraction

1. Teacher will re-teach expectation.
2. Teacher will conference with student.
3. Parent receives minor form to sign/return.



2.

2nd Minor Infraction

1. Teacher will re-teach expectation.
2. Teacher will conference with student.
3. Student completes behavior reflection.
3. Teacher calls parent.
4. Parent receives minor form to sign/return.



3.

3rd Minor Infraction

1. Teacher will re-teach expectation.
2. Teacher will conference with student.
3. Student will receive a consequence.
4. Teacher calls parent.
5. Parent receives minor form to sign/return.



4.

4th Minor Infraction

1. Teacher will re-teach expectation.
2. Teacher will conference with student.
3. Student will receive lunch detention.
4. Teacher calls parent.
5. Parent receives minor form to sign/return.



5.

5th Minor Infraction

1. Teacher refers student to administration for an office referral.
2. Administration will follow up with student according to CPSB Code of Conduct.
3. Administration calls parent.
4. Parent receives a School Behavior Report to sign/return.
5. Student will receive in-school suspension.

**Major
Office
Referral**

Before minor infractions are given, the teacher may give a "mark." This indicates a verbal warning has been given and has not reached the level of a minor infraction.

Cell Phones (Students)

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. If your child is a bus rider, they should note that the policy applies to bus rides to and from school. If a phone has to be taken from a student, a parent or guardian must pick it up from the Principal or Assistant Principal. Elementary students who habitually fail to follow this policy may be subject to an in – school suspension.



CAFETERIA

**All Henry Heights students receive FREE lunch and breakfast.
If you have questions regarding lunches, please contact our
cafeteria manager:**

Sharee Cormier 217 – 4620 ext. 2048

For lunch and breakfast menus, visit our website at:

<http://henryheights.cpsb.org>

ACADEMICS & GRADING

IPR'S (Progress Report)

Progress reports OR IPR's (Interim Progress Reports) are sent home to parents every 3 weeks in each 9 week period. Teachers will also send weekly papers to review and sign each week. The IPR's serve as an indication of how your child is performing at that given point during the 9 weeks period. There are four 9 weeks periods.

EVALUATION OF STUDENT WORK

In grades 1st – 5th and special education classes, a report card is sent home at the end of each 9 week reporting period.

Kindergarten students will not receive a report card for the first nine weeks.

The following grading scale will be used at Henry Heights Elementary and follows the uniform grading policy of the Calcasieu Parish School System approved by the state BESE board.

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

HOMEWORK

Parents will receive a copy of the "Homework Policy" from the teacher shortly after school begins. Please encourage your child to complete all homework assignments.

Report Cards

At the end of each nine-week grading period, a report card is sent home in 1st – 5th grade and special education classes. This is a record of your child's academic progress, attendance and conduct. Please review your child's progress with him/her and return the report card envelope to the school on the following school day, signed in the designated space. It is very important that these be returned promptly and in good condition.

1st Nine Weeks

1st IPR – Thursday, September 1

2nd IPR – Thursday, September 23

End of 9W - Monday, October 17

Report Cards issued Thursday, October 20

2nd Nine Weeks

1st IPR – Monday, November 7

2nd IPR – Tuesday, December 6

End of 9W – Monday, January 9

Report Cards issued Tuesday, January 17

3rd Nine Weeks

1st IPR – Tuesday, January 31

2nd IPR – Thursday, February 23

End of 9W – Thursday, March 16

Report Cards issued Tuesday, March 21

4th Nine Weeks

1st IPR – Thursday, April 6

2nd IPR – Thursday, May 4

End of 9W - Wednesday, May 24

Report Cards mailed home Friday, May 26

PROMOTIONS

Grades K, 1st, 2nd, 3rd, & 5th:

Promotion from one grade to another is based on the policies and regulations of the Calcasieu Parish School Board in compliance with standards cited in Bulletin 741. Students will not be promoted solely upon the recommendation of a private practitioner or a private agency. The recommendation will be given consideration only.

