

FRASCH ELEMENTARY STUDENT HANDBOOK

Kristi Russell– Principal
Melisa Crumpler – Asst. Principal



Frasch Elementary School
540 S. Huntington St.
Sulphur, LA 70663
337-217-4550
Fax 337-217-4551

Excellence in Education Since 1910

TABLE OF CONTENTS	
Frasch Vision, Mission, Philosophy and Objectives	2
Frasch School Hours	3
Attendance Requirements	4
Act 745	5
Cafeteria Info	6
Courses/Services Offered	7
Discipline Policies	8
Dismissal/Transportation Procedures	9-10
Dress Code	11
Emergency Procedures	12-13
Grading Policy	14
Medication/Communicable Diseases	15-16
Registration Requirements	17
Miscellaneous Information	18
Parent Teacher Conferences	19
Visitors/Holidays and Parties	19
Frasch Parental Involvement Policy	20
Frasch Learning Agreement	21
Handbook Instructions/Acknowledgement	22

VISION

Excellence in Education

MISSION

Promoting excellence in education for all students through quality teaching and learning.

PHILOSOPHY

We believe that Frasch Elementary School should provide experiences and an environment that facilitates the growth of each student so that he/she may lead a life, which is personally satisfying and contributes to the society, which sustains the student. Our instructional programs are regularly evaluated and updated. Lessons are well planned to allow maximum mental, social, emotional, and physical development based on curriculum guidelines provided by the Louisiana State Department of Education and the Calcasieu Parish School System.

OBJECTIVES

The following objectives were established with the aim of educating children for participation in an ever-changing and more complex society.

1. To encourage achievement equivalent with individual abilities and talents.
2. To create a learning atmosphere and environment that enhances the development of a positive self-concept where curiosity, imagination, and reasoning can occur.
3. To provide a variety of instructional alternatives to students with special needs and abilities within the regular classroom, as well as in special classes / programs.
4. To develop within each individual, the desire for excellence and a sense of responsibility to self and society.
5. To prepare the child in those basic skills which can be used in his/her life-long pursuit of knowledge.
6. To keep parents and community informed of school wide activities.
7. To use community and parent resources to enhance the instructional program.
8. To strive to improve teaching skills through in-service, professional development programs, and the use of professional publications.

FRASCH ELEMENTARY SCHOOL

SCHOOL HOURS

Classes begin each day at 7:45 am and end each day at 3:00 pm.

SCHOOL OFFICE HOURS

The school office is open from 7:15 am until 3:20 pm each school day. All school business should be conducted during these hours.

ARRIVAL AND DEPARTURE

Students should not arrive on campus before 7:15 am and should leave by the time the last busload leaves, approximately 3:15 pm. Supervision is provided from 7:15 am until the last school bus leaves. All students in car line pickup should be picked up by 3:15.

TARDINESS

Children arriving late (after 7:50 am) MUST be signed in at the front office by an adult. This includes the west side gates. They will be closed as soon as the 7:50 a.m. bell rings. Tardiness is carefully monitored by the administration for all students because of Louisiana attendance laws. A total of five (5) tardies/check-outs that are unexcused will result in a referral to the Truancy Assessment and Service Center (TASC).

LUNCHES, BACKPACKS, ETC.

If your child forgets his/her items, please make every effort to get it to school before **9:00 am**. Items will not be accepted after 9:00am due to interruption of core classes and lunch beginning. Children are not allowed to call home for forgotten lunches and backpacks.

DISMISSAL

If your dismissal arrangements change due to an emergency, please notify the office at **217-4550 NO LATER THAN 2:00 pm**. At this time, call outs are already done, and we will not be able to change routes.

ATTENDANCE REQUIREMENTS

Attendance regulations set by the Louisiana State Board of Elementary and Secondary Education adopted by the Calcasieu Parish School System state that any student in grades K-8 must be in attendance a minimum of 170 days in order to be eligible to receive credit for courses taken during that year. Exceptions can be made only in the event of extended illness verified by a physician, or other extenuating circumstances approved by the parish Supervisor of Child Welfare and Attendance in cooperation with the principal.

