

JOHN F. KENNEDY
ELEMENTARY
SCHOOL



PARENT & STUDENT
HANDBOOK
2018-2019

"Preparing all students for academic success."

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Elizabeth Holder, Assistant Principal
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Dear Students and Parents,

Welcome to the 2018-2019 school year! We are eager to meet all new students and we look forward to seeing our former students return. It is our goal to provide quality educational experiences based on student need through the collaborative efforts of the school, home, and community stakeholders.

The theme for this year is “**Team Work Makes the Dream Work**”! Education is changing, so we will need to prepare the students for this change. Economic, social, and technological entities are making demands on what students need to know in order to be successful. Basic skills will no longer be enough. Students will need to have a good understanding of the core academic subjects, be able to problem solve, make decisions, and be prepared for responsible citizenship in today’s world. Parent participation in this will be critical. In order to meet or exceed our goal, it will take administration, faculty, staff, students, parents, and the community working together as a collaborative team to meet the needs of our students. Each person is a vital part of the team, and we need you! By working together we can ensure the best year for our students.

We look forward to another exciting and successful school year! We have many family events planned this year, and believe that this will be our best year yet! If you have any questions or concerns, please don’t hesitate to contact us because your children are at the center of all that we do at John F. Kennedy.

The policies and procedures in this handbook are the direct result of those established by the Calcasieu Parish School Board. It has been prepared to assist you as questions and concerns arise throughout the school year. Also visit our school website for additional information.

Sincerely,

Phyllis Godfrey
Principal
phyllis.godfrey@cpsb.org

PHILOSOPHY OF JOHN F. KENNEDY ELEMENTARY John F. Kennedy Elementary, we are concerned with the total development of each child. Our philosophy of education revolves around assisting each child to live up to his/her full potential and prepare him/her to become a well-adjusted, self-supporting active participant to succeed in society.

The broad progress of education is to help each student gain, to the best of his abilities, the knowledge, skills, habits, and traits needed to prepare him to become college and career ready. The purpose of this elementary school is to provide the foundation needed for these goals and to accomplish this with each and every child.

OBJECTIVES OF JOHN F. KENNEDY ELEMENTARY

1. To build foundations for college and career readiness;
2. To educate students to be well-rounded individuals who will be able to become leaders in society with dignity and pride;
3. To help pupils accept responsibility for their actions and to develop an increasing sense of values, self-confidence, and self-discipline;
4. To help our children develop tolerance and respect for other cultures and ethnic groups who have different beliefs and ideas;
5. To provide opportunities for children to express themselves creatively through spoken and written language, as well as through various art forms.
6. To accept each child as a unique individual and to give him/her the opportunity to grow mentally, physically, morally, and socially;
7. To teach each child to evaluate situations and to think for him/herself;
8. To set our own school standards of academic excellence, which exceed the minimum standards set by the Louisiana State Board of Education and the Calcasieu Parish School Board;
9. To promote school, parent, and community involvement in the education of each student;
10. To prepare each student to meet the demands made by the society in which he/she lives.

ORGANIZATIONAL STRUCTURE OF JOHN F. KENNEDY ELEMENTARY

John F. Kennedy Elementary School offers an enriched curriculum in grades Headstart through fifth comprised of 12 classes. There is also one Resource education class. Speech therapy, adaptive and regular physical education, and music are offered at John F. Kennedy also has a full-time guidance counselor and librarian.

ACCREDITATION

John F. Kennedy Elementary School is accredited by the Southern Association of Colleges and Schools. This organization was formed exclusively for educational purposes, and its objective is to improve education in the south through exercise of leadership and through the promotion of cooperative efforts among colleges, schools, and related agencies.

An accredited school is in compliance with all standards set by the association.

I. PROCEDURES AND POLICIES

ATTENDANCE

1. Students are expected to attend every day that school is in session.
2. Students who are absent from class or from school for any cause must have a note from their parents, guardian, or doctor. This note must state the reason for the absence and be dated and signed. If a note is not turned in, it will be considered an unexcused absence.
3. The school secretary or principal may occasionally phone home to verify a child's absence.
4. Any time missed from instruction will be calculated to determine days missed, whether it is excused or unexcused.
5. Students are responsible for all work missed due to absence, whether it is excused or unexcused. If you would like to pick up homework assignments for your child, you must call the office before noon. Homework will be made available for you to pick up after 3:00 in the front office. Assignments requested will be held in the office for 24 hours.
6. Excused absences are allowed for personal illness or death in the family.
7. Students with unexcused absences may have their grades lowered and parents will be contacted by the Office of Child Welfare and Attendance and the TASC Office.
8. If a student maintains excessive tardiness, he/she can be suspended. A child is considered tardy after the 7:50 a.m. bell.
9. Excessive tardies and absences will be reported to Child Welfare and Attendance office.
10. Please remember that our goal is to prepare all students for academic success. Please keep early check outs to a minimum. School board policy states no checkouts after 2:00.

