

# PARENT & STUDENT HANDBOOK 2020-21



**Barbe Elementary School**  
**400 Penn Street**  
**Lake Charles, LA 70601**

Office: (337) 217-4600 Fax: (337) 217-4601  
<http://barbeelementary.cpsb.org>

Principal.....	Sharon Ruffin-Hardy
Asst. Principal.....	Laura Nelson
Counselor.....	Brigette Robinson
Attendance .....	Kayla Felix
Financial Secretary.....	Deadra Albritton

Student Fee: \$10.00

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# Letter from the Principal

Dear Barbe Families:

Welcome to Barbe Elementary School, where our mission statement is to provide productive learning and leadership opportunities for all. Our goal is providing our students with the best education possible in a physically distanced school environment. In doing that we have some changes to our daily operations. Parents we need you to understand the reality of face to face classes will look much different and demand extra patience and flexibility from everyone as we endeavor to have our students at school in front of their teachers. While plans can change at any time, our current plan is as following:

## **Arriving to School:**

- Only staff and students will be permitted entry to the school building- Parents cannot walk their child/children to class
- All staff, faculty, and students will be screened daily and have temperature checks prior to entering the buildings
- All staff and students will be required to wear cloth masks
- Car rider drop-off to school will remain the same at 7:15am being dropped off in the back of the school entering the primary hallway
- Walkers will enter the building through the bus
- A static student cohort model with students physically distanced in classrooms throughout the campus with teachers, specialists, and assistants working collaboratively
- Students remain with cohorts throughout the day, including recess and lunch
- No off-site appointments should be scheduled during the school day
- Currently, no large gatherings, including assemblies and field trips at this time

We know masks, spacing and screening procedures will take a while for students to adjust to and feel comfortable with, but we believe that live instruction and interaction with peers and teachers are critical to students' social-emotional and mental health. We have a full-time nurse housed at our campus daily. Placing students in static student cohorts and by minimizing crossover among children and adults within the school, we aim to mitigate the potential spread of contagion by lowering the risk of transmission between individuals. In addition to the efforts to support the academic and social-emotional well-being of our students, we have already taken extra safety and cleanliness measures in preparation for tomorrow, including:

- Hand sanitizer for classrooms
- Personal Protective Equipment (PPE), including several no-touch infrared thermometers
- Disinfecting sprayers that adhere to and surround all surfaces for thorough disinfecting
- Measured and mapped each space on campus for optimal physical distancing for students
- ALL water fountains are turned off. Drinking from water fountains will NOT be permitted. We will use water filling stations to fill water bottles. -Please send your child with a bottled water

Cleaning and disinfecting spaces in and around the campus will continue with:

- Increased cleaning procedures throughout the day
- Bathrooms will be disinfected at least twice during the school day
- Door handles and high contact areas will be disinfected at least twice during the school day

## Dismissing from School

- No check-out after 2:30pm unless it is an emergency
- If you are allowing your child to walk home, the teacher will walk the student off of the campus. Students will no longer linger on the front campus waiting for parents
- Car riders in grades 3-5 will be picked up at the back entrance of the pod area
- During rainy day dismissal all students will dismiss from the classroom. We do not allow walkers to walk in pouring rain. Students will remain at school until the rain stops. Transportation arrangements must be for walkers during rainy days

**Communication between home and school is critical**, especially during a time when circumstances can change overnight. Please ensure your information is updated on Student Progress Center (SPC). If you need help updating this information, you can email the school registrar Ms. Felix at [kayla.felix@cpsb.org](mailto:kayla.felix@cpsb.org) and she will assist you. This school year will be a new journey for all of us, but please know that I am committed to keeping all stakeholders healthy and safe while we navigate through these uncharted waters together. I look forward to another great year with you and your child!

Sincerely,

Sharon Ruffin-Hardy, Principal

# BARBE ELEMENTARY SCHOOL

**Mission:** To provide productive learning and leadership opportunities for all.

**Vision:** High expectations plus ability equal success.

**Goal:** To improve in reading and mathematics.

## SCHOOL PHILOSOPHY

The elementary school sets the stage for a child's positive attitude about himself and the world around him. The student needs to be accepted and taught as an individual in an ever-changing world.

The Barbe Elementary faculty believes that the school should be a place of warmth, compassion, and understanding--one that provides the learning experiences for the child to develop abilities for a useful life in our democratic society.

We believe in a curriculum that is well-planned but flexible in order to meet the special needs of the elementary child. To prepare the students for further learning and higher order thinking skills, we need to select and develop learning experiences best suited for mental, physical, and emotional growth.

The staff works as a unit toward reaching schools goals. We recognize our responsibilities to our students and parents, and we also recognize that a student's success is parallel to the **parent's active involvement in the child's education**. We believe in open communication between school, home, and community, which is accomplished through parent-teacher meetings and conferences, school calendars, classroom and school letters to the parents, newsletters, the Partners-in Education Program, and the local media.

## GOALS AND OBJECTIVES OF BARBE ELEMENTARY SCHOOL

Barbe Elementary School administrator, faculty, students, and parents work together to:

- Attain consistent discipline, develop responsibility for work and behavior, and respect the authority and rights of others;
- Enhance the curriculum by incorporating technology and media so that students can function in an ever-changing technological society and work force;
- Provide education through a safe environment, while promoting healthy attitudes, positive self-esteem, and peer relationships so that the student can grow to his fullest potential;
- Strive toward competency in basic academic skills at a rate appropriate to the student's unique characteristics and learning abilities;
- Prepare the student for a democratic society by providing opportunities to make appropriate choices and decisions;
- Develop an atmosphere that will stimulate the student's interest in learning by setting attainable goals.

## ENROLLMENT REQUIREMENTS

Students who enroll in kindergarten must be five years old by September 30 of the current school year. Parents of all new students who enroll for the first time at Barbe Elementary School must present:

1. a certified copy of their child's birth certificate  
\*\*All school records will reflect the child's legal name. \*\*

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

2. a white health/immunization card may be obtained from the Health Unit on Prien Lake Rd.\*\*\*or the doctor's office. State Law requires a minimum of four (4) DTP;s, three (3) Polios, and two (2) MMRs immunizations for school entry. Hepatitis B immunization is also being required for kindergarten entry. \*\*\*If you have any questions, contact the Nursing Office at 436-1220.
3. a permit to register which may be obtained from Calcasieu Parish School Board office of Child Welfare and Attendance, 2423 Sixth Street. This permit is required for proper address verification of the appropriate school attendance zone.

