

# LeBleu Settlement Elementary

6509 Highway 3059  
Lake Charles, LA 70615  
(337) 217-4880

LeBleu Settlement Elementary



***The mission of LeBleu Settlement Elementary is provide  
productive learning opportunities to promote student  
success.***

**2023-2024**

## **School Handbook**

**Melanie Brady – Principal  
Kristina Benoit-Assistant Principal**

Dear Parents,

Welcome to a new school year at LeBleu Settlement Elementary! In our tradition of success for student achievement the following continues to be part of our high standards of excellence. The Leadership team met this summer to study our student progress and make plans to improve our school programs and instructional practices. We have another amazing year planned for you and your child. We set goals to improve student performance by focusing more on student data, collaboration on effective best practices, and building leadership abilities in all students. Our PBIS team planned some wonderful activities as well as school wide behavior interventions aimed at building an effective environment in which positive behavior is more prominent than problem behavior. We encourage all students to be positive role models and take on leadership positions in the school to promote good character. We select fifth grade students to announce school news and upcoming events on our telecast system and all other grade levels lead in the pledge. We have family reading night, family math night, PTO/NNPS meetings, and many other activities planned for you to come and see how we make student learning a priority. We will continue to work with all teachers to incorporate research-based, best practices and implement a highly structured curriculum to ensure student achievement by all students. I cannot begin to tell you how extremely excited our entire faculty is to be a part of your child's life. This handbook has been prepared as a quick, handy reference for parents and students regarding school rules, regulations, and general information. Please take time to read through it thoroughly and keep it handy for future reference.

All hearts united,  
Melanie Brady

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**LeBleu Settlement Elementary School**  
**6509 Highway 3059**  
**Lake Charles, LA 70601**  
**Phone: 217-4880 Fax: 217-4881**

(E-mail – most teachers can be e-mailed by using their first name.last name@cpsb.org)  
Principal ----- Melanie Brady  
Assistant Principal--- -----Kristina Benoit  
Counselor-----Megan Fontenot  
Attendance Secretary -----Lauren Fawvor  
Financial Secretary -----Elaine Credeur  
Cafeteria Manager-----Rhonda Curlee  
Extended Day Director-----Megan Breaux

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7:00 AM----- **Students cannot arrive at school before this time.**  
7:45 AM -----Beginning School Day  
7:45 AM ----- Students arriving after this time are considered tardy.  
**After 7:45 a.m. a parent must sign in a student.**  
10:45 AM – 12:15 PM -----Lunch Periods  
2:45 PM----- Pre-K Car Riders Dismissed  
3:05 PM -----Car Riders  
3:15 PM -----All other bus riders and Extended Day dismissed  
**\*No Dismissal changes will be allowed after 2:00 pm.**  
**\*Student check outs between 2:30- 3:15 pm are NOT allowed except in an emergency.**  
  
Length of School Day for Students -----7:45 AM – 3:05 PM

### LeBleu Settlement Elementary 2023-2024 Staff

<b>Office</b>	<b>Lead Teacher</b>	<b>Art Teacher</b>
Lauren Fawvor, Secretary	Phyllis Bolton	JoAnn Mayo
Elaine Credeur, Bookkeeper		
<b>Guidance Counselor</b>	<b>Speech Therapist</b>	<b>Media Specialist/Librarian</b>
Megan Fontenot	Belinda Morgan	Danielle Fontenot
<b>Pre-K Teachers</b>	<b>Kindergarten Teachers</b>	<b>First Grade Teachers</b>
Anita DeJean	Amanda Mills	Allison Hurley
	Kara Lormand	Allie Monceaux
	Courtnei Smith	Allison Hurley
	Maci Roberts	
<b>Second Grade Teachers</b>	<b>Third Grade Teachers</b>	<b>Fourth Grade Teachers</b>
Carla Denison	Ayson Brown	Ann Martin
Cynthia Koonce	Kellie Dereese	Stephanie Soileau
Tanyua Vincent	Mary Ann Rutledge	Katy Young
<b>Fifth Grade Teachers</b>	<b>Special Education Teachers</b>	<b>Physical Education</b>
Lee Long	Kristen Ardoin	Candice Marcantel (1/2 day)
Jessica Veuleman	Laurie Dyson	Amanda Wicke
Lori Williams	Brandy Mouton	
<b>Pre-K Para-Professionals</b>	<b>Para-Professionals</b>	<b>Adaptive P.E. Teacher</b>
	Twyla Bailey	Chancey Mouhot
	Katie Courts	
	Carolyn Fontenot	
<b>ISI</b>	Rcky LeBleu	<b>Interventionist</b>
Donna Little		Michelle Garland
	<b>CAI Lab Manager</b>	<b>Nurse</b>
	Allison Dehner	Brittany Devillier
<b>Cafeteria</b>	<b>Custodians</b>	<b>Administrators</b>
Rhonda Curlee, Manager	Michelle O'Neal, Lead	Melanie Brady, Principal
Beau Foreman	Kodi Oquinn	Kristina Benoit, Asst Principal
Allie Hooper	Rachel Mitchell	
Sadona Miller		
Jaclyne Miller		

## Registration

**Office Hours** – 7:30 AM – 3:30 PM 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- Two current sources of information verifying the guardians name and address ex) electric bill, water bill, etc.
- Birth certificate
- Immunization records
- Records from transfer school
- Social Security card – showing SS number

### Immunizations

All students must furnish proof of up-to-date immunizations as required by law. Students not meeting the immunization requirements will be given 10 days to comply. **All students should meet immunization requirements by October 14.**

### 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, address, social security number, parent work numbers, emergency contacts (with identifying information – 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.

Parents have 24 hours from the time of registration to provide emergency numbers. Parents should make sure they 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 must also include

information which would identify those persons should it become necessary for the school to contact them (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.

### **Legal Custody**

When the legal custody of a student has been judicially assigned to one parent or legal guardian, a certified copy of the signed judgment should be presented and kept on file in the school office. In the absence of a legal document, the child will be released to either parent.

### **Transfer Students**

When a student transfers to another school, parents need to notify the school office in advance so that the necessary paperwork will be ready when the child leaves. Processing the paperwork does require time and the attention of the classroom teacher. The official withdrawal form will be released when all fees are cleared (library books, workbook money, fund-raiser money, etc.) and when the teacher is free from instructional duties so grades and attendance can be calculated. A teacher cannot stop instruction to calculate grades/absences.

## ***School Support***

### **PTO**

We have a very active PTO and are looking forward to another great year. We will have approximately 480 students in Pre-K through fifth grade. We encourage all interested parents, grandparents, and extended family members to join our Parent Teacher Organization and assist the school in a collaborative effort to improve the academic learning environment of our children. Statistics indicate that children do much better in their school work when their parents are involved in school activities. Contact the office if interested.