Every student absence must be supported by an excuse from home the first day after the child returns to school. The absence note should include the date, reason for absence, and parent/guardian signature. A physician's excuse may also be sent for absences that required a doctor's visit. All excuses must be received by the school within 5 days of the student's absences. Excused absences must comply with the state law.

The law states the child may be absent for the following reasons:

1. Personal illness of the child (**3 or more consecutive days requires a doctor's excuse.**)
2. Serious illness in the family
3. Death in the immediate family (not to exceed 5 days)
4. Certain religious holidays of the child's faith

EXTENDED ABSENCES

If your child has an extended illness or is hospitalized, please contact the school immediately. Arrangements can be made to get your child a homebound teacher if your child is to be out of school for 15 or more days.

Revised Attendance Law- Act 745 of House Bill No. 1133

During the regular legislative session of 2008, Act. No 745 of House Bill No. 1133 was revised

- **Please refer to this revised attendance law on the following pages. Acknowledgement of receipt will be signed on the school Acknowledgement form.**

STUDENT CHECK OUT

Any student desiring to leave school during the regular school day must have a parent or other authorized person come to the front office and sign him/her out. Those persons authorized to check the student out must be listed on the emergency card in the front office and **need to be prepared to show ID**. Students should be checked out by 2:30 p.m. Upon returning to school, the student must be signed in by an authorized person at the front office before returning to class.

Revised Attendance Law- Act 745 of House Bill No. 1133

During the regular legislative session of 2008, Act. No 745 of House Bill No. 1133 was revised. Below you will find the revisions.

This law affects cases of habitual absence, tardiness, which includes late to school and early check-outs.

A student shall be considered habitually absent or habitually tardy when all reasonable efforts by any school personnel, truancy officer, or other law enforcement personnel have failed to correct the condition after the **fifth unexcused absence** or **fifth unexcused occurrence** of being tardy within **any school semester**.

The parent or legal guardian of a student shall enforce the attendance of the student at the school to which the student is assigned.

The principal of the school, or his designee, shall notify the parent or legal guardian in writing upon a student's **third unexcused absence or unexcused occurrence** of being tardy, and shall hold a conference with such student's parent or legal guardian. The student's parent or legal guardian shall sign a receipt for such notification.

The parent or legal guardian of any student in K-8th grade who is considered habitually absent or habitually tardy shall be punished as follows:

- A first offense shall be punishable by a fine of not more than fifty dollars or the performance of not less than twenty-five hours of community service.
- Any subsequent offense shall be punishable in accordance with R.S. 17:221(A)(2)

For purposes of this section, the term, "tardy" shall include **but not be limited to leaving or checking out** of school **unexcused** prior to the regularly scheduled dismissal time at the end of the school day.

The Calcasieu Parish School Board Policy manual states the following regarding excused and unexcused absences:

- **Excused Absences**

Students shall be considered temporarily excused from school for personal illness, serious illness in the family, death in the family (not to exceed one week), or for recognized religious holidays of the student's own faith and shall be given the opportunity to make up work.

- **Unexcused Absences**

Students shall not be excused for any absence other than those listed under excused absences above, and shall be given failing grades in those subjects for work missed, and shall not be given an opportunity to make up work. Students shall not be excused from school to work on any job including agriculture and domestic service, even in their own homes or for their own parents or tutors.

- **Absences Due to Suspensions**

Students missing school as a result of any suspension shall be counted as absent and shall be given failing grades for work missed. Suspensions are counted as unexcused absences.

CAFETERIA INFORMATION

SCHOOL BREAKFAST AND LUNCH PROGRAMS

Our cafeteria is a pleasant and attractive part of our school. It plays a very important part in meeting the nutritional needs of our students. The staff of our cafeteria consists of highly trained personnel, who provide well-balanced meals. Breakfast is served each morning from 7:15 to 7:45. If students elect to bring their lunches, they are required to eat along with students who buy lunches.

Frasch Elementary will be participating in the Community Eligibility Provision (CEP) program for the current school year. It is GREAT news for you and our students as there will be no charge for a healthy breakfast and lunch. No further action is required of you. (free/reduced lunch forms do not have to be completed) Your child(ren) will be able to participate in these meal programs without having to pay or submit a meal application.