To obtain the required permit:

- a) parents must provide two different proofs of address such as utility bills or other receipts which show their current address.
- b) if the child's parents are separated or divorced, the parent registering the child should also furnish a copy of a judicial order of custody.

Questions regarding these requirements may be addressed to the Supervisor of Child Welfare and Attendance assigned to Barbe Elementary School before reporting to the office to obtain the permit--Phone: 217-4230.

4. the child's report card from the school he/she previously attended.

## PRE-SCHOOL ENROLLMENT

Our pre-school program is funded by Title I and is limited to only 20 students. These students must live within the school zone and must meet the guidelines listed below: Apply at <https://calcasieu4all.com>

**\*\*SPACE IS LIMITED\*\***

1. Must be four (4) years old on or before September 30.
2. Must have a certified birth certificate.
3. Must have a Social Security Card.
4. Must have current health record from the Health Unit.
5. Must complete Early Childhood Program Eligibility Survey. **All grant funded classes are for students whose family income is 185% below the Federal Poverty guidelines.**
6. Must provide verification of income (two (2) consecutive check stubs for each parent or caregiver in household and Income Tax forms, SNAP or SSI documentation with child's name, foster care agreement)

7. Must provide proof of address (I.e. current electric, gas, water, telephone, or cablevision statements)
8. Court orders or legal documentation of guardianship (if applicable)
9. IEP documentation (if applicable)
10. Official Diagnosed Disability Information (if applicable)

## **Uniform Policy**

Barbe Elementary School follows the Calcasieu Parish School Board Uniform Policy as stated in the Student Code of Conduct handbook.

### **CALCASIEU PARISH SCHOOL BOARD SCHOOL UNIFORM REQUIREMENTS 2020-21 SCHOOL YEAR**

Questions about the school Dress Code Policy should be referred first to the school principal .

## **School Dress Code**

Students attending all public Pre-K-12 schools in Calcasieu Parish shall adhere to the following official school dress code:

1. 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. School Administrators have the option to choose a uniform shirt in one of the school's colors.
2. 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 shirt.
3. T-shirts (solid white, hunter green or navy blue) will be allowed under uniform shirt.
4. Spirit shirt/club shirt may be worn on day(s) determined by the school administrator.
5. Administrators may option to have students wear the official school logo on the school's designated shirt.
6. Shirts must be tucked in **at all times**.
7. Khaki (shades may vary) or navy-blue pants, skirts, shorts, skorts, or jumpers must be uniform style and color. No blue jeans, no corduroy or wind-suit materials, no sweatpants, no stretch pants or leggings, no spandex, no baggy pants, no bell-bottoms, no carpenter or cargo styles, no hip-huggers, no side-knee pockets. Emblems, logos, or decorations are not allowed.
8. 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.
9. Belts should be black, brown, navy blue, hunter green, or khaki with no emblem, logo or decoration and must be worn with slacks and shorts that are designed to have belt loops. Belts must be visible and worn around the waist. Belts are optional for pre-k, kindergarten, and first grade students.
10. Socks (or stockings/tights for girls) are required and should be hunter green, navy blue, khaki, black or white with no emblem, logo or decoration and must cover the ankle and be visible. Middle and High School students are not required to wear socks or stockings with sandals.
11. Appropriate shoes must always be worn. Flip Flops are not allowed. Sandals are not allowed in elementary grades.
12. Acceptable outerwear for classroom is limited to include sweater, sweater vest, sweatshirt, and light jacket. During class time, jackets are to remain open, not zipped or buttoned. Colors for classroom outerwear include khaki, navy blue, hunter green and white. No emblem, logo, or decoration is allowed on classroom outerwear. The uniform shirt must be worn under outerwear.

13. Heavy coats and jackets worn to and from school and/or outdoors are not restricted, but recommended colors of navy blue, white, khaki and hunter green.
14. No headwear shall be worn on campus except for knit caps in extremely cold weather.
15. Wearing dress or attire signifying gang affiliations is strictly prohibited on campus and at school-related activities.
16. Body Armor (bullet-resistant metal or other material intended to provide protection from weapons or bodily injury) is prohibited.

**Bullet-Resistant Backpacks** – students are permitted to wear, carry, or possess a backpack on school property or a school bus that has bullet-resistant metal or other material intended to provide protection from weapons or bodily injury.

### **Other Dress Code Expectations**

1. Prohibited items include bandannas, hair rollers, extreme hairstyles, psychedelic hair colors, lines, letters, or designs shaved in the head.
2. Sunglasses, nose rings, visible body piercing, and excessive or inappropriate jewelry are prohibited.
3. Prohibited items include excessive and inappropriate makeup, painted faces, inappropriate tattoos and stick-on tattoos are prohibited.
4. Clothing worn is not to be suggestive or indecent.
5. Clothing, jewelry, and general appearance shall not be of the type that would cause a disturbance, distract or interfere with the instructional programs.
6. Clothing, jewelry, and general appearance shall not be such as to constitute a health or safety hazard.

## **Family Educational Rights and Privacy Act (FERPA)**

### **Notice for Postsecondary Institutions and Directory Information**

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.) These rights include:

- The right to inspect and review the student's education records within 45 days after the day the [Name of postsecondary institution ("School" or "Institution")] receives a request for access. A student should submit to the registrar, dean, head of the academic department, [or other appropriate official,] a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed and specify why it should be changed.

If [School] decides not to amend the record as requested, [School] will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- The right to provide written consent before [School] discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

[School] discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is typically includes a person employed by the [School] in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the [School] who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the [School].

[Optional] Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll. [NOTE TO POSTSECONDARY INSTITUTION: FERPA requires a school to make a reasonable attempt to notify each student of these disclosures unless the institution states in its annual notification that it intends to forward records on request or the disclosure is initiated by the student.]

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, § 99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures.