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 policies and procedures must be followed.

### **Partners in Education**

The Partners in Education program was developed by the Chamber Southwest and the Calcasieu Parish School Board to enhance the quality of education through direct involvement of business and industry. LeBleu Settlement Elementary is most fortunate to have K & K Construction, Southside Machine Works, and Elite Service Recovery and Towing as our Partners in Education. We are currently seeking other partners. See Mrs. Brady if you are interested.

### **Volunteers**

We are also very fortunate to have a number of people interested in volunteering –some are parents, some are from the community, husbands of faculty and staff members, retired teachers, grandparents, aunts, uncles, brothers, sisters, etc. who volunteer on a weekly basis to help our students.

Some have volunteered to work a day, some a week, some an hour. We hope all will remain volunteers throughout the entire year because everyone can give something, and it makes the load lighter on the rest of the volunteers. We would like volunteers to help run off papers, assist with bulletin boards, help with the collection of things, read to children or listen to a student read. The jobs to be done are many and varied. 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. We encourage you to get involved and offer your help. Volunteers are truly needed and appreciated.

### **Central Office Staff at the Calcasieu Parish School Board**

LeBleu Settlement Elementary School Faculty and Staff are under the direct supervision of Dr. Jill Portie, Administrative Director of Elementary Education. Dr. Portie works very closely with the school in our mission of providing a quality education.

### **School Board Member**

The school board representative for LeBleu Settlement Elementary is Mr. Aaron Natali. He is more than happy to help with any need you may have.

## ***Health Services***

### **Vision and Hearing Screening**

Students in grades K, 1, 3, and 5 are screened 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 and 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.

**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 (7:40 A.M. – 3:20 P.M.); however, parents who bring medication to school between 7:40 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.

The NO medication policy also applies to creams, ointments, topical antiseptics, and cough drops. Over-the-counter items follow the same safe guidelines.

*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 with a condition that is contagious cannot remain at school.

### **Lice**

School personnel periodically check for head lice. Procedures established by the Calcasieu Parish School Board must be followed 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 before 7:40 A.M. When only one secretary is available in the office to answer the telephone and wait on the counter, you may have to wait to have your child checked. Parent cooperation in dealing with this situation is appreciated. 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 needs health insurance. The application is very short and easy to complete.

## ***Parent/Visitor Information***

### **Daily Schedule**

- 7:00 A.M. – Students cannot arrive before this time.
- 7:45 A.M. – First bell rings- All students should be in their classes.
- 7:50 A.M. – Students arriving after this time are considered TARDY.  
Parents must sign in their child if arriving after 7:50 A.M.
- 7:45 A.M. – Instructional day begins
- 10:45 A.M. – Lunch begins
- 2:45 P.M. – Pre-K dismissed
- 3:05 P.M. - School dismissed (car riders)
- 3:15 P.M. – All other bus riders dismissed

### **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 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 badge. When leaving the building, a visitor must return to the office and sign out.

The principal or her designee has the authority to determine the right to visit. Those persons not following the procedures established by the CPSB, not maintaining appropriate behavior, or not adhering to appropriate safety procedures will be asked to leave the premises.

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

### **School Secretaries**

Mrs. Lauren Fawvor is the school attendance secretary and Mrs. Elaine Credeur is the school financial secretary. The office is a very busy place and your patience, understanding, cooperation, and consideration are appreciated as they deal with school routines. **Please help make their job easier by giving your child afternoon instructions before coming to school.** We do understand that emergencies arise and you may phone the school to leave a message with the secretaries. Any changes in dismissal must be taken care of by 2:00 PM. Those messages will be given to your child's teacher at the end of the day, thus not interrupting classroom instruction. Also, it would be most helpful if parents would place notes announcing field trips, assemblies, picture days, and other special activities in a special place in your home to limit telephone calls to the office.

### **Security Officer**

LeBleu Settlement Elementary be assigned a security officer. Please contact the school office if you have questions about the duties of this officer.

### **Emergency Procedures**

Regularly held fire drills, tornado drills, bus evacuation drills, and other emergency evacuations practices ensure a definite plan of action in the event of an emergency. The safety of the children is most important 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.

### **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 or picking up, 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. Handicapped parking is available near the front entrance. The north parking lot and loop (located off of Hwy. 3059) is designated for Pre-K student pick-up between 2:45 p.m. – 2:55 p.m. then it becomes for buses only.

Children being transported by parents are to be dropped off in the morning through the east gravel entrance (located off of Claude Hebert Road). This entrance is designated car/truck only. Follow the arrows and directional flow of the traffic and do not drop off students prior to



7:00 a.m. If a student is dropped off after 7:45 a.m., a parent must accompany the child to the office to sign them in.

## ***Student and Parent Responsibility***

### **Arrival and Dismissal**

Students should arrive at school between 7:00 and 7:45 A.M. The bell rings at 7:45 and the instructional day begins. Students who arrive after 7:45 A.M. **must be signed in by a parent** in the school office and are considered tardy. Classes are officially dismissed at 3:05 P.M. Students being picked up by a parent are dismissed at that time to wait in the cafeteria room. Dismissal is staggered to ensure the safety of students. Students are expected to leave the building in an orderly manner. **We will not allow students to be picked up from the front doors. In order for us to be effective in getting all students home safely, we must have our full attention devoted to dismissal. Please do not enter the lobby or stand outside the front door. 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. No student will be dismissed from the front office or allowed to sign out between 2:30 p.m. - 3:05 p.m.**

**Students being picked up by parents or guardians after school will be given an identification card to place on the dash identifying the child to be picked up. The card must be transferred to anyone else expected to pick the child up, ex. grandparent upon parent request.** Anyone without a card must go to the front office with identification information, to sign the student out.

Students not picked up by 3:35 P.M. may be sent to extended daycare. The parent is responsible for the paying the daycare fees, registration, insurance, etc. A sign out form must be completed stating the reason for the late pickup. This sign out sheet is an official school record.

### **Tardiness**

**Any student not in their classroom by 7:50 A.M.** will be marked tardy and must check in through the office. 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 taken as much as an hour or so to get settled down which effects the progress of other students. Excessive tardiness is an offense in violation of Child Welfare and Attendance policies. Daily phone calls are sent to all parents of students who are not present.

A parent, guardian, or other adult must sign in children who are tardy. No student who arrives after 7:50 A.M. should enter the school without an adult.

Children who come in after 9:15 A.M. are counted as absent ½ day. Students who leave before 1:30 P.M. are counted as absent ½ day. **Check outs after 1:30 P.M. but before dismissal are considered as an early dismissal.** 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 1/2 hours to receive ½ day attendance.