Elementary children missing more than **10 days** per year will not be given credit for the year's work and will be retained. Exceptions can only be made in the event of extended personal illness or extenuating circumstances verified by a physician or the CPSB Office of Child Welfare and Attendance. Students with no absences will receive a perfect attendance award on Award's Day.

DISCIPLINE

The proper control and discipline of a school depends largely upon the degree of teamwork between parents and the school. Parents want and expect their child to acquire the habit of responsible self-direction and to observe common courtesies in their dealings with others.

Although the ultimate responsibility for students conduct lies with the student and parent, it is also part of the responsibility of the school. All procedures, as prescribed by state and local laws, will be followed to maintain a positive atmosphere for learning. It is our intent to keep suspensions to a minimum, but it is still an option for severe disruptions and constant behavior issues. We ask that parents help students to comply with school rules. CPSB does provide an elementary alternative school for students who are continually disruptive and exhibit constant behavior issues.

John F. Kennedy Elementary follows PBIS (Positive Behavior Intervention Support) systems with all students as prescribed by the CPSB and the Louisiana State Department of Education. All students are expected to follow all guidelines set forth in the school-wide discipline plan. (See following page for school-wide rules and expectations).

Proper uniform attire is a part of the discipline code at John F. Kennedy. Therefore, all students will wear uniform shirts tucked in. All students in grades 2 – 5 must wear belts. Free dress is only allowed when a note has been sent home.

PBIS at John F. Kennedy Elementary School-Wide Discipline Plan

A General Overview

The main focus of Positive Behavioral Interventions and Supports (PBIS) is to provide a clear system for all expected behaviors at John F. Kennedy Elementary. While many faculty and students may have assumptions of what is expected behavior, we cannot assume that everyone's beliefs are similar. Through PBIS, we will work to create and maintain a productive, safe environment in which ALL school community members have clear expectations and understandings of their role in the educational process.

Proactive Approach to School-Wide Discipline

Schools that implement school-wide systems of positive behavior support focus on taking a team-based system approach and teaching appropriate behavior to all students in the school. Schools that have been successful in building school-wide systems develop procedures to accomplish the following:

1. Behavioral Expectations are Defined. A small number of clearly defined behavioral expectations are defined in positive, simple, rules. John F. Kennedy's Expectations are:

- C – Courteous
- A – Always Respectful
- T – Take Responsibility
- S - Safety

2. Behavioral Expectations are Taught. The behavioral expectations are taught to all students in the building, and are taught in real contexts. Teaching appropriate behavior involves much more than simply telling students what behaviors they should avoid. Specific behavioral examples are:

- Being *positive* means to resolve conflicts peacefully.
- Being *respectful* raising your hand when you want to speak or get help.
- Being *respectful* means using a person's name when you talk to him or her.
- Being *responsible* means knowing and following classroom and school rules on a daily basis.
- Being *responsible* means to be on time.

Behavioral expectations are taught using the same teaching formats applied to other curricula. The general rule is presented, the rationale for the rule is discussed, positive examples ("right way") are described and rehearsed, and negative examples ("wrong way") are described and modeled. Students are given an opportunity to practice the "right way" until they demonstrate fluent performance.

3. Appropriate Behaviors are Acknowledged. Once appropriate behaviors have been defined and taught, they need to be acknowledged on a regular basis. JFK has designed a formal system that rewards positive behaviors. "Cougar Bucks" are used to reward students who exhibit outstanding behavior within the classroom. "CATS Pride" are awarded to encourage and reinforce positive behaviors demonstrated on a consistent basis. Students are awarded "Cougar Bucks" for outstanding behavior within the classroom. Teachers can award "CATS Pride" to students in any grade level for

showcasing one or more of the PBIS Behavioral Expectations. Every nine weeks, students are able to visit the “Cougar Mart” where they are able to purchase prizes with the “Cougar Bucks” they have earned. Items range in price from 1 to 9 cougar bucks. They can purchase a various items in the “Cougar Mart”, including candy, stickers, basketballs, footballs, soccer balls, games, hair accessories, jewelry, cars, etc.