BREAKFAST

Breakfast is served every day from 7:15-7:45. Students must arrive on time and go straight to the cafeteria if they choose to eat breakfast.

PreK students will go to breakfast as a class at the beginning of their day.

LUNCH

Students will go to lunch with their classroom following their daily schedule. Students may choose to eat in the cafeteria or bring a lunch from home.

No student will be allowed to heat up their lunch. Thermos bottles are allowed.

COURSES/SERVICES OFFERED

SPARK (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, friend, or parent of the student with approval of the School Building Level Committee (SBLC). A screening test is given and if a student scores high enough on this or on iLEAP/LEAP scores, then a full evaluation is given by a Pupil Appraisal Team. Once a student is classified as academically gifted, an Individualized Education Plan (IEP) conference is held, and the student is placed in the program. Evaluations by local psychologist are accepted to review any pupil appraisal.

PHYSICAL EDUCATION

All students enrolled at Frasch take physical education as required by the State Department of Education. A note from the parent can excuse the child from P.E. for no more than 3 days for temporary disabilities or illness. If an excuse is needed for a longer time period, a note must be produced from the child's physician.

SPEECH

Speech and hearing therapy is offered by the Calcasieu Parish School System at no added cost to the parent. A speech therapist works with students at our school who have speech or language problems.

LIBRARY

The library supports and enriches the curriculum at Frasch Elementary. Each class has a scheduled time to visit the library and learn the skills necessary to become independent users of any library. Entire classes or small groups of children come to the library to do research, view films, listen to audios, do independent work or to work on a computer.

We are very proud of our Accelerated Reader program and our advanced technology in our library.

ART

Art is offered as an enrichment course and allows students to build their artistic skills through observation, exploration, expression and reflection. Students are also exposed to a variety of techniques and mediums such as: drawing, shading, clay, glazing, acrylic and watercolor paints, 3-D art, and printmaking. The art program also includes school and parish art shows within the community.

DISCIPLINE POLICY

Frasch Elementary follows the Calcasieu Parish School Board discipline policies as outlined in the Student Code of Conduct Handbook.

POSITIVE BEHAVIOR INTERVENTION SUPPORT (PBIS)

Frasch Elementary uses Positive Behavior Intervention Support throughout the school. PBIS provides a positive and effective alternative to the traditional methods of discipline. PBIS methods are research-based and proven to significantly reduce the occurrence of problem behaviors in the school, resulting in a more positive school climate and increased academic performance. PBIS is consistent with the Individuals with Disabilities Education Act, which advocates the use of positive behavior interventions and school-based disciplinary strategies that reduce or eliminate the need to use suspension and expulsion as disciplinary options.

Frasch teachers are constantly teaching and reinforcing appropriate behaviors. Should a student choose to violate school behavior rules, a specific procedure is followed:

1st minor offense: Student gets a verbal warning. Teacher re-teaches appropriate behavior and clarifies consequences.

2nd minor offense: Teacher fills out parent communication and sends a copy home. Student receives a consequence. Parent signs and returns form.

3rd minor offense: Teacher fills out parent communication form and sends it home. Teacher calls parent. Student receives a consequence. Parent signs and returns form.

4th minor offense: Teacher fills out the Frasch Discipline Ladder and sends the student to the office to see an administrator. Offenses will be entered into the system. A follow-up course of action/consequence is taken.

- **Students who commit a major offense will be sent immediately to the office to see an administrator.**

Students are rewarded with FRASCH POINTS throughout the year for following the FRASCH expectations and are allowed to shop in the MINER MART Store for prizes.

DISMISSAL/TRANSPORTATION PROCEDURES

AFTERNOON DISMISSAL PROCEDURES

- 3:00 p.m. - **Car riders** We ask that all parents drive through in their cars to pick up students at the car port on the east side of the building. This will help relieve congestion and will result in a more organized and safe dismissal. The duty teacher will signal for the 1st car to enter the car loading area. **ALL CAR RIDERS SHOULD BE PICKED UP NO LATER THAN 3:15.**
- 3:00 p.m. - **Walkers and Bus riders** will be dismissed at this time.