See section on Attendance.

### **Illness at School**

School personnel will do their best to assess the problem and 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 come to the school within a reasonable amount of time. 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.

### **Dress, Grooming, and School Uniforms**

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.

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 that distracts or disrupts normal classroom routines are considered improper. For health and safety reasons, students must wear shoes to school.

### **School Uniforms**

Students attending Pre-K-12 schools in Calcasieu Parish Public Schools 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 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, navy, or hunter green) will be allowed under the uniform shirt.
- Spirit shirt/club shirt may be worn on day/s determined by the school administration.
- Administrators may option to have students wear the official school logo on the school's designated shirt. Students may wear the 2023-2024 LSE spirit shirts any day of the week. T-shirts from years past may be worn on Thursdays ONLY.
- Shirts **must be tucked in at all times.**
- Khaki or navy-blue pants (shades may vary) or blue jeans (shades of blue may vary), skirts, shorts, skorts, or jumpers must be uniform style and color. Blue jeans pants only (shades of blue may vary) shall not have any holes, rips, or tears. No blue jeans shorts, no corduroy or wind-suit materials, no sweatpants, no stretch pants or leggings, no jeggings, no joggers, no spandex, no baggy pants, no bell-bottoms, no carpenter or cargo styles, no hip-huggers, no side-knee pockets, no capris. Emblems, logos, or decorations are not allowed. **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 designed to have belt loops. Belts must be visible. 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, black, or white with **no emblem, logo, or decoration** and must cover ankle and be visible. LSE socks may be worn any day of the week.

- Appropriate shoes must be worn and do not include thongs. Sandals and Skele-Toes are not allowed in elementary grades. We ask that your child does not wear boots on their scheduled days for PE.
- Acceptable outerwear for classroom is limited to include sweater, sweater vest, sweatshirt, and light jacket. Colors for classroom outerwear include khaki, navy blue, hunter green, and white. **No emblem, logo, 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.

#### Other Dress Code Regulations

- Prohibited items include bandanas, hair rollers, extremes in hair styles, psychedelic hair colors, lines, letters, or designs shaved in the head.
- Sunglasses, nose rings, visible body piercing, and excessive or inappropriate jewelry are prohibited.
- 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.

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. Other questions about uniforms should be referred first to the school principal, then to the central office staff.

Student's hair should not be bleached, tinted, or colored in a way that causes a school distraction. Designs should not be shaved in the head. Boy's hair must be no longer than collar length. No pig tails for boys. No earrings are to be worn by boys. 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 LeBleu Settlement Elementary. No mode of attire will be considered proper for school wear that distracts or disrupts classroom and school decorum. 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 policy regarding uniforms are subject to disciplinary action.

Situations will be dealt with discreetly and on an individual basis.

#### School Supplies

School supplies have been provided to start the school year and are a **necessity**. Every student is expected to come to school with supplies necessary for learning. **A sufficient supply of paper and pen/pencil is needed daily.** It is the responsibility of the parent to see that their child has supplies at school throughout the school year, and at home for homework.

**All school fees should be paid by October 31.** The names of those who do not pay school fees will be turned over to the Calcasieu Parish District Attorney's Office. Out of fairness

to everyone, all fees should be paid in a timely manner. Anyone having a problem seeing that school fees are paid should contact the school principal or assistant principal to make them aware of the situation.

### **Homework-**

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. Students in grades 3-5 who do not complete homework, will complete all missing assignments during lunch/recess. 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.

Math facts – Every child must learn math facts appropriate for his grade level. Math facts cannot be learned totally at school. Please see that your child practices daily. Your child's teacher can provide you and your child with a sheet of facts to be learned.

Reading Library Books – Every LeBleu Settlement student has an opportunity to go to the school library to check out books. Therefore, your child should be reading library books at home. Parents are asked to provide time several nights a week for students to turn off the TV, etc. – Drop Everything And Read – DEAR. Parents are also asked to check with their child from time to time about what they are reading. Students should also be taking Accelerated Reader tests. Students should be accumulating points. Student comprehension improves when students participate in the Accelerated Reader Program.

Students who tell parents they have no homework should be asked by the parents to work on mathematics facts or read library books. Students are allowed to take AR tests every morning from 7:20-7:45 and during their scheduled library time.

### **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. Those students who do not accept their responsibility will be dealt with. See School Discipline.

### ***Transportation***

***No student should be dropped at school before 7:00 A.M.***

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

After school day care is available. If you have a need for this service, contact Megan Breaux @ [megan.breaux@cpsb.org](mailto:megan.breaux@cpsb.org)

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 made before 2:00 pm.** Students feel much better about the day's activities when those arrangements have been made **before** the child leaves for school.

## **Bus Students**

Transportation is provided for all LeBleu students riding on a regular bus 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.

**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 a child is staying in someone's home for an extended time, the parents should contact the school to obtain a special situation transportation request form. Parents must complete the form receiving approval from the bus transportation department before the child will be allowed on the bus.

Please check with the office to find out the number of the bus and the name of the bus driver for your child. A student who rides the afternoon bus will be put on the bus unless a note signed by the parent is sent to the office or classroom teacher making them a car rider.

## **Car Students**

Students who are transported to and from school by car are to be dropped off and picked up at the front entrance on Claude Hebert Road. When dropping off students in the morning, students should exit the car from the driver's side as quickly as possible so as not to block the circle driveway for other parents. Students should exit on the driver's side of the car and enter the building. For everyone's safety and in consideration of others, every attempt is made to keep the circle traffic moving. Please have car tags with the child's name visible. **Cell phone use is prohibited in the car line for the safety of our staff and students. Help us keep your little one safe by refraining from cell phone use.**

**All students must be picked up by 3:35p.m. After 3:35 p.m., students will be sent to the extended day program where appropriate fees (and cost of insurance) will be assessed.** 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.

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

## ***Nutrition***

LeBleu Settlement Elementary will be participating in the Community Eligibility Provision (CEP) program for the 2023-2024 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.

Parents are extended an invitation to eat with their children when space and numbers permit. Please call Mrs. Curlee prior to 9:00 A.M. on the day you plan to eat to see if accommodations can be made. The cost of lunch for parents and visitors is \$4.00. Her number is 217-4880 Ext. 6708

Out of consideration for the other students, fast foods (McDonalds, Burger King, Popeye's, etc.) should not be brought into the school cafeteria in the original packaging.

Students are not allowed to bring carbonated drinks to school, unless requested by the teacher (which is usually only for field trips.)

**Breakfast** will be served in the cafeteria from 7:00 until 7:40 A.M. Please make every effort to have your child(ren) at school before 7:40 if they will be eating breakfast. At 7:40 breakfast will have ended as preparation for lunch begins.