4. Behavioral Errors are Corrected Proactively. When students violate behavioral expectations, clear procedures are needed for providing information to them that their behavior was unacceptable, and preventing that unacceptable behavior from resulting in inadvertent rewards. Students, teachers, and administrators all should be able to predict what will occur when behavioral errors are identified.

| <u>Minor Infractions:</u> | <u>Major Infractions:</u> | |
|--|---|---|
| <ul style="list-style-type: none"> • Inappropriate verbal language • Physical Contact • Non-compliance • Disruption • Property Misuse • Other minor problems | <ul style="list-style-type: none"> • Abusive /inappropriate language • Alcohol/drugs • Battery of Staff • Combustibles or Threats • Computer abuse • Deface school property/ Vandalism • Disruption • Defiance/Disrespect/ non-compliance • Excessive tardiness • Fighting/physical aggression • Tobacco/Smoking | <ul style="list-style-type: none"> • Harassment/Teasing/ Threaten/bullying • Weapons or objects used as weapons • Indecent Behavior or Sexual Harassment • Serious Body Injury (hospital) • Theft • Throwing Objects that can injure • Unfounded charge against authority • Skip class/truancy/leave campus |

Correction Procedures for Minor Infractions Consequences/Interventions

General Procedures

- Students should begin with a clean record each day
- Weekly minor tracking documentation should be kept on file and turned in with report cards.
- An office discipline referral due to multiple minor offenses will be completed by the classroom teacher

1st Offense – Warning

The student is given a verbal warning. A teacher/student conference is necessary for the student to be taught the correct replacement behavior.

2nd Offense – 1st Mark – Timeout with a logical consequence

The student is advised to take some think time to reflect and cool off. The teacher will invite the student back to resume classroom activities.

3rd Offense – 2nd Mark – Classroom Consequence**4th Offense – 3rd Mark – Classroom Consequence****5th Offense – 4th Mark - Classroom Consequence/Loss of Privilege****6th Offense – 5th Mark – Parent Phone Call Home/Documentation in Red Binder****School-wide Expectations for Afterschool Detention**

Documentation of behavior will be placed in the red binder for behaviors that exceed the teacher's normal plan for inappropriate behavior. Any entry placed in the red binder on the same day is considered one entry. After an entry in the red binder, student will be sent to red team teacher to complete a behavior reflection activity. Parents will be notified that if inappropriate behavior continues the student will be placed in afterschool detention until 3:45 p.m. that same day. Upon the 4th entry into the red binder, afterschool detention will increase until 4:30.

Afterschool detention will be held Monday through Thursdays of each week. Saturday detention will be held for students who habitually violate school rules. It will be the parents' responsibility to pick up their child at the end of their assigned time. **No student** will be allowed to walk home as the crossing guards have already gone for the day.

5th Entry in Binder – Office Discipline Referral

The student has been given ample opportunities to correct behavior. An office discipline referral should be written based on Multiple Minor Offenses.

**John F. Kennedy Elementary School
2018-2019 School-Wide Discipline Plan**

Expectations:

☆ *Courteous* ☆ *Always Respectful* ☆ *Take Responsibility* ☆ *Safety*

In addition to the school's plan in the student handbook, below are some general school rules reflective of the expectations. Read over them with your child. Then, you and your child sign the bottom and return this page to school as soon as possible. We must have one copy per student with a parent signature.

- All students will respect all persons in authority. That includes **every** adult on campus.
- All areas of the campus, other than playgrounds, will be free of running and loud talking.
- All students will raise their hand for permission before speaking or leaving an assigned area.
- All students will come to school prepared to learn! This includes having all needed materials and homework.
- All students will follow school rules and expectations as set forth in the school's discipline plan.

No student will be allowed to threaten, hit, or show overt defiance or disrespect at any time to an adult on campus. These behaviors can and will result in suspension from school. Every child is responsible for his/her behavior.

Bullying is considered by the Calcasieu Parish School System as a very serious offense. It will be handled as a major infraction on our campus.

The Louisiana Department of Education law states that students who disrupt the learning process will be removed from the classroom.

Our school-wide discipline plan has been developed to help us accomplish our mission: to educate, challenge and inspire all students to be life-long learners.

Your signatures below signify that you have read the school's discipline plan and agree to its terms, wherein.

Parent Signature

Student Signature

Date

Bullying

The Calcasieu Parish School Board has instituted a strict no-bullying policy. Bullying other students or faculty/staff members will not be allowed. This kind of behavior will result in the student being suspended. The Calcasieu Parish School Board has implemented a cyberbullying policy as well. Students who bully by email, Facebook, text, or Twitter will be reported. Please see the attached policy.

Sexual Harassment

The school board recognizes that peer sexual harassment is a form of prohibited discrimination and can contribute to an unacceptable educational environment. The board, therefore, will not tolerate any sexual harassment on the part of any student. Students in violation will be subject to disciplinary action. This includes inappropriate remarks made to other students or faculty/staff members.

DRESS CODE

All students in Calcasieu Parish Schools must wear uniforms as set forth in the CPSB Uniform Policy. The policy includes the regulation that all students in grades 2-5 are to wear belts. Students may wear white, navy, or hunter green shirts. Tee shirts may be worn under uniform shirts but are restricted to uniform colors: white, navy, hunter green. **No other** color of T-shirt will be allowed under uniform shirts. Shirts are to be tucked in at all times. Please make sure your child follows these guidelines or they will be in violation of the CPSB Uniform Policy. Uniform clothing should not be too small in size. Tight clothing is inappropriate as well as uncomfortable. See parish guidelines for other uniform information.