Please help us by making sure that your child knows how they are going home each day **BEFORE** they leave home in the morning. This will eliminate the disruption of classroom teaching time. **A NOTE MUST be sent** to your child's teacher if they are to dismiss in a different way than normal. If your dismissal arrangements change **due to an emergency**, please call the office at 217-4550 as early as possible – **NO LATER THAN 2:00 P.M.** **Students will go home their normal way if no note or call has been received.**

In an effort to clear up any confusion regarding dismissal procedure, please be advised of the following instructions:

1. CAR RIDERS - Children who are to be picked up after school in an automobile through the car port on the east side (South Ruth Street).

No left turns in or out of the car rider line.

2. WALKERS –

- **EAST-SIDE WALKERS** -Children who cross the street with the crossing guard on South Ruth Street and walk home from school.
No car pick-up or drop off. No parking on the roads or in the Salon Parking lot.
- **WEST-SIDE WALKERS**-Children who cross the street with crossing guard on Huntington Street and walk home or meet their parent/guardian. Parents may park in the 1st Baptist Church parking lot and meet their child at the crosswalk. **FOR SAFETY REASONS, NO STUDENTS WILL BE ALLOWED TO WALK ACROSS THE PARKING LOTS TO MEET THEIR PARENTS.** **ALL PARENTS MUST EXIT THEIR CAR and come to the cross walk to pick up their child.**
- **HENNING DAY CARE**-Children who attend Henning Day Care and meet the day care worker on Church Street.

All students in the above categories are supervised at all times by a Frasch Elementary duty teacher.

PARKING AREA AND DRIVEWAYS

During school hours the driveway must remain clear in case of emergencies. PLEASE DO NOT BLOCK THE DRIVEWAY. When attending school functions please do not park in the front driveway. For the safety of walking students, parents are not permitted to drive through or park in teacher's parking area at any time. Parents who chaperone field trips must park off campus.

BUS POLICY

Transportation is provided for any student who resides a distance beyond a one-mile radius from the school if his conduct while riding the school bus is satisfactory. Students are under jurisdiction of the school while riding the school bus and misconduct on a bus may forfeit a student's privilege of riding a bus.

The school bus is designed to transport students to and from school. Bus drivers are not permitted to allow students or adults to ride their bus unless they are regular riders assigned to that bus. This is covered under school board regulations. (Circular 1262) Bus transportation is offered as a convenience and each child is expected to fully cooperate with the driver and obey all safety rules in order to enjoy this convenience.

There are times when it may be necessary for a child to ride another bus or for the child to remain at school for someone to pick him / her up. **WE MUST HAVE A NOTE WRITTEN FROM THE PARENT IF THERE IS A CHANGE IN THE NORMAL DAILY ROUTINE.** The request will be approved by the office. A simple request for a child to "spend the night" cannot be approved unless there is an emergency situation included in the request. The bus driver must also be contacted in advance to assure there is ample space on the bus.

Bus drivers may give seat assignments that must be adhered to by all passengers. Drivers will file a disciplinary report when a student's behavior is unacceptable. Students may be subject to bus suspension for repeated behavior violations.

DRESS CODE POLICY

Frasch Elementary follows the Calcasieu Parish School Board Dress Code Expectations as outlined in the Student Code of Conduct Handbook.

Frasch Elementary has adopted red uniform shirts in addition to the shirt colors stated in the Student Code of Conduct Handbook.