**If a student does not arrive before 7:40 A.M., a breakfast cannot be served.**

Students may bring their own lunch from home. **Canned or bottle carbonated drinks are not allowed. Fast food should not be brought into the cafeteria.** All students must have a lunch of some type.

**Extra Milk and Juice** Extra milk or juice is available at a cost of \$ .50

**Snacks** Students are allowed, to have snacks at recess.

### ***Recess***

There is one 20 minute scheduled recess each day. Each grade level has a specific play area. Teachers are on duty at each recess. Safety on the playground is the primary concern of the duty teacher. The recess time should be considered an opportunity to get water, go to the bathroom, and visit with friends. Since each class has a physical education class, social interaction at recess is also a primary objective. Organized games and the use of playground equipment are allowed at recess. In the event of inclement weather, the recess period is spent in the classroom. Teachers are on duty.

## ***Academic Information***

### **Grading**

The following seven point grading scale will be used at LeBleu Settlement Elementary for Language (which includes- Reading, grammar/writing, and spelling), mathematics, social living (Grades Kin.- 3<sup>rd</sup>), social studies (4<sup>th</sup> and 5<sup>th</sup> grade), and science (4<sup>th</sup> and 5<sup>th</sup> grade):

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

A	(100-93)	3.5 - 4.0 = 4 Quality Points
B	(92-85)	2.5 - 3.4 = 3 Quality Points
C	(84-75)	1.5 - 2.4 = 2 Quality Points
D	(74-67)	1.0 - 1.4 = 1 Quality Point
F	(66 or less)	0.0 - 0.9 = 0 Quality Points

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

## **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**

LSE honors all students achieving Banner Roll and Honor Roll status with a free dress pass as well as sitting at a special table in the cafeteria.

## **Evaluation**

Students are evaluated both formally and informally. Teachers use a variety of activities to assess their students informally: quizzes, unit tests, inventories, daily class work, classroom observations, and student work portfolios. Students are also asked to self-evaluate. Students will be formally evaluated in the spring. Students in grades K-5 will be taking diagnostic assessments during the school year. Data from these assessments will be used to inform instruction.

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 by student performance on these formal tests and student 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.

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

1. Kindergarten students must:
  - earn a passing session grade in both ELA and Mathematics
  - attend a minimum of **167 days**
  - meet the criterion score on the District Common Assessments for ELA and Mathematics.
2. Students in grades 1-3 must:
  - earn a passing session grade in both ELA and Mathematics
  - attend a minimum of **167 days**.
3. Students in 4<sup>th</sup> grade must:
  - earn a passing session grade in ELA and Mathematics
  - Students are expected by the LDOE to score “Basic” in at least two core academic subjects, including ELA, math, science, and social studies. If LEAP results are not available in time, the SBLC shall make promotion and retention decisions based on a preponderance of evidence of student learning. Evidence

may include the prior year's LEAP results, classroom performance, and report card grades.

- attend a minimum of **167 days**
4. Students in 5<sup>th</sup> grade must:
    - earn a passing session grade in both ELA & Mathematics
    - attend a minimum of **167 days**
  5. If applicable – SBLC recommendation

\*Attendance of a minimum of 167 days during the school year  
(Excused absences are counted as part of the 10 days allowed.)

**A student can 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
3. Student discipline (an expulsion)

**Notification of Possible Retention**

Based on the grades seen on the report card and papers brought home and/or attendance requirements, parents should be aware of a possible retention of the student's grade level. Beginning in 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 confer with all parents concerning their child's progress at least twice a year. A conference will be scheduled each semester. Each teacher keeps a log of conferences. For additional conferences, parents may contact the teacher at school.

**Teachers should not be called at home unless at the request of the teacher and/or it is an emergency.**

**Report Cards**

The first nine weeks will be an adjustment period for Kindergarten students. The teacher will send home a skills checklist. Kindergarten -5<sup>th</sup> grade parents will receive a report card at the end of each 9 weeks period.

A copy of the school calendar is included in the handbook. Usually report cards go home three days after the end of the nine week period.

The report card is an indication of a student's progress but we no longer sign them and return them to school. If questions or concerns arise, the parent should call the teacher to schedule an appointment. Teachers will send graded papers home on Take Home Tuesday. All parents should look for and expect weekly graded papers to go home, as well as progress reports every 3 weeks.



## Field Trips

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 a learning environment at LeBleu Settlement. **Parents cannot be called on the day of the field trip to ask for their permission for a child to attend.**
2. All school fees must be paid before a student is allowed to attend a field trip. All money for the field trip should be paid in advance also. 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 want to check out a child after the trip, this must be done at the school prior to the field trip. A note informing the teacher of the check-out time and approval will be sent to the teacher. This check out procedure 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 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 at least two days in advance of the trip.** This is a mandated policy of the Calcasieu Parish School Board which allows the school time to check chaperones for possible child sex offenders. Keeping our students safe is one of our greatest concerns. Also, the teacher has the right to select chaperones.
6. 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.
7. Students who do not attend school on field trip days will be counted absent.
8. 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, naturally it cannot be returned to the child. Also, once the cost of transportation has been figured, that money cannot be returned should a child not attend.
9. Students who are ill should not go on field trips.
10. If a child becomes ill or unmanageable while on a field trip (just as when in the classroom), the parent will be called and a determination will be made regarding continued participation of the field trip.
11. 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 make an alternate learning environment available.
12. Parents/field trip participants should adhere to the Smoke Free Zones and should refrain from smoking in the presence of or near students.
13. 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.

Parents should be reminded that it is most important that the field trip permission slips be returned to school immediately. We cannot over emphasize this. The teacher usually sends the form home a week or so before the field trip is to occur. Several days before the trip, the teacher will send home a second note if the first was not returned and will *possibly* attempt to make a telephone call reminding the parent of the necessity to sign the form. As a reminder, **all field trip permission forms must be returned to the school by at least the day before the trip is to be taken**, if not sooner. No child may go on the field trip if the permission slip is not signed. Remember, some field trip departure times are before or at the time school begins. A teacher cannot leave her class to come to the office to make a telephone call in an attempt to track down a parent who has not taken care of this responsibility. *The safety of every child is our number one concern.*

Parents should be prompt in picking up students who return from a field trip. Notes will be placed on the front door of the school if a call has been made to the school 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.

## ***Attendance***

“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. **Elementary students shall be in attendance a minimum of 167 days a year.**” This policy is new from 2010 summer legislation. Students are no longer allowed 20 absences per year; compulsory attendance law states that **students can not miss more than 10 absences** (excused or unexcused) during a school year. This law was put into effect in 2010.

## **Absences**

In the event of a student’s absence from school, the student shall be required to submit a parent note stating the reasons for the absence. Students shall be given 3 days to complete make up work for full credit.