The school may have days when students are permitted to be out of uniform. Parents will be notified with a note in advance of these days. Some examples of out of uniform days are: picture days, AR party days, field trips, PBIS party days, or earned in other ways. Even though students are not in uniform on these days, appropriate clothing and shoes must be worn. **Inappropriate** clothing includes: baggy pants without belts, mini-skirts, tube tops, spaghetti straps, flip flops, sandals, open back shoes, or caps. Belts are to be worn at all times.

Cleanliness shall be a basic consideration. For health and safety reasons, students must wear closed toe shoes. See "School Uniform" Dress Code for all Calcasieu Parish schools at the front of this handbook. Boys will not be allowed to wear earrings. Unusual haircuts are not permitted. This includes designs shaved into hair. . Girls will not be allowed to wear large earrings. Girls are not permitted to wear long, acrylic fingernails. Scarves are also not allowed at John F. Kennedy. If not in uniform, parents will be contacted.

DRESS CODE EFFECTIVE 2018-2019 SCHOOL YEAR

Guidelines for acceptable, normal, good grooming should be taught and enforced in the home by the parents as part of their responsibility in training their children for responsible citizenship.

All students are expected to be responsible in their dress and grooming by avoiding extremes and manifesting self-discipline with regards to these regulations. Cooperation of parents is expected.

The policy of the Calcasieu Parish School Board shall be that no mode of attire will be considered proper for school wear that distracts or disrupts classroom and school decorum. The Board feels it is the responsibility of each student to use good judgment in one's total appearance so that the attention of others is not distracted from the purpose of school. Cleanliness shall be a basic consideration. For health and safety reasons, students must wear shoes to school. Any substantial complaint concerning the dress code shall be dealt with by the school administration.

SCHOOL UNIFORMS

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

- Uniform shirts will be white, hunter green or navy 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. High School and Middle School Administrators have the option to choose a uniform shirt in one of the school's colors.
- 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.
- T-shirts (solid white, hunter green, or navy blue) will be allowed under the uniform shirt.
- Spirit shirt/club shirt may be worn on day/s determined by the school administrator.
- Administrators may option to have students wear the official school logo on the school's designated shirt.
- Shirts must be tucked in at all times.
- Khaki (shades may vary) or navy blue regular pants or capri pants, skirts, shorts, skorts, or jumpers must be uniform style and color (no blue jeans, no corduroy or wind-suit materials, no sweat pants, no stretch pants or leggings, no spandex, no baggy pants, no bell-bottoms, no carpenter or cargo styles, no hip-huggers, no side-knee pockets). Emblems, logos, or decorations are not allowed.
- Pants, shorts, and skorts must measure (front and back) no shorter than three inches above the knee. Skirts and jumpers must measure no shorter than three inches above the knee.
- Belts should be black, brown, navy blue, hunter green, or khaki with no emblem, logo or decoration and must be worn with slacks and shorts that are designed to have belt loops. Belts must be visible and worn around the waist. Belts are optional for pre-k, kindergarten, and first grade students.

- Socks (or stockings for girls) are required and should be hunter green, navy blue, khaki or white with no emblem, logo or decoration and must cover ankle and be visible. Middle and High School students are not required to wear socks or stockings with sandals.
- Appropriate shoes must be worn and not include thongs. Sandals are not allowed in elementary grades.
- Acceptable outerwear for classroom is limited to include sweater, sweater vest, sweatshirt, and light jacket. During class time, jackets are to remain open – not zipped or buttoned. Colors for classroom outerwear include khaki, navy blue, hunter green and white. No emblem, logo, 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 the exception of knit caps in extremely cold weather.

OTHER DRESS CODE REGULATIONS:

- Prohibited items include bandannas, 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, 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 programs.
- 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 authorities, then to the central office staff.

DISCIPLINE GUIDELINES FOR UNIFORMS:

All Pre-K – 12 schools in Calcasieu Parish will strive to achieve full compliance of the Dress Code Policy and should resort to disciplinary measures only when positive measures fail. The intent of this policy is not to prevent any student who is not in uniform from attending school. This policy is not intended to suspend or expel a student from class or from school or lower an academic grade as a result of not complying with the School Uniform Policy.

The following is a progressive disciplinary plan for students who are considered non-compliant with the Dress Code Policy and who have not been granted an exemption.

ELEMENTARY:

- 1st Offense – Written warning

- 2nd Offense – Phone call to parent/guardian
- 3rd Offense – Administrator or designee, parents, and student conference.