## 2020-21 School Calendar

Students report to school on Tuesday August 24, 2020

### HOLIDAYS/ TEACHER IN-SERVICES:

Students DO NOT report on the following days

Labor Day- 9/7

Election Day – 11/03

Veterans Day- 11/11

Thanksgiving- 11/23-11/27

Christmas- 12/21-1/1

*(Return to school on January 4)*

Teacher Inservice Day- 1/11

Martin L. King, Jr. Day- 01/18

Mardi Gras- 02/15-02/17

Easter & Spring Break- 04/2-04/9

Student's Last Day –05/27

School-Level In-Service- 05/28

### NINE WEEKS PERIODS:

1 <sup>st</sup>	.....	10/23
2 <sup>nd</sup>	.....	1/15
3 <sup>rd</sup>	.....	3/25
4 <sup>th</sup>	.....	5/27

### State Testing:

LEAP ELA/Math/Sci. (3-8).....TBA

LEAP Connect/LAA.....TBA

# SCHOOL SCHEDULE

School begins promptly each day at 7:45 a.m. Students are expected to arrive on time each day. **Students should not arrive before 7:15 a.m. since teachers are NOT yet on duty to assure proper supervision.**

Safety of students to and from school is a major concern, and parents are encouraged to walk children to and from school whenever possible unless students are transported by bus or car. Parents should talk with their child about walking or riding their bike safely. Students enter the building through the east door.

Back of school car drop off (Cypress St. entrance) opens at 7:15 and the door closes at 7:40am. After 7:40am children should then be driven to the front of the school for them to enter through the office door.

Students arriving after 7:45 a.m. will be marked tardy and must be signed in at the office to obtain an admit slip before they are allowed in class. Please make every effort to arrive on time. The Child Welfare and Attendance office and the parents will be notified of excessive tardies. **Excessive absents and tardies will result in truancy investigations conducted by Child Welfare and Attendance.**

**For the safety of all students any phone calls regarding changes in after school transportation must be made before 2:00 p.m. each day. Parents are encouraged NOT to check students out of school between 2:30 and 3:00 p.m. except in emergency situations.**

The school day ends at 3:00 p.m. for all students. **ALL STUDENTS MUST BE PICKED UP BEFORE 3:15. If not, the parent must come into the office to sign the child out.**

To ensure the safety and security of our students at Barbe Elementary, the gates will be locked during the school day. All school visitors will be required to enter the building by the main doors at the front of the school (Penn Street).

7:15 a.m. - Gates will be unlocked to allow students to enter the building. Cars will be permitted to drive through to drop students off. Breakfast begins and teachers are on duty. Students should not arrive before 7:15 a.m. Students are NOT supervised until 7:15 when the duty teacher arrives.

7:40 a.m. - Gates will be locked. All visitors should enter the school through the main entrance (Penn Street) and report to the school office to receive a hall pass before going to any classroom. Students arriving after 7:45 a.m. are considered tardy and parents must sign your child into school in the front office.

## Bell Schedule

7:15	Duty teachers report: school is open (DO NOT DROP OFF STUDENTS BEFORE 7:15 A.M.)
7:15-7:40	Breakfast: Students must arrive by 7:40 to eat breakfast.
7:45	School begins with first bell—all students enter classrooms; Tardy bell. Students must be signed in by a parent
3:00	Dismissal of walkers and car riders

## Breakfast/Lunch Programs

Barbe Elementary operates breakfast and lunch programs for students. Breakfast is served daily from 7:15 a.m. to 7:40 a.m. No students will be served after the **SERVING LINE CLOSSES AT 7:40 a.m.**

The lunch program begins on the first day of school. Serving time for each class varies according to the class schedule. Often students who require a special diet bring a bag lunch from home. If students who participate in the breakfast or lunch programs require a diet that necessitates special preparation of food, a statement from the student's physician is required; see the office for appropriate paperwork.

According to Louisiana Food & Nutrition Program/Policies of Operation / Bulletin No. 1196, students are not allowed to bring carbonated beverages or labeled food items such as Doritos, Lunchables, etc. in the cafeteria. Absolutely no glass containers are allowed in the cafeteria. A plastic container or thermos bottle must be used. No outside foods such as McDonalds, Checkers, Burger King, Popeye's, Church's, Gatti's can be brought to students or in the cafeteria.

Applications for free or reduced meals to eligible families are available through the school office. This can also be found online at: <https://www.applyforlunch.com/>  
The costs of these meals are:

<b>Students</b>	
Lunch (K-5)	\$1.35
Lunch (6-12)	\$1.50
Breakfast	\$ .50
Reduced Lunch	\$ .40
Reduced Breakfast	\$ .30
Extra Milk or Orange Juice	\$ .50
<b>Eligible Adults (Teachers, CPSB Employees)</b>	
Lunch	\$3.00
Breakfast	\$1.50
<b>Visitors (Parents, Grandparents, Other Visitors)</b>	
Lunch	\$4.00
Breakfast	\$2.00

\*website: cpsb.org→ Parents/Students→ Lunch Menu→ Prices

**Only in extreme circumstances, and with the permission of the cafeteria manager, will students be allowed to charge for meals.**

Parents are encouraged to make weekly payments for lunches (\$6.75/full or \$2.00/reduced).

When sending money payments, parents are encouraged to:

- Send money in a sealed envelope or zip-lock type bag, printed with the child's name, teacher's name & amount enclosed

## **NOTE FROM CAFETERIA STAFF:**

Barbe Elementary School's cafeteria procedure is **NOT** to allow carbonated beverages or labeled food items such as Doritos, Lunchables, etc. Any outside food or fast food for example McDonalds, Wendy's, or etc. are **NOT** allowed in the cafeteria (*Louisiana Food and Nutrition Programs/ Policies of Operation/ Bulletin NO. 1196*).

### **School Attendance**

Barbe Elementary School follows the Calcasieu Parish School Board Attendance Policy as stated in the Student Code of Conduct handbook. Regular school attendance is extremely important to successful school performance.

- \* Students are expected to attend school every day that it is in session. Students are required to attend at least 170 school days in order to be eligible to receive grades.
- \* Once a student arrives at school, he/she is expected to remain and attend each class throughout the day.
- \* If it becomes necessary to leave school at any time, a student must have a parent, guardian, or other authorized adult to sign him/her out of school.
- \* TARDY--after 7:45 but before 9:30 a.m.
- \* ABSENT - 1/2 day/after 9:30 before 11:30
- \* Full day absent if checked out before 9:30 a.m.
- \* When a student is absent or tardy to school, an automated phone call will be utilized to notify parent of absence or tardy. A school representative may occasionally phone the home to verify the absence.
- \* Students who have been absent from any class or from school will be required to bring a note stating:
  1. the date of the absence
  2. the reason for the absence, and
  3. signature of the parent, guardian, or doctor

**Absences-** The days absent for elementary students shall include

1. temporarily excused absences
2. unexcused absences, and
3. suspensions

### **Temporarily Excused Absences**

- \* Students shall be considered temporarily excused from school for personal illness, serious illness in the family, death in the family (not more than five days), or for recognized religious holidays of the student's own faith. In these cases, students shall be given an opportunity for make-up work.
- \* A student who is absent five (5) or more days in any nine weeks period shall receive an incomplete grade in all subjects involved if the grade is not made up before the end of the grading period. He may make up the work during the following nine weeks period. If he fails to do so, the incomplete grade automatically becomes a "U". It shall be the responsibility of the teacher to inform the student of the deadline for this make-up work.