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

The principal or a delegated representative is charged with the responsibility of determining the marking of absences, either excused or unexcused, in accordance with the attendance policy.

The **ten days** of absences shall include temporarily excused absences, excused absences, unexcused absences and suspensions. **Any student missing more than ten 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.

## **Temporarily Excused Absences:**

The following circumstances constitute temporarily excused absences:

1. **Extended personal physical or emotional illness** in which a student is absent 3 or more consecutive school days as verified by a physician or nurse practitioner.
2. **Extended hospital stay** in which student is absent for 3 or more consecutive school days as verified by a physician or dentist.
3. **Extended recuperation from an accident** in which a student is absent 3 or more consecutive days as verified by a physician or dentist.
4. **Extended contagious disease within a family** in which a student is absent for 3 or more consecutive school days as verified by a physician or dentist licensed in the state.
5. Observance of **special and recognized holidays of the student's own faith**.

### **Unexcused Absences:**

Students shall not be excused for any absence other than those listed. Act 745 was put into effect in the Summer of 2008. Under this act, **a student is considered habitually absent or tardy when they have accumulated five unexcused absences or tardies or have been checked out of school prior to the end of the regular school day five times within any school semester.**

The parents of children found to be habitually absent or tardy shall be punished as follows:

- 1<sup>st</sup> offense- A fine of fifty dollars or not less than twenty-five hours of community service.
- 2<sup>nd</sup> offense- Punished in accordance with R.S. 17:221 which provides for a fine of two hundred and fifty dollars and/or thirty days in jail.

### **Absences Due to Suspensions:**

Students missing school due to a suspension shall be counted as absent but will be given one day for each day missed to complete assignments from the suspension period.

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, shall 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 school office.

Parents should also keep a record of absences and should keep a copy of all doctors' excuses. Every absence will be recorded as excused or unexcused based on the reason listed. 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. A student shall be considered excessively absent for the purpose of notification when he/she has missed five (5) days of school.

## **Absent – Classwork/Homework Needed**

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 teacher 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.

Every attempt should be made to schedule appointments at times other than during the school day.

## **Individual Attendance Sheets**

Each student will have 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.

## ***Discipline***

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.

LeBleu Settlement Elementary has been implementing Positive Behavioral Interventions and Supports (PBIS) for thirteen years. PBIS is a proven, research and evidence-based discipline program that emphasizes school-wide systems of support that include strategies for defining, teaching, modeling, and supporting appropriate behaviors to create positive school environments.

PBIS emphasizes teaching students to behave in ways that contribute to academic achievement and school success and that support a school environment where students and school staff are responsible and respectful. PBIS also emphasizes the need for school staff to promote appropriate behaviors by teaching, modeling, reinforcing, and monitoring appropriate behaviors and by treating many minor misbehaviors as "teaching moments" rather than punishment opportunities. PBIS recognizes that effective school discipline is anchored to meaningful corrective instruction and guidance that offers students an opportunity to learn from their mistakes and contribute to the school community. PBIS also involves ongoing monitoring of discipline data to ensure equitable school-based discipline practices are implemented in a fair and non-discriminatory manner. Refer to **Calcasieu Parish Code of Conduct** for a complete description. Working together we can achieve appropriate and acceptable behavior. Parent/teacher cooperation is the key.

## **SEXUAL HARASSMENT**

The Calcasieu Parish School Board recognizes that harassment on the basis of sex is a violation of state and federal law. The Board, therefore, will not tolerate any sexual harassment on the part of any employee towards another employee or a student within the workplace. Conduct in violation of this prohibition shall result in severe disciplinary measures, up to and including dismissal.

Harassment on the basis of sex is defined as any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment/education.
2. Submission to or rejection of such conduct by an individual is used as a basis for employment/education decisions affecting the individual.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work/education or creating an intimidating, hostile, or offensive working/educational environment.

Incidents of sexual harassment may include verbal harassment such as derogatory comments, jokes, or slurs, or remarks or questions of a sexual nature; physical harassment such as unnecessary or offensive touching; and visual harassment such as derogatory or offensive posters, cards, cartoons, graffiti, drawings, looks, or gestures. Harassment does not only depend upon the perpetrator's intention, but also upon how the person who is the target perceives the behavior or is affected by it. Individuals who experience sexual harassment from co-workers or others should make it clear that such behavior is offensive to them.

It is recognized that instances occur within the school system involving individuals and personalities and these matters are best handled informally. In the event that an individual believes such instances require a remedy or that there is a basis for a complaint, the individual shall first discuss the issue with the individual's principal or immediate supervisor. Should no resolution occur to the satisfaction of the individual after five (5) days, a formal complaint may be filed.

### **FORMAL PROCEDURE FOR SEXUAL HARASSMENT COMPLAINTS:**

#### **STEP 1 - Employee:**

If any employee has concerns or a complaint about the nature of any conduct or physical contact by another employee or the school district, the individual should file a formal written complaint with the Personnel Department or with the Superintendent. The receiving office shall be charged with investigating the complaint and shall attempt to remedy it to the mutual satisfaction of all parties involved. After twenty (20) working days from receipt of the complaint, the investigating office shall indicate its disposition of the complaint in writing and shall furnish copies to all concerned parties.

STEP 1 - Student:

If a student has concerns or a complaint about the nature of any conduct or physical contact by an employee of the Calcasieu Parish School Board, the student should contact either the school administrator or the school counselor. The school administrator will report the alleged incident to the appropriate assistant superintendent and to the Personnel Department. The school administrator and the administrator of the Personnel Department shall be charged with investigating the complaint and shall attempt to remedy it to the mutual satisfaction of all parties involved. After twenty (20) working days from receipt of the complaint, the investigating office shall indicate its disposition of the complaint in writing and shall furnish copies to all concerned parties.

STEP 2 - Employee and/or Student:

In the event any of the concerned parties are not satisfied with the disposition of the complaint at Step 1 or if no disposition has been made, then the concerned party may appeal to the Sexual Harassment Panel. The Sexual Harassment Panel shall include a chairperson, three (3) males and three (3) females selected by the Superintendent.

The Sexual Harassment Panel has seven (7) working days to schedule a hearing. If harassment is found, the panel may exercise one of the following options:

1. The panel may require an appropriate remedy which seeks to redress the wrong. Non-compliance with the remedy will result in disciplinary action.
2. The panel may recommend to the Superintendent that documentation be placed in one's evaluation folder, short or long term suspension with or without pay, or dismissal.

The Sexual Harassment Panel shall give written disposition of the complaint within five (5) working days of such hearing and shall furnish copies to the appropriate parties and to the Superintendent.