MIDDLE AND HIGH SCHOOL:

- 1st Offense – Written warning (Handbook)
- 2nd Offense – Phone call to parent/guardian
- 3rd Offense – Referral to ISI, C.A.R.E, or detention
-

Students shall not be considered in violation of the Dress Code Policy in the following instances:

- during the first five(5) school days after transferring from an out of the parish school
- when a student has been authorized by the school principal to wear something other than the approved school uniforms.
- when a parent has secured an exemption from the School Uniform Policy
- while an appeal of an exemption from the School Uniform Policy is pending;

Parent(s) or guardian(s) may request an exemption from the School Uniform Policy by submitting a written request to the school principal. Exemptions may be granted for religious reasons, medical reasons, or other justifiable reasons.

- A written request shall be submitted in writing using the Exemption Form.
- The Review committee shall meet with the parent/guardian to discuss the School Uniform Policy and request for exemption.
- The parent/guardian shall be notified in writing of the outcome of the conference.
- If the Review Committee does not grant the exemption, the parent/guardian may appeal the decision to the appropriate Director.

EMERGENCIES

Five fire drills, one disaster drill, and one bus emergency evacuation will be conducted each semester to make students aware of the correct procedures to follow in case of an emergency.

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

EVALUATION OF STUDENT WORK

In grades Kindergarten thru 5th grades and special education classes, a report card is sent home at the end of each nine weeks. Grades are determined by such assigned activities as oral and written reports, written science experiments and illustrations, themes, homework, class participation, reference reading, tests, and performance of work.

The following grading scale will be used at John F. Kennedy Elementary:

| | |
|---|-------------|
| A | 3.5 - 4.0 |
| B | 2.50 - 3.49 |
| C | 1.50 - 2.49 |
| D | 1.0 - 1.49 |
| F | 0. - 0.99 |

FIELD TRIPS

Classes are permitted to take 2 field trips per year. The only exception lies within the Headstart/Pre-K department. All field trips are an extension of lessons taught in the classroom. 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 school fees are not paid students will be denied field trips.**

Fees

Students are assessed fees for technology aids in the classroom and the computer lab. These fees are uniform throughout the school in grades K-5. The fees are due as soon as possible. No child will receive their end of year report card if school fees are not paid. Pre-K students will owe \$10.00 and Kindergarten through 5th grade students will owe \$15.00.

GIFTED PROGRAM

SPARK (Seeking Purposeful Analytical Realistic Knowledge) is the local name for the program for academically gifted students in Calcasieu Parish. The identification of gifted students begins with a referral by a teacher, friend, or parent of the student with approval of the local school committee (SBLC). A screening test is given and if a student scores high enough on this or on LEAP scores, then a full evaluation is given by a Pupil Appraisal team. 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.

The REACH program is for first grade children who perform above grade level. Students will be tested by an appraisal team for the parish. The program requires the student to have an IEP. All REACH classes will be at Dolby Elementary.

HOMWORK

Parents will receive a copy of the “Homework Policy” from the teacher shortly after school begins.

LENGTH OF SCHOOL DAY

School begins at 7:45 a.m. and ends at 3:00 p.m. Supervision for children is provided from 7:15 a.m. until 3:15 p.m. daily. If your children are not ready in the car pickup line when you arrive, please pull out and drive around to the end of the line.

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 in cafeteria |
| 7:45 | School begins with first bell |
| 7:50 | Tardy bell |
| 10:30 – 12:30 | Lunch Periods Pre-K – 5 th |
| 3:00 | Dismissal of students |

***All bus riders and walkers will dismissed from the front circle; Pre-K car riders will dismiss from the gate near the round buiding.**

3rd – 5th grade car riders will dismiss from the front circle.

Early Checkout

Your child’s attendance and participation in school are essential to his/her education. A day of missed lessons can never be regained. Student checkout should be limited to doctor’s appointments or emergencies. Early checkouts can result in absences and **does** result in loss of instructional time. Early checkouts are subject to the rules of Act 745 and will be referred to the Office of Child Welfare and Attendance. No parent will be permitted to talk with any child other than their own.

A student must check out through the school office before leaving the campus. A parent or other approved **adult** must sign the student out in the school office. No student is allowed to leave the school alone or with another minor. You must inform the office if you are sending someone other than yourself or any authorized person to pick up your child. We are very cautious about releasing children to someone that we have not been informed has permission to pick up that child. **EARLY SIGN OUTS DAILY CANNOT BE PERMITTED.** Early sign-outs are subject to Act 745. Parents must sign when counseled about Act 745.

If you are checking your child out, please park in the parking lot. The circle drive in the front of the school is for loading and unloading, not parking.