## Unexcused Absences

The following will result because of unexcused absences:

- \* Students shall not be excused for any absence other than those due to personal illness, serious illness in the family, death in the family (not more than five school days), or for recognized religious holidays of the student's own faith. They shall be given failing grades in all subjects for those days missed with no make-up work allowed.
- \* A failing grade of "U" shall be recorded for each unexcused absence in each subject missed.
- \* Students shall not be excused from school to work on any job, including agriculture and domestic service, not even in their own homes or for their own parents or guardians.

## Absences Due to Suspensions

Students missing school as a result of suspension shall be counted as absent and make up grades for those days suspended with make-up work allowed.

## Excused Absences

The following conditions are those that are described as excused absences or extenuating circumstances:

- a. Extended absences (five or more consecutive days), as verified by a physician, due to
  - \* personal physical or emotional illness
  - \* extended hospital stays
  - \* recuperation from an accident
  - \* contagious disease
- b. Prior school system approved travel for education. Approved travel for education must be related to a subject being taught. Travel for education must be approved by the assistant superintendent.
- c. Death in the family (not more than five days absence).
- d. Natural catastrophe and/or disaster.

## Student Transfers

Parents transferring students from Barbe Elementary School are requested to contact the school at least one day before the intended transfer in order to assure enough time for processing the transfer papers. Papers SHALL NOT BE processed until all school records have been cleared (lunch money, library books, etc.) Students transferring to other schools in Calcasieu Parish MUST have a Permit to Register which must be obtained from Child Welfare and Attendance, 2423 Sixth Street.

## Student Fees

Schools, like households and business, cannot operate successfully without the money necessary to pay their bills. While we recognize financial hardships that families may have, **all students are expected to pay \$10.00 student fees assessed at the beginning of each school year** (for supplies, computer maintenance supplies and software, enrichment in P.E. and Art, and other class activities).

Barbe Elementary School receives no reimbursement from the parish or state for these items. Families in circumstances of extreme hardship should contact the school principal to make provisions for weekly or monthly payments of these fees.

## **Damage to School Property, Textbooks, Unpaid fees**

Students are required to pay for lost or damaged textbooks and library books. School property that is damaged or destroyed, either willfully or through negligence, must be repaired or replaced by the students responsible for the damage.

School records and all transfer records will be held until all fees are paid. Amounts of over \$50 will be referred to the district attorney's office.

## **Field Trips**

Parent permission must be obtained for every field trip during the school year. Contact your child's teacher if you are available to attend with your child. If your child has any medical needs such as an inhaler, we must have the inhaler and the medical paperwork on file at the school or a parent must attend the field trip or the child cannot attend. Field trips are an extension of classroom learning so only students in the class are permitted on the trip. Brothers and sisters who are school age cannot attend and be a part of the field trip. All school rules, regulations, procedures, and policies are to be followed just as if the student were in the classroom. Because a student can be removed from a classroom situation for failure to maintain appropriate behavior, a student can also be removed from field trip participation. **Parents serving as chaperones may not bring younger siblings on the field trip as they may distract from the responsibility given to a chaperone.** Students who do not attend school on field trip days will be counted absent unless the student attends school. A parent who does not wish to send his/her child on a field trip and does not want the child missing school may elect to send their child to school. The child will be placed in an alternative learning environment. Prior arrangements should be made so the classroom teacher can leave appropriate assignments. Student who are ill should not go on field trips. Additionally, students who have been sent home the day before a field trip because of a lice problem cannot attend the field trip unless the student has been cleared by the office or school nurse. Lice rechecks are not made until after 8:00 A.M. If instructional fees, lunch bills, etc. are not taken care of, money paid for field trips may be applied toward delinquent fees. If fees, etc. are not taken care of prior to a field trip, the school also has the right to deny attendance of the trip. Please keep balances up to date. If a student has paid for the field trip, but has not turned in a permission slip signed by a parent or guardian, he or she may not attend.

## **Fundraising**

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 Barbe Elementary 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. therefore fund raising is a necessity. We do try to hold fundraising to a minimum. It is certainly your right to not participate in any fundraiser.

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

## **Class Parties**

State regulations do not allow school involvement in non-academic activities. Therefore, we only have two parties, Christmas and Easter, which are limited to the last 30 minutes of the school day before the holidays. On other holidays, small treats individually wrapped may be distributed at the end of the school day.

## **Parent Participation**

Parents are encouraged to participate in school activities. Parents are encouraged to contribute to overall school improvement by sharing their time and talents through volunteer activities. We welcome your input! Please contact us if you have ideas or suggestions to share or if you would like to participate in volunteer activities at the school.

## **Parent/Teacher Communication**

Good communication between the school and home helps students reach their educational potential. Barbe Elementary teachers communicate regularly with parents using report cards, samples of work sent home with students, informal notes from teachers and/or principal, test scores, school newsletters and periodic news bulletins, information conferences, telephone calls, and formal conferences. Students receive report cards at the end of each nine weeks' period.

Teachers meet with parents at the beginning of each school year to review basic school and class policies and expectations. At least two formal conferences are held during the school year with each student's parents. Informal conferences are held as they are needed. Teachers are required to document all conferences throughout the year.

Parents are encouraged to contact the teacher whenever they feel the need to discuss a student's schoolwork. School policy, however, does require that all conferences be scheduled for an appointed time. **Conferences are not allowed during teacher's regularly scheduled class time.** This regulation is intended to prevent interruptions that could deprive them from achieving maximum educational benefits. Parent/teacher conferences benefit students most when parent and teacher both prepare for them.