STEP 3 - Employee and/or Student:

In the event the parties concerned are not satisfied with the disposition of Step 2 or if no disposition has been made within five (5) working days of such meeting, the parties concerned may appeal to the Superintendent. The appeal shall be in writing and set forth the same information as in Step 2. The Superintendent, within thirty (30) days, shall meet with the appropriate parties. Disposition shall be furnished to the appropriate parties.



# LeBleu Settlement Elementary Behavioral Expectations



Location	Respect for All	Obey Safety Rules	Positive Attitude	Encourage Others
<b>Cafeteria</b>	<ul style="list-style-type: none"> <li>▪ Remain quiet (10min.)</li> <li>▪ Keep your area clean</li> <li>▪ Sit with feet on floor, bottom on seat, &amp; facing table</li> </ul>	<ul style="list-style-type: none"> <li>▪ Stand in a single file line</li> <li>▪ Use walking feet to enter &amp; exit quietly</li> <li>▪ Eat the food only on your plate</li> <li>▪ Get all condiments, milk, &amp; utensils before being seated</li> </ul>	<ul style="list-style-type: none"> <li>▪ Use good manners</li> <li>▪ Be courteous</li> </ul>	<ul style="list-style-type: none"> <li>▪ Help your neighbor</li> <li>▪ Be an example for others</li> </ul>
<b>Hall</b>	<ul style="list-style-type: none"> <li>▪ Be silent in hallways</li> <li>▪ Keep hands, feet, and objects to self</li> <li>▪ Respect displayed work</li> </ul>	<ul style="list-style-type: none"> <li>▪ Walk looking forward</li> <li>▪ Walk on the right side</li> <li>▪ Yield to traffic</li> </ul>	<ul style="list-style-type: none"> <li>▪ Walk quickly to your destination</li> </ul>	<ul style="list-style-type: none"> <li>▪ Be a good example</li> </ul>
<b>Playground</b>	<ul style="list-style-type: none"> <li>▪ Respect playground equipment, landscape, and others</li> <li>▪ Keep hands, feet, and objects to self</li> </ul>	<ul style="list-style-type: none"> <li>▪ Stay in designated areas</li> <li>▪ Use walking feet when lining up</li> <li>▪ Freeze at whistle</li> <li>▪ Use equipment properly</li> <li>▪ Run only in designated area</li> </ul>	<ul style="list-style-type: none"> <li>▪ Line up quietly</li> <li>▪ Share equipment with others</li> </ul>	<ul style="list-style-type: none"> <li>▪ Include others in activities and offer help when needed</li> <li>▪ Be keen, keep it clean</li> </ul>
<b>Restroom</b>	<ul style="list-style-type: none"> <li>▪ Flush toilet and urinals</li> <li>▪ Give privacy</li> <li>▪ Only toilet tissue in toilet</li> </ul>	<ul style="list-style-type: none"> <li>▪ Tuck your shirt</li> <li>▪ One person in stall at a time</li> <li>▪ Keep feet on the floor</li> </ul>	<ul style="list-style-type: none"> <li>▪ Use the restroom quietly &amp; quickly</li> <li>▪ Be keen, keep it clean</li> </ul>	<ul style="list-style-type: none"> <li>▪ Resolve conflicts quickly &amp; peacefully</li> <li>▪ Wash hands -2 squirts of soap -2 pulls of paper</li> </ul>
<b>Arrival/Dismissal</b>	<ul style="list-style-type: none"> <li>▪ Keep hands, feet, and objects to self</li> <li>▪ Be silent &amp; listen for directions</li> </ul>	<ul style="list-style-type: none"> <li>▪ Go immediately to your designated area</li> <li>▪ Enter the bus area and quietly sit</li> </ul>	<ul style="list-style-type: none"> <li>▪ Follow all of the duty teacher's and bus driver's rules for the safety of yourself and classmates</li> </ul>	<ul style="list-style-type: none"> <li>▪ Obey duty teachers</li> <li>▪ Keep your area clean</li> <li>▪ Read a book or complete homework</li> </ul>

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

Students are expected to maintain appropriate behavior at all times. We will be utilizing a state mandated Positive Behavioral Interventions and Support System and the faculty and staff will recognize and reward students having behavior that is above the appropriate level by giving incentives, celebrations or parties, special cards, telephoning parents, displaying their name or picture on a bulletin board or any other means of recognition.

**Daily/Weekly Rewards:** Students can earn points through the Rewards App in exchange for incentives.

**Daily/Weekly Rewards:** Individual teacher and/or team incentives. Students that maintain outstanding behavior, complete all homework, and follow attendance guidelines (present all week without any tardies or early dismissals) will receive a Model Student pass on Thursday.

**Nine Weeks Rewards:** Students with outstanding behavior (0-1 marks or color changes) for an entire nine week period will attend a PBIS Party at the end of the nine weeks.

Individual teachers will also provide classroom recognition of students who continually display appropriate behavior.

**EXTREME CIRCUMSTANCES:** Student will be sent to the office immediately.

A student who displays a severe violation (alcohol or drug possession and/or use or intent to distribute, explosives/incendiary device, possessing a knife or weapon, inflicting serious bodily injury, or battery of a staff or faculty member) may be sent to the principal at any time.

Threats to teachers or other students are taken very seriously. School administrators have been instructed to involve law enforcement officials.

Severe violations can result in a student's immediate suspension from school. A discipline folder is kept on each student who is referred to the office. 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.



# Home Language Survey Cuestionario

School: \_\_\_\_\_  
Name: \_\_\_\_\_

Please answer these questions.  
Por favor, conteste las siguientes preguntas.

Is a language other than English spoken in your home? Yes No  
(If the answer is Yes, please complete the entire survey.)  
¿Habla un idioma diferente al inglés en el hogar? Si No  
(Si la respuesta es si, sigue con el cuestionario.)

Which language? \_\_\_\_\_  
¿Cual idioma?

Which language does your child speak most frequently at home? \_\_\_\_\_  
¿Qué idioma habla su niño con más frecuencia en el hogar?

at school? \_\_\_\_\_  
en su escuela?

Was your child born in the U.S.A.? Yes No  
¿Nació su niño en los Estados Unidos? Si No

When did your child enter the U.S.A.? month \_\_\_\_\_ year \_\_\_\_\_  
¿Cuándo entró su niño en los Estados Unidos? mes \_\_\_\_\_ año \_\_\_\_\_

How long has your child been enrolled in school in the United States?  
days \_\_\_\_\_ months \_\_\_\_\_ years \_\_\_\_\_  
¿Cuanto tiempo ha asistido su niño a una escuela en los Estados Unidos?  
días \_\_\_\_\_ meses \_\_\_\_\_ años \_\_\_\_\_

Put an X in the box on the top line to show the grades your child completed in English in schools in the U.S.A. Put an X on the bottom line for the grades your child completed in schools in another country. Put a circle around the year(s) your child did not attend school.