DRESS CODE REGULATIONS:

- Current year Frasch Spirit shirts can be purchased and worn on any day. Blue & Gold Friday Spirit shirts will be available for purchase and can be worn only on Fridays. Other club shirts can only be worn on the appropriate days.
- Appropriate hair must be worn at all times. No colored hair of any kind is allowed. No bleached hair, no designs cut into hair and no mohawks are allowed. Hair should be cut appropriately and not restrictive of one's vision. No distractive headbands including cat ear headbands are allowed. No distractive bows are allowed including big bows of inappropriate school colors.
- Khaki and blue shorts with beltloops should be worn by students in 2nd through 5th grade. Elastic waist shorts may only be worn by students in grades PreK through 1st grade.
- Acceptable outerwear (jackets, sweaters and Frasch sweatshirts) should have no logos. Pullovers are not acceptable as outerwear. Jackets of appropriate colors must remain open and unzipped while in the classroom. Jackets of inappropriate colors may only be worn during recess while outside and to and from school.
- Winter accessories such as gloves and winter hats may not be worn inside the school building during the school day.
- Prohibited items for students include sunglasses, bandanas, excessive piercings, tattoos, or excessive makeup.
- Appropriate shoes should be worn at all times. These shoes should cause no distraction to those around them. Light up shoes, shoes with excessive colors, sandals, flip flops, crocs, and rubber boots are not allowed. *No boots should be worn on PE days.

EMERGENCY PROCEDURES

Parents can get critical information and directions by doing the following **BEFORE GOING TO THE SCHOOL OR SCENE OF AN EMERGENCY.**

- Visit www.cpsb.org website
- Tune into KPLC television station for news alerts
- Listen to radio stations

KYKZ 96.1 FM	KBIU 103.3 FM	KKGB 101.3 FM
KQLK 97.9 FM	KAOK 1400 AM	KXZZ 1580 AM
KNGT 99.5 FM	KHLA 92.9 FM	KJMH 107.5 FM
KTSR 92.1 FM	KLCL 1470 AM	KJEF 1290 AM
KZWA 104.9 FM		

It is critical that accurate and timely information and directions be delivered by school officials during an emergency. The Calcasieu Parish School System is committed to releasing such information to parents, the public, and the news media as soon as it is available.

How can parents prepare for a school emergency?

1. Remember in any crisis situation, a student can be released only to an adult that is documented as an emergency contact and can show proper identification.
2. Provide accurate emergency contact information to your child's school and notify the school if it changes.
3. Keep updated by reading messages on the Calcasieu Parish School System website www.cpsb.org or in school newsletters, websites, or notices.
4. Make sure phone numbers are accurate in student access center and parents have "opted in" to school call outs and texts via the call out system.

EMERGENCY DESCRIPTIONS

LOCKDOWNS occur when internal or external threats exist. Exterior and interior doors are locked with staff and students in secured areas until an all clear is given. If possible, signs are posted to alert parents and visitors about the lockdown.

SHELTER-IN-PLACE assures student safety when schools are alerted that hazardous materials may have been released into the atmosphere and evacuation or dismissal is not advisable. Safe areas are identified in schools where refuge can be taken until it is safe to release students.

EVACUATION procedures at each school include alternate locations and procedures where parents can be reunited with their child. Parents will be directed through the news media or district website to a specific location where they will be required to show proper identification such as a driver's license or other photo identification.

RECOVERY is the longest phase of emergency management, lasting until the physical environment, students, and staff has returned to a sound physical and emotional state. Trained school and volunteer community mental health professionals will assist students, staff, and families in the event that a school emergency occurs.

EMERGENCY EVACUATION PLAN

If our school should have to be evacuated, the students will be escorted to the Henning Family Life Center. If the school has to be closed for that day then buses will be sent to pick up students at Sulphur High. Parents picking up students will sign out their own students at the front door of the gym. Students walking home will be dismissed last as not to get caught in the confusion of the traffic picking up students. Radio and TV stations will be notified in the event the school should be closed. Please cooperate with school officials and public officials in the event of an evacuation.

INDIVIDUAL STUDENT EMERGENCIES

Parents are notified if their child becomes ill or is injured at school. In the event of an injury only simple first aid will be administered. Therefore, it is important that an emergency card be on file in the office and is kept up to date. This card gives the following information:

- Phone number where parents can be reached.
- Phone number and names of relatives, neighbors, or friends who can assume responsibility for the child if parents cannot be reached.
- Name, address and telephone number of family's physician.

In an emergency requiring your child to be transported to the hospital, you will be contacted immediately by phone. In the event you cannot be reached, an ambulance will be used if deemed necessary. Otherwise, the principal or one of the teachers will drive them to the emergency room at West Calcasieu Cameron Hospital. The physician named by you on the emergency card will be called.