Large group meetings for parents and teachers are held periodically throughout the school year. Occasionally parents are invited to view special programs or other events. However due to **COVID 19 guidelines, we will not have large group meeting.**

## **CALCASIEU PARISH SCHOOL SYSTEM EMERGENCY PREPAREDNESS**

### **When a school emergency occurs...**

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

- Visit [www.cpsb.org](http://www.cpsb.org) website
- Tune into KPLC television station for news alerts
- Listen to radio stations

KYKZ 96.1 FM    KZWA 104.9 FM    KHLA 92.9 FM    KXZZ 1580 AM

KQLK 97.9 FM    KBIU 103.3 FM    KLCL 1470 AM    KJMH 107.5 FM  
KNGT 99.5 FM    KAOK 1400 AM    KKGB 101.3 FM    KJEF 1290 AM  
KTSR 92.1 FM

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

**How can parents prepare for a school emergency?**

1. Remember in any crisis, a student can be released only to an adult that is documented as an emergency contact and can show proper identification.
2. Provide accurate emergency contact information to your child’s school and notify the school if it changes.
3. Keep updated by reading messages on the Calcasieu Parish School System website [www.cpsb.org](http://www.cpsb.org) or in school newsletters, websites, or notices.

**Emergency Descriptions**

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

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

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

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

## **Student Emergency Information**

All parents/guardians are asked to complete an Emergency Procedures card for each of their children who attend Barbe Elementary. We strongly encourage you to update this information electronically through Student Progress Center.

**It is extremely important that the information on the card be accurate and complete.** Any restrictions--such as those related to adults who may or may not check the students out of school--should be noted on the card and updated as necessary. Such restrictions and limitations should be renewed each year. Parents are encouraged to inform school personnel of any chronic or persistent health problem which could significantly affect a child's school performance.

If a student becomes seriously ill or is seriously injured in an accident while at school, immediate attempts to inform the parent or guardian will be made. It is extremely important that parents supply the phone numbers of the home and two other sources, such as the work place, and another relative or neighbor who can be contacted in the event of an emergency.

Emergency drills are held regularly. If it becomes necessary to dismiss school early because of an emergency situation, the school will be notified by the Central Office of the Calcasieu Parish School Board. Bus drivers will be contacted. Parents will be contacted by phone and through the news media.

## **Student's Use of the Telephone**

Student's use of the school telephone is limited to emergency situations (illness, injury), and the school secretary, principal, or counselor will place all calls for students.

Teachers work to develop responsible habits among our students. Students are expected to come to school with all books and supplies needed for each day's work. They are not allowed to call home for these items.

Students will not be called to the telephone; however, when necessary, school personnel will relay messages from parents to children after the school day begins.

Parents should plan for daily activities before children leave for the school day. These procedures assure the safety of the students and the integrity of the instructional program.

## **General Safety**

Students are expected to behave in an orderly, respectful manner while waiting for, boarding, riding, and disembarking from the bus.

Bicycles are to be placed in bicycle racks and not left on the ground. Children are to walk their bikes when on school property.

**Children are not to leave the school group once they have arrived at school.** This includes bicycle riders. If there is a need to leave school at any time during the day, the parent must go to the front office and sign out the child.

## **Notice to Parents and Students of Calcasieu Parish:**

The Calcasieu Parish School Board and the State Department of Education have directed that each student and his 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 Public School System found to be in violation of this policy will be subject to expulsion as provided in the Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226. Terms of the law are mandatory and include a statement that referral sources are available to parents/guardians.

## **School Discipline**

Barbe Elementary School follows the Calcasieu Parish School Board Discipline Policy as stated in the Student Code of Conduct handbook

Appropriate conduct is always expected of students. One basic requirement is that of courtesy and consideration of others. All teachers are instructed to correct any student's misbehavior. Students are expected to respond to any teacher or staff member's reprimand. Running, pushing, fighting and excessive loudness such as yelling are not allowed in the school buildings.

**Each teacher establishes standards of behavior with her class at the beginning of the school year.** Students are informed of class and school rules and these are often posted within the classrooms. Teachers are instructed to be fair, but firm and consistent in the administration of classroom, playground, and school discipline.

Teachers are instructed to seek the cooperation of parents or guardian to modify a student's inappropriate behavior. Students who disrupt the class deprive not only themselves but also their classmates of quality education. Persistent disruptions or violation of school rules may result in suspension from school. Parents will be notified if it becomes necessary for a student to be suspended.

Since the most effective form of discipline comes from within an individual (self-discipline), all possible efforts will be made to help students understand and correct any misbehavior. Teachers and administration will never use corporal punishment--even as a last resort.

Parents who have questions regarding these procedures should contact the principal and schedule an appointment to discuss these school policies.

## **Reference the Student Code of Conduct for the following...**

- School Suspension
- In-School Suspension
- Short and Long-Term Suspension
- Expulsion

## **Act 909—1990 Louisiana Legislative Action**

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

Calcasieu Parish Title IX:  
2423 6th Street  
Lake Charles, LA 70601  
337-217-2409

### **Conduct on the School Playground**

Playground areas are supervised during recess. Teachers will make provisions for them to use the restrooms and get water either before or after the recess periods. The recess periods last only 10 minutes-just enough time for students to stretch their muscles before returning to class.

- Students are expected to obey the teacher during to playground supervision
- Students are expected to remain in their designated play areas. No students may leave the school property.
- Fighting and unnecessary roughness which could cause injury to others is not permitted. This includes pushing, tackling, or engaging others in “holds” which restrict their movement.

### **Conduct when Walking To and From School-**

Students who walk to and from school each day are always expected to observe safety regulations for pedestrians. **Parents are encouraged to walk with their children to and from school whenever possible.** Students should stay on the sidewalks when available and should never walk in the street. Teachers and administration will continually remind students about their behavior, and we ask that parents also reinforce the seriousness of walking safely both to and from school. No horse playing or darting in and out of traffic either when walking or riding a bicycle. The parent will be contacted when there is a serious problem, and a suspension may be possible. If problems become serious, parents may be referred to the community deputies for assistance.

## **Conduct when riding Bicycle To and From School**

Students who bike to and from school each day are always expected to observe safety regulations. Students should: wear a helmet, ride on the right side of the road, with traffic, not against it, staying as far to the right as possible, use appropriate hand signals and respect traffic signals, stopping at all stop signs and lights. Before crossing streets, students should dismount their bike, make eye contact with drivers, making sure they are paying attention then walk the bike across the street. Parents should actively supervise students until they are comfortable that their students are responsible to ride on their own.

## **Insurance**

Accident insurance is available to all students. Parents are informed regarding insurance information within the first few weeks of school. Claim forms for those who purchase the insurance are available through the principal's office.