It is the responsibility of the School-Building-Level Committee (consisting of three or more people knowledgeable of the student's performance) to review classroom performance and make decisions affecting retention or promotion based on a preponderance of evidence of student learning.

Course Requirements for Promotion

Attendance:

K – 5th students must be present the required number of days (167).

****AND****

Grades K, 1, 2, 3, & 5

Passing Session Grades in English Language Arts and Mathematics



PARENT/TEACHER CONFERENCES

Two parent/teacher conferences are scheduled yearly. If a conference is needed before the teacher contacts you, please send a note with your child or you may call the office secretary to relay your request for a conference to the teacher. During the day, please sign in at the office before attending a conference.

If you have questions that deal with classroom concerns, please make every effort to make initial contact with your child's teacher before contacting administration. No conferences will be scheduled during grade level PLC meetings on Tuesday or Thursday. We are willing to work with you by meeting before school and after school daily whenever possible.



GIFTED PROGRAM

SPARK (Seeking Purposeful Analytical Realistic Knowledge) is the local name for the program for academically gifted students in Calcasieu Parish. The identification of gifted students begins with a referral by a teacher 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 standardized test scores, then a full evaluation is given by a Pupil Appraisal team. Once a student is classified, 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.



PARTIES

There will be two approved class parties: Christmas and Easter. Refreshments or treats that do not require special attention, such as refrigeration, may be sent to school for other holidays provided pre – arrangements with the classroom teacher have been made. These treats should be brought to school between 7:45-8:00 a.m. They will be shared by the class at the close of school under the direction of the classroom teacher.

Individual birthday parties are not given, and party invitations will not be given out at school unless there is an invitation for every child. Parents should not send balloons or flowers to school either. If you send cupcakes, they will be allowed towards the end of the class' lunch period. Family members will not be permitted to go to classrooms for birthdays. We truly do our best to protect class time.

Replacement ID Badges

Students are issued one FREE ID badge. Once students lose their ID badge, the cost of a **replacement ID badge is \$5.00**. ID badges are a requirement by the district and must be worn by students when at school.



FIELD TRIPS

Each grade level will organize a field trip(s) for their students. Information will be provided via newsletter or parent note regarding arrangements and Fees. All fees paid for a field trip are non-refundable.

Parent permission must be obtained by signing a permission form for every field trip during the school year. If a student has paid for the field trip but has not turned in a permission slip signed by a parent or guardian, he or she may not attend. If your child has any medical needs such as an inhaler, we must have the inhaler and the medical paperwork on file at the school or a parent must attend the trip or the child cannot attend.

Field trips are an extension of classroom learning so only students in the class are permitted on the trip. Brothers and sisters who are school age cannot attend and be a part of the field trip. 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, a student can also be removed from field trip participation.

Field Trips (continued)

Parents serving as chaperones may not bring younger siblings on the field trip as they may distract from the responsibility given to a chaperone.

Students who do not attend school on field trip days will be counted absent. 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. Prior arrangements should be made so the classroom teacher can leave appropriate assignments.

Student who are ill should not go on field trips. Additionally, students who have been sent home the day before a field trip because of an illness or 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.





SCHOOL PROGRAMS

FRENCH IMMERSION

Our school has the unique distinction of being one of only three schools in Calcasieu Parish to offer French Immersion to its students. *We are now a state certified World Language Immersion Site.*

Although the learning of French is not a goal that every parent may want for their child, this program provides a wonderful opportunity to open international thinking to those who participate. This immersion program therefore gives our students one more advantage in choosing careers in the competitive job market.

French Immersion students are a part of a regular English speaking homeroom. The students are taught the English language arts (reading, spelling, writing, language) with an American teacher for the same amount of time as any other student in that grade level. The French students are then dismissed to their French teacher, who conducts the remainder of the subjects in French.