GRADING POLICY

CPSB directs that evaluation of student progress be based on various aspects of performance as measured against standards for that grade or subject. Grading shall be based on:

1. Achievement as it reflects a reasonable and conscientious effort on the part of the pupil to fulfill in quantity and quality the requirements of the course,
2. The ability of the pupil as it relates to the pupil's demonstrated effort, and
3. Other criteria as may be developed.

Teachers shall use letter grades consistently in all places where marks are recorded. No school employee shall attempt directly or indirectly to influence, alter, or otherwise affect the grade received by a student from his teacher, unless it is determined that the grade is an error or that the grade is inconsistent with the teacher's grading policy.

- **Marking period** – teachers should evaluate at least nine (9) different times during the period to arrive at a fair grade (tests, class participation, homework, reports, experiments, themes, etc.)
- **Session/Semester Grades** - teachers convert grades for the marking periods to quality points to find the average of these periods. This average will be carried to the nearest tenth. The average of the four marking periods shall constitute the final grade of the session. The grading scale is as follows: 100-93=A; 92-85=B; 84-75= C; 74-67= D; 66-0= F

General Guidelines concerning grading:

1. A student shall receive no more than one (1) grade for any test, written response, or work sample unless that grade is in two different areas such as vocabulary/comprehension, etc.
2. Students shall not be penalized for misspelled words, grammar, or mechanics in the content area subjects unless these are specifically addressed in the lesson objective.
3. No more than two (2) tests should be scheduled on one day.

REPORT CARDS

A report of progress on each student will be sent home at the close of every **nine weeks**. The report card is usually sent on the 4th day after the end of the nine weeks.

MEDICATION

The parent / guardian who wishes for medication to be administered at school to his/her child has the following responsibilities:

- To obtain written orders for all medications to be given at school, including renewals at the beginning of the school year.
- To obtain a prescription for all medications to be administered at school, including medications that might ordinarily be available over the counter.
- To arrange for the safe delivery of the medication to and from school (by a responsible adult), in original labeled container as dispensed by the pharmacist.
- To provide an authorization that contains the following information:
 - the student's name
 - clear instructions
 - Rx number, if any
 - current date
 - name, dosage, frequency, and route of medication
 - physician's or dentist's name
 - the parent or guardian's printed name and signature
 - parent / guardian's emergency phone number
 - statement granting or withholding release of medical information
- To provide a list of all medications the student is currently receiving at home and school, if not a violation of confidentiality or contrary to the request of the parent/guardian or students that such medications not be documented.
- To list names and telephone numbers of persons to be notified in case of a medication emergency in addition to the parent or guardian and licensed prescriber.
- To request unit dose packaging whenever possible.
- To provide no more than a 20 school day supply of medication to be kept at school.
- To cooperate with school staff to provide for safe, appropriate administration of medication to the student, i.e., provide information such as positioning, and suggestions for liquids or foods to be given with medication.
- To assist in the development of the emergency plan.
- To comply with written and verbal communication regarding school policies.
- To grant permission for school nurse / physician consultation.
- To remove, or give permission to destroy unused, contaminated, discontinued, or out-of-date medication according to the school guidelines.

COMMUNICABLE DISEASES

Skin Diseases: *Scabies (itch), ringworm, and impetigo (Indian Fire)*

Eye Disease: *Pink eye*

Children with the above diseases must be referred to a physician, and a note must be obtained from the physician indicating whether it is all right for the child to remain in school.

Pediculosis: *Lice (live lice or nits)*

Children with the above must be excluded from school until one of the following conditions is met:

- The student shall be excluded from school until he/she has been treated with a medication that kills lice and UNTIL ALL NITS HAVE BEEN REMOVED FROM THE HAIR. Upon returning your child to school, as verification of treatment, please present the label from the medication used and/or a statement from your physician.
- Any student who is excluded from school because of lice infestation must be accompanied by his/her parent or by a responsible adult when he/she returns to school.
- School personnel shall be responsible for checking the student to be sure he/she is free of nits and lice. If he/she is not free of nits or lice then he/she shall be returned home by the same adult who brought him/her back to school.
- Any student excluded from school for lice infestation shall have an excused absence for a limited time-not to exceed **four (4) calendar days** and shall be allowed to make up classwork on that basis.