## **School Visitors**

Calcasieu Parish School Board and Barbe Elementary School welcomes and encourages parents and other school patrons to visit the schools at appropriate times; in fact, special programs and visiting days are planned throughout each school year to provide such visits.

All visitors, however, shall report to the front office immediately upon coming onto school grounds for their visit and will be required to sign a "Visitor's Log" upon arrival and departure. Parents should notify teachers for "drop-in" visits to "check" on students. Parent visits should not exceed 90 minutes. Visitors will be assigned passes. Principals, school administrators, or school security guards are authorized, in accordance with state law, to search the person, and any item in the possession of a person who is not a student enrolled in school, or any school employee while in or on any school property. The search may be conducted at random with a metal detector or physically when there is reasonable suspicion that such person has in their possession any weapons, illegal drugs, alcohol, stolen goods, or other materials in violation of board policy.

## **Parking**

Visitors are reminded that there is limited parking area on the school campus as well as on the street. It is very important that all visitors do not block the buses from coming to and from the school. We ask your help in providing a safe flow of traffic, especially in helping our buses to enter and exit the entrances to the parking lots. During dismissal do not park down the street and have your child or children meet you. The car pick-up line is a very fast and safe way to retrieve your child.

Parents are asked to talk with their child/children about the need for safety in traveling to and from school each day... Students riding bikes should be reminded to follow safety rules and ride on the right side of the road--not in the middle of the street. Students who walk should use the sidewalks or neutral grounds--and not walk in the middle of the street. **MOST IMPORTANTLY:** Students **MUST** be reminded that they should cross **ONLY** at the cross walk at the intersection--and **NOT** in the middle of the street.

## **Medication Given at School**

No medicines are given internally, externally, or by injection at school without written instruction from a physician and written permission from a parent or legal guardian. Parents may obtain proper forms for "Request to Give Medication at School" from the office. Medication will be given only when all the proper paperwork and procedures have been followed. Ear drops and eye drops cannot

be administered by school personnel. An adult must bring the child's medication to school. Aspirin, Tylenol, and cough syrup is under the same rules and regulations as other medications. For questions you can refer to the Student Code of Conduct handbook or call the Nursing Department at 217-4260. **ALL MEDICATION MUST BE DELIVERED TO SCHOOL BY AN ADULT. NO MEDICATION SHALL BE TRANSPORTED BY THE CHILD.**

### **Communicable Diseases**

Students with the following communicable diseases are to be excluded from school and may return as noted:

- Fever 101 degrees or higher
- Vomiting or loose stool
- Severe colds, sore throats and productive coughs
- Purulent nasal discharge, purulent conjunctivitis (pink eye), severe headache, and skin eruptions may be indications of acute communicable diseases. Students with these conditions should be considered contagious unless facts or expressed medical opinion indicates otherwise. The school nurse will be asked to look at the student.
- Scabies (itch), ringworm, impetigo (Indian fire); children with these skin diseases are considered to be contagious unless facts or expressed medical opinion indicates otherwise
- Measles - seven (7) days after appearance of the rash
- Chicken Pox - seven (7) days after appearance of the vesicle or when the vesicle is healed or only a few remain which are well covered by scabs
- Mumps - when the swelling has subsided.

### **Care of Illness Occurring at School**

When a student becomes ill or is injured while at school, the following procedures will be followed. Decisions concerning the notification of parents regarding a student's illness requires judgment based on his/her feelings and the teacher's and the principal's observation of his appearance and behavior. The following guidelines are considered:

1. Consideration will be given to the student's statement of his feelings. It is not always possible to secure objective evidence of sickness.
2. A student having fever or diarrhea, or vomiting shall not remain at school. \*\*\*
3. Students with severe colds, sore throats, and coughs shall not remain at school. \*\*\*
4. Sniffles, reddened eyes (Pink Eye), headache, and abdominal pains are signs of acute communicable diseases. Children with such shall be sent home as soon as possible. \*\*\*
5. No student shall be sent home alone or allowed to stay home alone. Absolutely NO medicines are given internally, externally, or by injection at school without written instruction from a physician and written permission from a parent or legal guardian. Aspirin and Tylenol are medications.

**\*\*\*Calcasieu Parish School Board requires that any child who has a condition which appears to be contagious (fever 101 degrees or higher, vomiting, loose stools, abdominal discomfort, sore throat, productive cough, purulent nasal discharge, red or draining eyes (pink eye), open sore or unidentified rash CANNOT REMAIN IN SCHOOL.**

\*\*\*The child may return to school once the condition no longer exists. If the condition persists, contact your physician and bring a statement from him/her to the school indicating that the child may return to school because his/her condition is no longer a health concern.

If a child has a known problem that is potentially serious and there is a known method of helping the child and the school is denied an opportunity to help the child because the necessary materials are not made available, then the school cannot be held responsible to assist the child. Therefore, the child should be excluded from the school until said materials are made available.

## **Immunizations**

\*\*\*State Law requires a minimum of four (4) DTP, three (3) Polio, and two (2) MMR immunizations for school entry. Hepatitis B immunization is also required for kindergarten entry.\*\*\*

In compliance with Louisiana law, all students entering school for the first time must present satisfactory evidence of immunization against diphtheria, tetanus, whooping cough, poliomyelitis, and measles, or shall present evidence of an active program in progress, at the time of registration or entrance into school.

If booster injections are required before entering school, such booster injections must be administered before the student enters school. Exceptions to any of the above requirements will be made only if the parent or guardian submits either a written statement from a physician stating that these procedures are medically contraindicated, or a written dissent due to religious beliefs. Principals and teachers shall cooperate with the school nurse to protect the health of students while in school by excluding the ill and by preventing the return to school of those not yet recovered from an illness or communicable disease.

## **Skin Diseases**

Students with impetigo (Indiana Fire), ringworm (of the scalp only), or scabies (itch) must be referred to a physician and must obtain a note from the physician indicating that it is all right for him to return to school.

Ringworm of the body (NOT HEAD). Check with your pharmacist to recommend a treatment (Ex. Lotrimin for 10 to 14 days). Many over-the-counter medications are available. Please follow directions carefully. Loosely cover any exposed treated ringworm while your child attends school. If condition does not improve within two weeks, medical attention is required.