Parents often ask if the French students are achieving as well as those students who are not in French. Each year all of our students are tested. Results thus far have shown that French Immersion students do as well as the English students or better. Most of these students' scores exceed the national average in all areas tested. French will be the primary language spoken in these classrooms.

****DISCLAIMER***

Students must be accepted into French Immersion upon successful results indicated in Immersion Screening Assessment Instrument. Students are usually NOT accepted into French Immersion after 1st Grade due to the foundational skills taught during the Kindergarten and 1st grade immersion years. Students that begin a school year in an immersion class must remain in the class for the entire school year.

TITLE I

Federal funds are currently allocated to Henry Heights Elementary as authorized by the *Every Student Succeeds Act* (ESSA). These funds are used to purchase instructional supplies, technology supplies, school-wide field trip expenses, site licenses, and other services that support our school improvement plan.

Parents are invited to join our Action Team Partnership to provide input regarding school improvement. Meetings are held monthly during school hours.

SPARK/REACH/GIFTED-TALENTED

SPARK is the program for academically gifted students in Calcasieu Parish. Henry Heights' SPARK students attend SPARK classes one day a week at Dolby Elementary School. Students are transported to and from SPARK on school buses. SPARK students are responsible for information missed or work assigned while attending SPARK.

REACH students also attend Dolby one day a week. REACH is open to 1st grade students identified and tested at the end of the Kindergarten school qualifying for a SPARK – like program.

Gifted/Talented students attend LCB Academy once a week for a portion of the day. Gifted/Talented is open to students of all grades after qualifying for the program based on exceptionality in the area of Art.

SPEECH SERVICES

Speech services are available on campus for children who have been diagnosed with a speech or language problem.

PHYSICAL EDUCATION

The State of Louisiana requires a physical education for all elementary students. Our full-time teacher, Stephanie Landry provides a well-structured program. Good sportsmanship and skill development are emphasized. Students are graded on their skills, participation, and effort.

ART

We are fortunate to have a full-time art teacher, Ashley Dalme. She provides lessons in art appreciation and production.

**Students receive grades (O, S, N) from the PE and Art teachers.*

LIBRARY

Our Librarian is Jennifer Fontenot. She provides lessons to address a variety of skills that tie into reading. Accelerated Reader (AR) is a program that allows students to read a book on their level and then test their comprehension skills.

D.A.R.E.

All 5th students participate in D.A.R.E. (Drug Abuse Resistance Education). An officer from 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 18 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.

BUSING INFORMATION

Buses provide transportation for students within the school district who live one mile or more from school. The bus driver, together with school administration, shall assume full responsibility for discipline of students riding the bus. The bus driver will notify school administration of any infraction of the rules by any student. The bus driver will make every effort to contact parents/guardians first to work together as possible before involving administration unless the infraction is severe.

It is the school administration's (Principal & Assistant Principal) responsibility to determine consequences for students violating regulations in accordance to the CPSB Code of Conduct. If found necessary, administration may suspend bus privileges. A student damaging a school bus shall be subject to suspension from school. Any student suspended for damages to any school bus shall not be readmitted until payment in full has been made for such damage or until readmittance is directed by the Superintendent.

Only students who are assigned to a particular bus may ride on the bus they have been assigned to by the CPSB Transportation Department.



ACCIDENTS AND ILLNESSES

The school nurse, principal, or trained person shall be responsible for administering first aid. In all cases, where the nature of an injury or illness appears serious, every effort shall be made to contact the parent or other persons listed on the child's emergency card. In extreme emergencies, the principal may make arrangements for immediate ambulance services and/or hospitalization of injured or ill pupils, contacting the parent or guardian in advance if at all possible.

COMMUNICABLE DISEASES

A student will be excluded from school when reliable evidence or information from a school nurse confirms a child has a communicable disease or infestation that is known to be spread by any form of casual contact and is considered a health threat to the school population. Careful consideration will be given to a student's statement of complaint and observation of appearance and behavior before contacting the parent.