Other communicable diseases: Measles, Chicken Pox and Mumps

Children with these diseases are to be excluded from school and may return when:

1. Measles – 5 days after rash has disappeared
2. Chicken Pox – 7 days after appearance of the vesicle
3. Mumps – when the swelling has subsided

REGISTRATION REQUIREMENTS

BIRTH CERTIFICATES

All children entering Calcasieu Parish School System for the first time are required to present a copy of their **official birth record** to the front office. Children born in Louisiana will be given a fifteen (15) day grace period to secure a copy of their birth records. Children born out of the state will be given a thirty (30) day grace period in which to produce a copy of their birth records.

SOCIAL SECURITY CARDS

All students in the Calcasieu Parish School System are now required to have a social security number. A copy of their social security card will be kept with their school records. This number will be kept confidential at all times.

IMMUNIZATIONS

All students, upon their initial enrollment at Frasch Elementary, must furnish a health record from their physician or the health department providing evidence of their immunizations for the following diseases: *diphtheria, tetanus, whooping cough, polio, measles, and hepatitis.*

PROOF OF RESIDENCY

Parent guardian must provide two proofs of current residency. One **MUST** be the most current electricity bill and one other utility bill in your name.

CHANGE OF CONTACT INFORMATION

If a student changes his/her place of residence, mailing address, or telephone number after enrollment, he/she should report this change to his/her teacher and the school office immediately. If the address is outside the Frasch school zone, special permission must be obtained from the Calcasieu Parish School System Child Welfare and Attendance Office in Lake Charles for him/her to remain enrolled at Frasch Elementary.

USE OF SCHOOL TELEPHONE BY STUDENTS

A student will be permitted to use the school telephone only when accompanied by a written request from his/her teacher. Calls will be limited to cases of illnesses or emergencies. Arrangements for transportation, books, homework, lunches, etc., are not valid reasons for using the phone. Parents are requested not to call the school to speak with their children except in an emergency.

CELL PHONES/WATCHES

No student shall use any electronic telecommunication device including cell phones and smart watches (any watch capable of texting and/or taking pictures.) Frasch Elementary will follow CPSB Code of Conduct procedures when a student has one of these devices.

SCHOOL FEES

Make all checks payable to **Frasch Elementary**. School fees should be paid at the beginning of the school year. Fees can be paid online through the OSP system. Please visit CPSB.ORG for the link.

STUDENT INSURANCE

Accident insurance covering students on their way to school, during school and during their return home from school is available to all students. An insurance form will be sent home with all students on the first day of school so that you can read about it and apply if interested.

HOMEWORK GUIDELINES

Homework should be reasonable and meaningful to students. It should never be used to teach objectives and concepts, but rather to reinforce and apply objectives and concepts already learned during the instructional day.

Specific guidelines considered when planning homework for elementary students as recommended by the Elementary Curriculum Department:

- The assignment provides the student with an opportunity to reinforce, practice, apply, and/or enrich the content that has already been learned during instruction. (Incomplete class work is not considered homework.)
- Assignments given are extensions of the learning activities taught and give student a chance to think creatively as well as use of higher order thinking skills.
- Careful consideration is given to assure that the assignment is based on student interest, needs and abilities and not repetitive.
- It is not recommended that an elementary student have homework in each content area everyday.
- The classroom is the central station for teaching and learning. Homework should never be used for this goal.

**National guidelines *recommend* that the average student should not be assigned more than a total time of ten minutes of homework per grade level. (ex., Kindergarten=10 minutes, Grade 3=40 minutes, Grade 5=60 min.)