Drop Off & Pick-Up

- ❖ **Morning Drop Off:** For their own safety, students **ARE NOT** allowed to be at school **before 7:15a.m.** Please do not leave your child in the front of the school before this time. Teachers report to the school for duty at 7:15. **All students are to be dropped off in the front of the school.** When dropping off your child, please use the circle drive. For your child's safety and the safety of our walking students, please do not drop them across the street and encourage them to walk. Risk Management has also informed us that we are **no longer to allow students to be dropped off in the parking lot.** This is extremely dangerous for the children for multiple cars to be exiting the parking lot while walking students are coming to school.
- ❖ **Afternoon Pick-Up:** Please be sure that your child knows how he/she will get home each day. When a student does not know if they will walk, be picked up by mom, or another individual, it can sometimes be a worry for the child. This can also cause an interruption in instructional time as the child will need to come to the office to make a phone call to find out how they are to get home. Please let your child know each morning how they will get home. The instructional school day for Pre-Kindergarten through 5th grade ends at 3:00 p.m. **All Students must be picked up by 3:20 p.m.** If you are going to be late, you must call the office so that the principal will know why you are late. If your child is attending Kennedy on an out-of-zone permit and you are consistently late picking them up, you may be asked to move your child to his/her in-zone school.

Afternoon Car Rules

In order to maintain the safety of our students, when you arrive at school to pick up your child, please do not ask them to cross the street. **Students will never be allowed to leave the campus to meet a car across the street.** They will also not be allowed to walk across the street with another individual other than a crossing guard. The only crossing guards provided for Kennedy is located on the corner of Hillcrest. If you need to come into the building, please park in the visitor's space. The driveway must be kept free for buses, cars, and emergency vehicles. **Students will not be allowed to meet cars for pick-up in the parking lot.** You may park there, but you must come to the front of the building so that duty personnel may visibly recognize adults who are picking up the students. This is another way for Kennedy to help protect the safety of your children.

Crossing Guard

All students living across Russell St. need to leave school immediately so that they can be crossed by the crossing guard. The crossing guard leaves at 3:15 p.m. so it is very

important that the children get across before 3:15. We do not want any of our students crossing Russell St. on their own. Encourage your children to leave the campus promptly at 3:00 to take advantage of this crossing service. Please note that the crossing guards **are not** provided by John F. Kennedy.

Rainy Day Dismissal

Weather that prevents a child from walking home such as rain, severe cold, threatening skies, etc. will be considered a rainy day. There is no plan for early dismissal for walking students but, parents may start picking their children up early on these days to avoid a traffic jam. All students should be informed as to whether they are to wait for a ride or walk on days like this. This should be communicated to the child prior to the occurrence. It should be a regular family plan of action. On rainy days, please call the school office prior to dismissal to inform us about how you wish for your walker to get home.

LOST AND FOUND

All lost and found items are stored in the school office. If your child has lost something, please remind them to stop by the office and inquire about it. Please remember to label all jackets, coats, and sweaters with your child's name. All unclaimed clothing is sent to the Salvation Army.

PARTIES

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

Individual birthday parties are not given, and party invitations will not be given out at school unless there is an invitation for every child.

PROMOTIONS

Students will be considered for promotion when the following conditions exist:

KINDERGARTEN:

Meet the required criterion score on the end-of-year on the District Common Assessment for ELA and Math.

The report card reflects successful classroom performance in ELA and Math.

Must be in attendance 167 days or more

GRADES 1-5:

A. Passing session grades in:

Grade 1-3: ELA and Math

Grades 4: ELA, Math, and Science and/or Social Studies and score a Basic or above on LEAP 2015.

Grades 5: ELA, Math, and Science and/or Social Studies.

- B. See Pupil Progression Plan for “Promotion” for circumstances which may alter the above-mentioned conditions.
- C. Attendance for a minimum of 167 days during the school session and being enrolled at the end of the school session.

REGISTRATION

Kindergarten children must attain their fifth birthday on or before September 30th. First graders must attain their sixth birthday on or before September 30th. All new students must present a birth certificate to the school upon entering. An up-to-date immunization record and social security card must also be furnished. Obtain a permit-to-register from the Office of Child Welfare and Attendance on 2423 Sixth Street phone number, 217-4230.

All students MUST have a birth certificate, an updated immunization card and a Social Security Card. If you do not have a birth certificate, any child born in Louisiana will be given 14 days after entering to submit one to the office. A child born out of state will be given 30 days to acquire one. Any child that does not produce a birth certificate by this deadline will be removed from school until the birth certificate has been turned in.

All students currently enrolled in John F. Kennedy are automatically re-enrolled the following year.

STUDENT RECORDS

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

Notify the office if your child, due to illness or accident, will be unable to attend school for three weeks or longer. Your child may be eligible for homebound instruction. Also notify the office if your child has mumps, chicken pox, or any other communicable disease.