Students will be excluded from the school for the reasons that follow:

- 1. Fever 100 degrees or higher*
- 2. Vomiting or loose stools*
- 3. Presence of abdominal discomfort*
- 4. Severe colds, sore throats, and productive coughs*
- 5. Persistent nasal discharge, conjunctivitis (pink eye), severe headache, and skin eruptions may be indications of acute communicable diseases.*

Students with these conditions should be considered contagious unless facts or expressed medical opinion indicates otherwise. The school nurse will be asked to look at the student.

6. Scabies (itch), ringworm, impetigo (indian fire); children with these skin diseases are considered to be contagious unless facts or expressed medical opinion indicates otherwise.

7. *Lice*--Specific procedures for readmitting students, who have been excluded from school because of communicable diseases or infestation, will be given to the parent or guardian. When these procedures have been followed and the communicable disease or infestation no longer exists, the child may return to school.

IMMUNIZATIONS

The principal is required under Louisiana state law to exclude children from school attendance who are out of compliance with immunization required by the law. The school nurse informs parents when immunizations are needed.

MEDICATIONS

No medicines are given internally, externally, or by injection at school without written instruction from a physician and written permission from a parent or legal guardian. Parents may obtain proper forms for "Request to Give Medication at School" from the office. Medication will be given only when all the proper paperwork and procedures have been followed. Ear drops and eye drops cannot be administered by school personnel. An adult must bring the child's medication to school. Aspirin, Tylenol, and cough syrup are under the same rules and regulations as other medications.

MCKINNEY-VENTO PROGRAM

The McKinney-Vento program is designed to address the problems that homeless children and youth have faced in enrolling, attending, and succeeding in school. Under this program, state educational agencies must ensure that each homeless child and youth has equal access to the same free, appropriate public education, including a public preschool education, as other children and youth. If you think your family may qualify for McKinney-Vento, please contact the school counselor for more information.

SNACK SHACK

Students will have the opportunity each Friday after they eat lunch to purchase various snacks to eat at recess. All students will be able to shop “live” this school year. If you would like your child to participate, please send money in an envelope with your child’s name, teacher and amount.

STUDENT RECORDS

A certified copy of any current legal custody papers must be submitted to the school office. Please report any change of personal or family data (address, phone number, emergency numbers, etc.) to the school office.

FERPA: The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age).

For more information, please visit: www.cpsb.org

TEXTBOOKS AND LIBRARY BOOKS

All students must keep books issued to them in good condition. Lost and defaced books will be paid for by the student to whom they were issued. These books are the property of the state and the Calcasieu Parish School Board.

TOYS

All toys, such as electronics, dolls, robots, games, fidget spinners, etc., will not be allowed at school unless authorized by the classroom teacher as part of instruction or there is a medical reason for its use.

TRANSFERS

Notify the office a day in advance of a child transferring. Before a child's records can be released directly to the new school of attendance, all library books/textbooks must be returned, lunch money paid in full, and payment of all outstanding fees.

UNWRITTEN REGULATION

From time to time situations arise that are not covered by written policies. Henry Heights 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 pride of Henry Heights Elementary School will be handled in a very professional manner, with the major consideration being the safety and well – being of the students and Henry Heights' employees. The Calcasieu Parish School System provides a District Code of Conduct handbook that is distributed during the first week of school. Henry Heights Elementary follows the Code of Conduct guidelines in regards to discipline, but we also follow disciplinary guidelines that are specific to our students and our campus' welfare.

School Support

FUNDRAISING

Raising funds for various projects allows Henry Heights Elementary an opportunity to have the very best. It also minimizes the cost and expense of certain activities for your child. Parents are responsible for any money owed to the school with regard to fundraising. 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 fundraiser when an outstanding debt is owed to the school. Your cooperation regarding these efforts is always appreciated.

PARTNERS IN EDUCATION

The Partners in Education program is to improve the quality of education through the direct involvement of business with our school. **THANK YOU** to the businesses that support Henry Heights through this partnership!