PARENT-TEACHER CONFERENCES

Parents are encouraged to arrange conferences with teachers to discuss the progress of their children, special problems, curriculum offerings, etc. **PARENTS OR OTHER PATRONS SHALL NOT BE PERMITTED TO VISIT THE CLASSROOM DURING THE SCHOOL DAY WITHOUT SPECIAL PERMISSION FROM THE PRINCIPAL.** This regulation is not intended to discourage or to deter teacher / parent conferences, which are highly profitable when they are properly scheduled.

Teachers are available from 3:00 – 3:30 daily for conferences. To schedule a conference, please call the front office or send a note to the teacher by your child requesting a conference. Thursdays are reserved for faculty meetings.

SCHOOL VISITATION

All visitors are asked to enter the school building on South Ruth Street near the front office. All parents or visitors are to sign-in at the front office upon entering the school campus and will be issued a visitor's tag. All contacts with students and/or teachers are to be made through the principal unless previous arrangements have been made. All articles brought to students during the day are to be brought to the school office before 9:00 am.

HOLIDAY PARTIES

Each grade will be permitted to have two parties per school year. These will be held at Easter and Christmas. **Birthday treats, food, flowers, balloon bouquets, etc. will NOT be allowed.** If a parent wants to check his/her child out of school after a school party, they will be required to sign them out in the classroom.

PARENTAL INVOLVEMENT/LEARNING AGREEMENT

Frasch Elementary Parental Involvement Policy and Learning Agreement can be found on the next two pages of the handbook. Acknowledgement of these forms will be signed on the Frasch Elementary Acknowledgement Page and kept on file at school.

FRASCH ELEMENTARY **PARENTAL INVOLVEMENT POLICY**

Frasch Elementary recognizes that parental involvement is a key factor in the success of our students' education. We believe that when teachers, parents, and students commit to and strive toward the common goal of quality education that together we will produce not only quality students but quality citizens.

Frasch Elementary School will provide a variety of opportunities to encourage strong parental involvement. The following activities are designed to encompass the involvement of parents of all students attending Frasc Elementary grades Pre-K through 5th:

- Meet and Greet
- Open House
- Book Fairs
- Math Nights
- Newsletters
- Spanish Heritage Nights
- Fund Raisers
- Grandparents' Day
- Websites
- PBIS EOY Celebration
- Miscellaneous Projects

Teachers, parents and administration will work cooperatively together to plan these and other activities to ensure the success of the Parental Involvement Program.

All activities will be held in compliance with the Calcasieu Parish School Board Parent Involvement component and those of Louisiana Department of Education.



Frasch Elementary Learning Agreement



Teacher

I understand my responsibility to create a positive learning environment where students receive high quality instruction. Therefore, I agree to carry out the following responsibilities to promote your child's quality education:

1. Provide a safe and caring learning environment.
2. Keep you informed of your child's performance on a regular basis.
3. Help your child be responsible for his/her own behavior and learning.

Student

In order to support my learning in school, I agree to the following:

1. Do my school work to the best of my ability.
2. Set aside time and study after school.
3. Respect and cooperate with other students and adults.
4. Arrive at school on time each day.

Parent

In order to assist and promote my child's learning achievement at school, I agree to:

1. Attend parental involvement programs whenever possible.
2. Monitor my child to ensure that he/she does their school work at school and home.
3. Have high expectations of my child as an individual.
4. Make sure my child arrives at school on time each day.



ATTENTION PARENTS AND STUDENTS
OF FRASCH ELEMENTARY
GRADES PREK-5

Keep the handbook for you and your family.

As students and parents/guardians, we agree to comply with attendance regulations as stated in this handbook, to be on time and diligently working toward completion of class and homework assignments.

We have read the information in this handbook and agree to comply with attendance and classroom/school regulations and requirements as stated. We also agree to attend all required parent/teacher/principal conferences as requested.

Parents will sign the Frasch Elementary Acknowledgement page and return to the school. This acknowledgement page will indicate that parents have read and will follow guidelines of the following documents:

- Frasch Elementary Student Handbook
- Parental Involvement Policy
- Learning Agreement
- Act 745 (attendance)

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.) Visit www.cpsb.org, OUR DISTRICT, Policies, Annual Parent Notifications for a complete list of rights and additional details. Also, refer to CPSB Student Code of Conduct (p. 2 and p. 9).