TEXTBOOKS AND LIBRARY BOOKS

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

TOYS

All toys, such as radios, tape players, dolls, robots, collections, games, etc., will not be allowed at school unless authorized by the classroom teacher as part of instruction. All such items will be taken from the child and will be returned to the parent. **Toy guns and knives will not be permitted at any time.**

TRANSFERS

In the event that you will be transferring your child to another school, parents should notify the office and teacher in advance. Notification must be made to the school office before the transfer so that all paperwork will be completed in a timely manner. The following criteria must be met before a transfer is complete:

1. Present transfer approval sheet from CWA.
2. All textbooks must be returned or paid for.
3. All library books must be returned or paid for.
4. Any outstanding school fees must be paid.

VISITING THE SCHOOL

We welcome all visitors to our school; however, we ask that all visitors report to the school office immediately upon entering the school for the visit. Office personnel should be made aware of the purpose of the visit to help you make arrangements. In order to prevent interruptions of instruction, please do not visit classrooms during the school day without an appointment.

All parents and visitors are asked to sign in and receive a visitor's tag at the office before proceeding down the hallway. All contact with students and/or teachers is to be made through the office. Parents wanting to check out their child during the day must come to the office and sign the student out. Please know that all early sign-outs go on the student's attendance record.

Parent-Teacher Conferences

Two parent-teacher conferences are scheduled yearly to discuss a student's progress. Teachers will contact you to arrange one conference each semester. Please notify your child's teacher in the event that your contact information changes. Send a note with update phone or address changes. It is important that your child's teacher and the front office be able to contact you immediately in the event of an emergency.

Parents are encouraged to arrange conferences with teachers if they feel a need to discuss their child's progress before the teacher contacts them. This is accomplished by calling the office or sending a note to your child's teacher requesting a conference.

Parent-teacher conferences must be scheduled at a time other than the teacher's regularly scheduled class periods. Parents are not permitted to walk down the hall and interrupt a teacher during instruction time. This regulation is intended to protect instructional time, not to discourage parent-teacher relationships.

Legal Custody Issues

Where the legal custody of a student has been judicially assigned to one parent, to a legal guardian or foster parents, a certified copy of the judgment shall be submitted to

the school office. A copy of the judgment will be kept on file in the student's record. In the absence of a legal document, a child will be released to either parent. We ask that you do your best to keep the school's involvement to a minimum.

II. STUDENT SERVICE

BUSING

Buses provide transportation for students within the school district who live one mile or more from school. Students are expected to behave in an orderly, respectful manner while waiting for, boarding, riding, and exiting the bus. The bus driver shall assume responsibility for disciplinary problems. Students causing problems will be suspended from riding the bus. Parents can find out if their child is eligible to ride a bus by calling the Transportation Department at 217-4330. Out-of-zone students are not given transportation to John F. Kennedy.

CAFETERIA

All students enrolled at John F. Kennedy Elementary regardless of income, will be allowed to eat free due to a new program that is being offered.

EXTENDED DAY CARE

At this time John F. Kennedy Elementary does not offer the Extended Day program. If enough parents show an interest in this after-school service for a fee, we will consider starting this program. A survey will go home with students at the beginning of school to determine the need for such a program.

For more information, contact the school office at 217-4670.

INSURANCE

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 will be made known within the first few weeks of school. Claim forms are available in the office.

Physical Education

All children enrolled at John F. Kennedy take P. E. as required by the Louisiana State Department of Education. A note from the parent can excuse the child from P.E. or **no more than 3 days** for temporary disabilities or illness. If an excuse is needed for a longer period of time, a note must be produced from the child's physician. If your child has health limitations, the physical education teacher must be made aware of those limitations.

Sports

No sports team is under the direction of the school. All sports programs fall under the authority of the Lake Charles Recreation Department.

LIBRARY

All students at John F. Kennedy will have library classes each week. The library supports and enriches the curriculum at our school. Each class has a scheduled time to visit the library and learn the necessary skills to become independent users of any library.

Entire classes or small groups of children come to the library to do research, view videos, listen to CDs, do independent work, or to take AR tests. We are very proud of our Accelerated Reader (AR) program as well as our advanced technology in our library. Students are able to utilize iPads and laptops as they research various topics.

Speech

Speech and language therapy are offered by the Calcasieu Parish School Board at no cost to the parent. A speech therapist works with students at our school who have been identified as having speech or language issues. Speech and hearing services are offered through the office of Special Services. Students who receive these services must have an I.E.P. (Individual Education Program).

Music

At John F. Kennedy, we are also pleased to offer a music program for our students. All students in grades Pre-K through 5th grade will take music classes with our certified music teacher. A select group of students who meet the criteria for Honor Chorus will be offered additional instruction.