## **Head Lice**

The problem of head lice is common among elementary school children. **It is NOT a sign of poor health habits or lack of cleanliness.** Parents are encouraged to examine their child's hair weekly. Once the problem is identified, a physician should be contacted in order to obtain medication for proper treatment. The following policy is required if the problem is discovered at school:

- The student is to be referred to the principal's office.
- The pupil is to be privately checked for head lice. This is to be done by a person designated by the principal and/or the school nurse if available. Anonymous calls should be investigated before the school nurse is contacted.
- If head lice are found in the hair, the parent is to be notified and the student should be excluded from his/her class immediately. A letter of explanation is to be sent home with the child.
- If eggs (nits) are found in the hair, the parent is to be notified and the student should be excluded from school effective at the end of the school day. A letter of explanation is to be sent home with the child.

- The student shall be excluded from school until he/she has been treated with medication that kills lice and eggs and until all nits have been removed from the hair. Before being readmitted to school, verification of treatment and/or a statement from a physician must be presented by the parent or legal guardian. School personnel shall be responsible for checking the student to be sure he/she is free of nits before the child may return to the classroom. If the student is not free of nits and lice, he/she shall be returned home by the adult who brought him/her back to school.
- A record shall be kept on all students excluded from school for lice and/or nits. This information shall include the following:
  1. name of child
  2. date of exclusion
  3. documentation of parental notification
  4. photocopy of letter/s sent home to parents regarding lice and/or nits
  5. readmission date
- Any student excluded from school for lice infestation shall have an excused absence for a limited time, not to exceed four (4) calendar days and shall be allowed to make up class work on that basis. The principal may extend this time if circumstances warrant.

## Grading Policy

Act 701 of the 2010 Louisiana Legislative Session requires the Board of Elementary and Secondary Education (BESE) to: (1) adopt and implement a uniform statewide grading scale for use in public elementary and secondary schools, and (2) appoint a task force to provide input, recommendations, and advice on developing the uniform grading scale. The legislation also provides a list of organizations to be included in the Task Force. The Task Force held three meetings and reviewed the grading policy data from all the districts and from the five states with state grading policies. The Task Force also considered grading policies used by LHSAA, the NCAA, college admission offices, and TOPS. They discussed a wide variety of issues related to grading scale policy and considered which issues should be addressed by the statewide grading policy and which should be district decisions.

At the February BESE meeting, the Board was presented the recommendations of the Grading Policy Task Force and the recommendations of the Superintendents' Advisory Council. BESE approved the following policy, which took effect in the 2011-2012 school year:

### § 2302. Uniform Grading Policy

- A. LEAs shall use the following uniform grading system for students enrolled in all grades K-12 for which letter grades are used.

Grading Scale for Regular Courses	
Grade	Percentage
A	100-93
B	92-85
C	84-75
D	74-67
F	66-0

## Evaluation of Student Work

Progress Reports will be sent home every 3 weeks of the nine-week grading periods. In grades 1-5 and special education classes, a report card is sent home at the end of each nine-week reporting period. In Kindergarten, students will not receive a report card for the first nine weeks. Grades are determined by such assigned activities as oral and written reports, written science experiments and illustrations, themes, class participation, reference reading, tests, and performance of work.

## Academic Awards

At the end of each nine weeks grading period, Banner Roll and Honor Roll students are recognized and receive an award for their outstanding performance. Banner Roll students are those who earn all A's and Honor Roll students are those who earn all A's or B's.

Conduct and enrichment for elementary students will receive either an O, S, or N.

## Promotion Policy

### Grades K, 1, 2, 3, & 5:

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

It is the responsibility of the School-Building-Level Committee (consisting of three or more people knowledgeable of the student's performance) to review classroom performance and make

decisions affecting retention or promotion based on a preponderance of evidence of student learning. An ESL representative should be included in the SBLC when making decisions for LEP students. \*

\*For purposes of the policies outlined in this document, the IEP team for the student will replace the SBLC

#### **Course Requirements for Promotion:**

Kindergarten:

- He/she must be present the required number of days (167) at a public or private kindergarten, and
- The Report Card should reflect successful classroom performance. Grades 1, 2, 3, & 5: Passing Session Grades in English Language Arts and Mathematics

#### **Retention:**

Students in grades K-3 may not be retained more than one year. In grade 5, a student may be retained according to his academic needs.

Students who fail to meet the promotion criteria above shall be retained. In addition, any student missing an excessive number of days will have a review by the SBLC for possible retention. \*

#### **Promotion and Support of Students in Grade 4**

Each LEA shall identify third and fourth grade students who have not met an acceptable level of performance that would enable them to successfully transition to the next grade level. Fourth grade students who have not met the acceptable level of performance may be retained or promoted, but in either case, shall be provided with an individual academic improvement plan. Students are expected by the LDOE to score at least “Basic” in ELA or Math and “Approaching Basic” in the other core subjects, including ELA, math, science, and social studies.

## **SPECIAL PROGRAMS**

### **ART**

All students attend visual art classes. Art projects and student work is on display in the school throughout the year.

### **CAI LAB**

Computer Assisted Instruction (CAI) provided by Title I is a Computer Curriculum Corporation (CCC) Instructional system consisting of computers running instructional software. It provides grades K-5 and special education with 30 minutes of individualized computer instruction daily in Language Arts and Math.

### **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.

### **LIBRARY**

The Barbe Elementary library mission is to give students the opportunity to enjoy reading and become lifelong learners. It provides a variety of materials to support the curriculum and to enrich the students' learning experiences. Each class has a weekly scheduled time to visit the library. Parents are encouraged to support the school programs by establishing a regular time for reading in the home. Research shows that students who read or who are read to at least 20 minutes per day at home, increase their reading skills. **Accelerated Reader (AR)** is a program in which students read designated library books, take computer quizzes, and score points.

### **PHYSICAL EDUCATION**

All students enrolled at Barbe Elementary School are expected to participate in physical education classes, as required by the Louisiana Department of Education. Students who cannot participate because of a temporary or permanent physical disability are required to supply a statement from his/her physician stating the nature of the disability. A note from the parent may excuse a child from P.E. for temporary disabilities of short duration. Students must wear tennis shoes or rubber-soled shoes.

### **SCHOOL COUNSELOR**

Barbe Elementary is fortunate to have the services of a full-time elementary school counselor, Ms. Brigette Robinson. The counselor is available to all parents and students for visiting and consultation. Students may visit the counselor as a result of teacher/principal referral or parent request. A student may also initiate a visit through proper protocol. The school counselor makes visits to the classrooms and is also the school Testing Coordinator. You may reach the counselor by phone extension, 217-4600 ext. 2546. If the counselor is not in the office, you can leave a message for your call to be returned or contact the front office.