Ponga una X en la línea superior para indicar que grados fueron completados en inglés.  
Ponga una X en la línea de abajo en los grados completados en otro países. Dibuja un círculo indicando los años cuando no asistió al escuela.

Grade Level														
Schools in the U.S.A.	Pre-K	K	1	2	3	4	5	6	7	8	9	10	11	12
Schools outside the U.S.A.	Pre-K	K	1	2	3	4	5	6	7	8	9	10	11	12

**Title IV Safe and Drug Free School & Communities**  
**NOTICE TO PARENTS AND STUDENTS OF CALCASIEU PARISH**

The Calcasieu Parish School Board and the Louisiana State Department of Education have directed that each student and his 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 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.** Any student of the Calcasieu Parish 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 calendar months.
2. Mandates that any student who is under sixteen (16) years of age and in grades 6-12 and who are 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 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 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.

**Title IX**

**Title IX of the Education Amendments of 1972 prohibits discrimination based on sex in education programs or activities which receive Federal financial assistance.**

It is the policy of the Calcasieu Parish School Board to maintain a learning environment that is free from prohibited sexual discrimination or sexual harassment. All forms of unlawful sex discrimination on the part of an employee-to-employee, employee-to-student, student-to-student, any person to another person or any combination of these relationships are prohibited. Inquiries about or complaints of violation of this policy or of Title IX of the Education Amendments of 1972 may be submitted to: [Personnel](#), 3310 Broad Street, Lake Charles, LA 70615 337.217.4040 or as provided in the Calcasieu Parish School Board complaint and grievance procedures (Formal Procedure for Sexual Harassment Complaints and Formal Procedure for Student-to-Student Sexual Harassment Complaints), copies of which may be obtained from the Calcasieu Parish School Board's main office at: 3310 Broad St., Lake Charles, LA 70615 337.217.4000

## **Title X McKinney-Vento Homeless**

### *Education of Children and Youth in Homeless Situations*

The federal McKinney-Vento Act protects the rights of children and youth in homeless situations to attend and succeed in school, including pre-school. The McKinney-Vento Act applies to all children and youth who do not have a fixed, regular and/or adequate residence, including children and youth who are: staying with friends or relatives because they lost their housing; awaiting foster placement; or living in emergency or transitional shelters, motels, domestic violence shelters, campgrounds, inadequate trailer parks, cars, public spaces, abandoned buildings and bus/train stations. Your child will receive a sample of the *Louisiana Student Residency Questionnaire Form* in their school's student handbook. If you think you may qualify for the Title X program, please contact your school counselor or the school's Title X contact person.

**Carolyn Toups, District Liaison, Title X McKinney-Vento Homeless**

2423 6<sup>th</sup> Street Lake Charles, LA 70601

Phone: 337.217.4170 Ext. 2408 Fax: 337.217.4173

## **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](http://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 (pg. 2 and pg. 9)



Louisiana Student Residency Questionnaire Form

Date \_\_\_\_\_ District/Parish \_\_\_\_\_ School Name \_\_\_\_\_

Student Name \_\_\_\_\_ SS#ID \_\_\_\_\_

Male/Female \_\_\_\_\_ Date of Birth \_\_\_\_\_ Address \_\_\_\_\_

Telephone Number \_\_\_\_\_ Last School Attended \_\_\_\_\_ Current Grade \_\_\_\_\_

Parent/Guardian/Adult Caring for Student \_\_\_\_\_ Relationship \_\_\_\_\_

Disclaimer: This questionnaire is intended to address the McKinney-Vento Act. Your child may be eligible for additional educational services through Title I Part A, Title I Part C-Migrant, Individuals with Disabilities Education Act (IDEA) and/or Title X, Part C, Federal McKinney-Vento Assistance Act, 42 U.S.C.11435. Eligibility can be determined by completing this questionnaire. It is illegal to knowingly make false statements on this form. If eligible, students are to be immediately enrolled in accordance with Bulletin 741, section 341.

- 1. Is the student's address a temporary living arrangement? Yes No (Note: If this is a permanent living arrangement or the family owns or rents their home, sign under item 8 and submit form to school personnel.)
2. Is the temporary living arrangement due to loss of housing or economic hardship? Yes No
3. Where is the student currently living? (Check all that apply)
Temporarily with another family because we cannot afford or find affordable housing.
With an adult that is not a parent or legal guardian, or alone without an adult.
In a hotel/motel.
In a vehicle of any kind, trailer park or campground without running water/electricity, abandoned building or substandard housing.
Emergency Housing (i.e. FEMA Trailer or Rental Assistance)
In an emergency/transitional shelter.
Other (Must provide specific information)
4. Does your child have a disability or receive any special education services?(Check One) Yes No
5. Does your child exhibit any behaviors that may interfere with his or her academic performance? Yes No
6. Would you like assistance with uniforms student records other? (Describe: )
7. Have you moved in the past three (3) years to seek work as a paid laborer in any type of farming (sod, dairy, chicken, vegetable, citrus, or other) or fishing? Yes No
8. The undersigned certifies that the information provided above is accurate.

Print Parent/Guardian Name/Adult Caring for Student Signature Date
(Area Code) Phone number Street Address City State Zip

School Use Only

Free or Reduced Price Meals Form submitted/signed Referral Form completed/submitted

Homeless Liaison Use Only

Doubled-Up Hotel/Motel Unsheltered/FEMA Sheltered Doubled-Up/Unaccompanied Youth

Print School Contact Title Signature (required) Date (Revised 01/08)

## **School Counselor**

Our counselor, Mrs. Megan Fontenot, is available to all parents and students for visiting and consultation. Students may visit the counselor per teacher/principal referral or parent request. Also, the student may initiate a visit. Mrs. Fontenot makes visits to the classroom. She is also the school Testing Coordinator.

You may reach her by calling the school office (217-4880 ext. 6707). If she is not in her office, you can leave a message for her to return your call.

**Special Education** Students who qualify, according to criteria, receive help from special education teachers.

1. **Speech** – Speech classes are available for children who have been diagnosed with a speech or language problem. Please contact the school if you have questions.
2. **Resource services** – Students who have been identified by a Calcasieu Parish Pupil Appraisal Team are eligible to receive assistance from our special education teachers. 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 their standardized test, 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.

## **Spanish**

Instruction in conversational Spanish is provided for academically able third, fourth, and fifth grade students. The program's primary emphasis is oral communication.