Spanish

Selected students in grades 4 and 5 will be invited to participate in Spanish classes. Students must have and maintain a 3.0 grade point average in Reading and Math to be recommended for this class. Test scores will also be considered. Spanish students will learn the fundamentals of the Spanish language with a part-time certified Spanish teacher on our faculty.

Computer Lab

John F. Kennedy Elementary is proud to have a computer lab on our campus. The CAI (Computer Assisted Instruction) lab is a Title 1 Lab for students in grades Pre-K through 5th Grade. In the CAI lab, students will be challenged to improve their knowledge and skills in Reading and Math.

TELEPHONE

In compliance with Calcasieu Parish School Board policy, students must keep all cell phones in bookbags. Students must have permission from their classroom teacher

before coming to the office to call home. Parents visiting the school are asked to use the telephone in the front office.

III. STUDENT WELFARE

ACCIDENTS AND ILLNESSES

When a child becomes ill or is injured, the parent/guardian will be notified. No child with fever will be allowed to stay in school. The principal will decide if a child is ill enough to call his/her parent or if the child should stay in school for the rest of the day. This decision is based on observation of the child's appearance and behaviors. Any child with diarrhea or vomiting will not be allowed to stay at school.

Talk with your child so that he/she makes minimal calls home from school. This way, students are utilizing maximum minutes of class time.

It is very important that we have valid emergency telephone numbers for every student. Please submit contact numbers for reliable persons that can be reached by phone when your child has an emergency.

A registered nurse is assigned to our school on a regular basis. However, she is not on campus every day. She is responsible for updating health records and screening for hearing and visual problems.

Health Services

All students are screened for hearing or vision problems by the school nurse. Parents will be contacted if there is a problem that needs further attention.

Children with the following health conditions must obtain a note from a doctor before returning to school:

1. Fever in last 24 hours (must be free of fever for 24 hours before returning to school)
2. Impetigo (Indian Fire)
3. Scabies (Itch)
4. Ringworm of the scalp

Any student with ringworm on the body must keep the infected area covered and show proof that they are applying medication before they will be allowed back in school.

Any student with head lice must show proof of medication and can only come back to school when all nits are removed from the hair.

Students with the following communicable diseases are to be excluded from school and may return according to the proper timeline denoted:

1. Measles—5 days after rash has disappeared
2. Chicken Pox—7 days after the appearance of the blisters
3. Mumps—when swelling has gone down

Medication

Absolutely NO medicines are given at school without proper paperwork. This includes a signed permission letter from the parent and the physician. Proper medication forms can be picked up in the school office. It is **not** permissible for you to send medication (i.e. aspirin, cough drops, cough syrup, Tylenol, etc.) with your child.

If the proper paperwork is not turned in, you will be responsible for coming to the school to medicate your child. Proper paperwork from your child's doctor is also required for asthma pumps.

IMMUNIZATIONS

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

FERPA

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.) Visit www.cpsb.org, OUR DISTRICT, Policies, Annual Parent Notifications for a complete list of rights and additional details. Also, refer to CPSB Student Code of Conduct (p. 2 and p. 9).

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 Coordinator for Title IX:

Loree Smith

Title IX

2423 6th Street

Lake Charles, LA 70601

337-491-1791

MOTTO: "MAKE IT HAPPEN"

101 Ways to Praise A Child

(author unknown)

Wow. Way to go. You're special. Outstanding. Excellent. Great. Good. Neat. Well done. Remarkable. I knew you could do it. I'm proud of you.

Super Star. Nice work. Looking good. You're on top of it. You're catching on. Now you've got it. How smart. Good job. That's incredible.

Hot dog. Remarkable job. You're Beautiful. You're a winner. You make me happy. Hip, Hip, Hooray. You're important. Magnificent.

Beautiful. Fantastic. You're on target. You're on your way. How nice.

You're Spectacular. You're Darling. Super. Super Job. Beautiful work.

Good for you. Nothing can stop you now. Dynamite. You're fantastic.

Awesome. You're precious. Fantastic job. You've discovered the secret.

Bingo. Great discovery. You're a real trooper. Marvelous. Terrific.

You're growing up. Outstanding performance. You tried hard. You figured it out. What a good listener. You're a treasure. You mean a lot to me.

You're a good friend. That's correct. A big hug. What an imagination.

You learned it right. You're incredible. Now you're flying. Bravo.

Beautiful. I like you. I respect you. You're sensational. Phenomenal. A+ job. Hooray for you. You're unique. You care. Creative job. You belong.

You brighten my day. Super work. That's the best. You made my day. I love you! Beautiful sharing. You mean the world to me. You're important.

You've got a friend. You're a joy. You make me laugh. You're A - Okay - my buddy. I trust you. You are perfect. You're wonderful. A big kiss.

Exceptional performance.

P.S. Remember, a smile is worth 1000 Words!