Please note: **School counselors cannot assume the role of a therapist or psychologist. Should your child need these services, the counselor will be happy to work with you to provide a list of possible agencies.**

### **SPANISH**

Instruction in conversational Spanish is provided for academically able students in fourth and fifth grade. The program's primary emphasis is oral communication. Our Spanish teacher at Barbe Elementary School will provide enriching activities for students. Enrollment may be based on academic proficiency depending on the grade level and **may be discontinued at the discretion of the principal.**

**SPARK/REACH** (Seeking Purposeful Analytical Realistic Knowledge) is the local name for the program for academically gifted students in Calcasieu Parish. The identification of gifted students begins with a referral by a teacher, friend, or parent of the student with approval of the local school committee (SBLC). A screening test is given and if the student scores high enough on this or on CAT scores, then a full evaluation is given by a Pupil Appraisal team. Barbe Elementary SPARK students attend SPARK classes one day a week at Dolby Elementary School. Students are transported to and from SPARK on school buses. SPARK students are responsible for information missed or work assigned while attending SPARK. REACH students also attend Dolby one day a week. REACH is open to 1st grade students identified and tested at the end of the Kindergarten school qualifying for a SPARK- like program. Gifted/Talented students attend LCB Academy once a week for a portion of the day. Gifted/Talented is open to students of all grades after qualifying for the program based on exceptionalism in the area of Art.

**SPECIAL EDUCATION** classes are available to qualifying students including resource, self-contained, as well as behavior disorder, speech, gifted/Spark, **REACH** (Reaching Excellence and Climbing Higher), and adaptive physical education.

### **SPEECH**

Speech classes are available on campus for children who have been diagnosed with a speech or language problem. We have one Speech Therapists at Barbe Elementary.

**Federal Programs**

**TITLE I** is a school-wide program available to all students at Barbe Elementary School. The goal of Title I is a high-quality education for every child. The Title I program has made it possible for Barbe to have a Pre-Kindergarten class, interventionist and one tutor to assist our students with their educational needs, and a CAI Lab.

**MCKINNEY-VENTO PROGRAM**

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

**Parental Involvement Policy**

**Barbe Elementary** recognizes the importance of parental involvement, participation and cooperation as an integral part of a child’s education. Cooperation between home and School should help to enable each child to reach his academic potential as well as develop student responsibility and self-discipline. Home and school interaction should assist the student in extending learning beyond the classroom and should effectively meet the students’ needs socially.

<b>Activities to Build</b>	<b>Communication about</b>	<b>School Goals</b>
<p data-bbox="305 940 488 972"><b>Partnerships</b></p> <ul style="list-style-type: none"> <li>➤ Meet the Teacher</li> <li>➤ Open House</li> <li>➤ Grandparent Day</li> <li>➤ PBIS Kick-off</li> <li>➤ HALL-o-Ween Activities</li> <li>➤ Veteran’s Day Program</li> <li>➤ Black History Program</li> <li>➤ Bookfair</li> <li>➤ Christmas Program</li> <li>➤ Father/Daughter Dance</li> <li>➤ Easter Activities</li> <li>➤ End of Year Awards</li> </ul>	<p data-bbox="643 940 946 972"><b>Student Learning</b></p> <p data-bbox="618 978 1000 1100">Frequent two -way communication with families about children’s learning. Some of the ways you can expect us to reach you are:</p> <ul style="list-style-type: none"> <li>➤ School messenger</li> <li>➤ Notes home</li> <li>➤ Parent-teacher conferences</li> <li>➤ Take home folders</li> <li>➤ Newsletters</li> <li>➤ School Web page</li> </ul>	<p data-bbox="1032 940 1349 1003">By 2020, 70% of the students taking LEAP2025 will score at proficiency in ELA and mathematics in grade 3-5. In grades K-2, 80% of our students will be reading on or above grade level.</p> <p data-bbox="1032 1199 1146 1226">ELA Focus:</p> <ul style="list-style-type: none"> <li>➤ CKLA</li> <li>➤ Guidebooks 3.0, with fidelity</li> <li>➤ Small groups Rti intervention daily</li> <li>➤ Waterford/Success maker daily</li> </ul> <p data-bbox="1032 1493 1252 1520">Mathematics Focus:</p> <ul style="list-style-type: none"> <li>➤ Completing 4 plus lessons/120 minutes weekly in Zearn</li> <li>➤ Address Tower Alerts daily</li> <li>➤ Small group Rti intervention daily</li> <li>➤ Waterford/Succesmaker daily</li> </ul>

**Barbe Elementary** will implement these and other activities that will encourage parental involvement through the Parental Involvement Program. Individual teachers will assist in carrying out these activities as well as participate in workshops and meetings.

All activities will follow the Calcasieu Parish School board Parent Involvement Plan, and the Department of Education, State of Louisiana. All activities will ensure that parents of children attending will have an opportunity to participate in all segments of parent involvement activities.

## **Title I Family Involvement Policy**

Calcasieu Parish School System believes that family involvement is an integral part of student achievement. School administrators and teachers know they need to create partnerships with our families and communities. As new members of the National Network of Partnership Schools, CPSS Title I schools are developing Action Plans with families. These plans are based on the most recent research on how to engage families in student coordinating practices for all six types of involvement. These types are based on care, trust and respect. The types are: Parenting, Communicating, Volunteering, Learning at Home, Decision Making and Collaborating with the Community. With good planning, thoughtful implementation, well-designed activities and pointed improvements, more and more families and teachers are learning to work with one another on behalf of the children whose interest they share.

### **What is an Action Team for Partnerships (ATP)?**

The ATP is an action arm or work group of a School Improvement Team. The ATP writes and implements plans for partnerships to produce desired results for students, families and for the school. The ATP includes teachers, administrator, parents and other family members, business and community partners, and, at the middle and high school level, students. The members of the ATP work together to review school goals; select, design, implement, and evaluate partnership activities; and improve partnership practices. The work that the members of the ATP do together helps create and sustain a climate of good partnerships at the school. The ATP's primary goal is to involve families and the community in productive ways so that more students reach important educational goals for learning and success.

Loree L. Smith, District Family Involvement Coordinator  
337.217.4170 Ext: 2406 [lore.smith@cpsb.org](mailto:lore.smith@cpsb.org)