## **Physical Education**

The State of Louisiana requires Physical Education for all elementary students. We have one full-time PE teacher and one part-time PE teacher, Ms. Candice Marcantel. Ms. Marcantel and Ms. Amanda Wicke provide 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 an excellent art teacher, Mrs. JoAnn Mayo. Students will learn art through various 2D and 3D projects with the incorporation of the latest technology. They will learn from the use of the Promethean board, iPads, and iPods. Once they are finished with their art project they will get to go to centers and explore and create on their own.

## **Library-Media Center**

The school library-media center supports and enriches the curriculum at LeBleu Settlement Elementary School. Students visit the library on a scheduled and non-scheduled basis. Students are highly encouraged by our media specialist, to check out books on a daily basis. Students at LeBleu Settlement 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.

### **Technology**

The faculty and staff of LeBleu Settlement Elementary have worked hard to increase the number of technologies in the classroom. We are currently one to one in ratio. Some computers are stand alones and some are internet accessible. Any student who uses an internet accessible computer must have signed and have their parents sign the Acceptable Users Policy. Contracts should be on file in their teacher's personal folder. A copy of the Acceptable Use Policy and the contracts are included in the back of the handbook.

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***

#### **Art Club- (Gifted Art Pupils) G.A.P.**

The purpose of GAP is to help enhance/develop the artistic abilities in naturally gifted 4<sup>th</sup> or 5<sup>th</sup> grade students through special projects and assignments. In order to qualify for GAP, a student must get an application from Mrs. Mayo, fill it out and return it to Mrs. Mayo, take a two part drawing test, and the top 10 students will be selected to participate.

#### **Kids for Christ Club**

This is a non-denominational club which is offered to all Kindergarten through fifth grade students before school starts. The club meets on a weekly basis and has many guest speakers and puppet shows. Students may join on a voluntary basis. Permission slips for your child to participate in this club must be signed by a parent or guardian for your child to attend.

#### **Library Club**

The Librarian is the Library Club sponsor and this club is offered to all 5<sup>th</sup> grade students. The club is very fun and informative and plans many community projects, book talks, fund raisers for books, field trips, and educational undertakings. Student contracts are a requirement; see the librarian for enrollment details.

#### **4-H Club**

We have a very active 4-H club because of our agricultural community. Mrs. Carla Denison and Mrs. MaryAnn Rutledge are our sponsors. This club is for all interested students, 9 years and above, as of January 1<sup>st</sup>.

## ***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**. Graded papers are sent home on Take Home Tuesdays; however, other important information may come throughout the week. 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. Third- fifth graders receive student trackers at the beginning of the nine week period and teachers communicate through these trackers. Important events and homework assignments will be written by your child. 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 once a month**. 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).

### **Pets**

Pets should not be brought to school or be present on the school grounds without the permission of an administrator. (Pets in cars accompanied by an adult are permissible but pets should be kept away from others.)

### **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. **All important information should be given to your child before they come to school**. Please help us prepare our students to become responsible, organized citizens by modeling this skill.

### **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. If you need a teacher to get a message by a specific time, please provide the office with that information when you leave the message. All other messages can be left by emailing your child's teacher any time throughout the school day. Parents no longer have the capability to leave a voicemail for the teacher due to changes made in our phone system. Please be reminded that teachers are in class, so a message that you leave at 10:00 A.M. may not be checked until the end of the day.

### **Pagers, Cell phones, Apple watches, Other Electronic Communication 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 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.

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

### **Games, Toys, Etc.**

These are normally not allowed at school. However, from time to time a teacher will allow these items for special events, such as Show and Tell Day. Should a student bring one of these items to school, the school is not responsible should the item be broken, become missing, etc.

### **Money**

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 a system to record any money turned in on that day. After checking with your child, should you have a question if money has been received, you may check with the office.

### **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, etc. so the teacher does not have to try to get these 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.

### **Birthday Recognition**

Student birthdays are announced each morning. If a parent chooses to send balloons, flowers, etc. to school on their child's birthday, it will be given to the child at the end of the school day, so as not to disrupt the instructional day.

### **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.

**LaChip** is also available free of charge for qualifying students – please call the school office or counselor's office for additional information.



## **Extended Day Program**

LeBleu Settlement Elementary will have a wonderful extended day program available after school. This structured program allows the child time to complete homework assignments, enjoy snacks, play supervised games and interact with other students. Before any child can attend extended day, parents. A registration fee, insurance fee and monthly payments are required for participation in this program. Applications are available through the school office. If enough interested parents inquire about morning extended day, we could possibly open for early morning care also.

### **EXTENDED DAY PROGRAM**

#### **REGISTRATION PACKET**

In order to register for a CPSB Extended Day Program, the following forms must be completed and submitted to the Extended Day Site Director. Registration paperwork will only be accepted with payment of the registration fee and first month's tuition (if registering on a monthly basis).

1. Finger Scan Permission Form
2. Family Registration Form
3. Photo/Video Release Form
4. Registration Requirements & Conduct Policy and Discipline Procedures
5. Parent Awareness of CPSB Child Care Assistance Policies

Students must maintain appropriate behavior in order to participate. Please contact the front office at 217-4880 ext. 0 for more information.

## **Parking Regulations**

**Please avoid parking in the front drop off circle. This is a “No Parking” zone.** 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.

## **Teacher Requests**

**Please do not request a teacher for your child.** Each staff member at LeBleu Settlement 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.

## **Unwritten Regulation**

From time to time situations arise that are not covered by written policies. We adhere to this policy: Anything that detracts from the spirit or the dignity of LeBleu Settlement Elementary School will be handled in a very professional manner, with the major consideration the safety and well being of the student. The office at our school is always open for any comments, suggestions, and conferences.

## **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 LeBleu Settlement 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.

## **Community Coffee Labels**

We do save the UPC labels. Please have your child drop them off in the basket at the front entrance of the school. Schools can redeem them for 15 cents per label. Thank you!

## **General Mills Coupons**

We do save these coupons. Please have your child drop them off in the basket at the front entrance of the school. Schools can redeem them for 10 cents per label. Thank you! Several businesses allow you to select a school and a percentage of your purchase is donated to that school. We participate in the Office Depot, Target, and Kroger programs.

## **Awards and 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. Various groups may give other awards. 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**

Many of our parents are unable to pay for their child's registration fees in a timely manner. If you would like 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 by 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 will also collect good, used, clean school uniforms. Those will be 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 as we are all one family.*

## ***End of the Year***

Parents are reminded that a number of activities are planned at the end of the year. The monthly 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:

- 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.

**All report cards will be mailed by the Calcasieu Parish School Board on the last teacher work-day of the school year when the student is given the all clear status. Students do not report to school this day.**

## **PTO**

Please join our PTO. Contact the School office 217-4880 ext. 0 for information. We hope to continue to have a very active Parent Teacher Organization. We would like to thank our current officers for an outstanding job!