



“Learning to Positively Change the World.”

2021-2022

Table of Contents

	Pages
Welcome	3
Lunch Fees	4
District Calendar	5
Registration	6-7
Procedures, Immunizations, Emergency Information, Legal Custody, Transfers, School Communication	
School Support	8
PTO, ATP, Partners in Education, Volunteers, School Board	
Health Services	9-10
Vision/Hearing, Medication, Communicable Diseases, Lice	
Parent/Visitor Information	10-12
Secretaries, Financial Secretary, Crossing Guards, Emergency Procedures, School Safety	
Student and Parent Responsibility	12-15
Attendance, Arrival/Dismissal, Tardies/Early Check-Outs, Illness, Uniforms, Grooming, Supplies, Homework	
Transportation	15-16
Bus, Car, Walkers	
Nutrition	17-18
Academic Information	18-22
Grading, Banner Roll, Honor Roll, Recognition, Promotion/Retention, Conferences, Report Cards, Field Trips, Lost and Found	
Attendance	22-23
PBIS/Discipline	23-26
Programs	26-28
Cell Phone Policy and Other Important and Other Information	28-32
Inappropriate Items, Money, Parties, Extended Day, Parking, Fundraising, Helping Others, PTO, End of the Year, Messages to Students or Teachers	

SCHOOL ASSESSED CLASSROOM FEES

Pre-Kindergarten	\$10
K-5th Grades	\$15

LUNCH PRICES

Calcasieu Parish Qualifies for Free Breakfast and Free Lunch for the 2021-2022 School Year.

Apply for Free and Reduced Breakfast and Lunches at
<https://www.myschoolapps.com/>

DISTRICT CALENDAR

Reporting Days

Students' First Day.....8/13
 Students' Last Day5/25

Holidays/In-services

Students Do Not Report
 on the Following Days
 School System Offices Closed.....7/5
 System-wide In-service8/9
 Paras report to work8/10
 School/System In-Service8/10
 Labor Day9/6
 Fall Break.....10/11-10/12
 Teacher In-service10/18
 Veterans Day11/11
 Thanksgiving11/22-11/26
 Christmas.....12/20-12/31
 Teacher In-service1/3
 MLK Day1/17
 Mardi Gras2/28-3/2
 Teacher In-service3/14
 Easter Break.....4/15-4/22
 Half Day Students Only.....5/25
 Teacher In-service5/26-5/27

182 Teacher Work Days
 173 Instructional Days
 5 Emergency Days



Calcasieu Parish School Board

BUILDING FOUNDATIONS FOR THE FUTURE

Karl Bruchhaus, Superintendent

2021-22 District Calendar

Nine Week Periods

1st10/19
 2nd1/11
 3rd3/18
 4th5/25

State Testing**

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

Calendar Code

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

July 2021							August 2021							September 2021						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	1	2	3	4	5	6	7				1	2	3	4
4	5	6	7	8	9	10	8	9	10	11	12	13	14	5	6	7	8	9	10	11
11	12	13	14	15	16	17	15	16	17	18	19	20	21	12	13	14	15	16	17	18
18	19	20	21	22	23	24	22	23	24	25	26	27	28	19	20	21	22	23	24	25
25	26	27	28	29	30	31	29	30	31					26	27	28	29	30		

October 2021							November 2021							December 2021						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2		1	2	3	4	5	6				1	2	3	4
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25
24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31	
31																				

January 2022							February 2022							March 2022						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1			1	2	3	4	5			1	2	3	4	5
2	3	4	5	6	7	8	6	7	8	9	10	11	12	6	7	8	9	10	11	12
9	10	11	12	13	14	15	13	14	15	16	17	18	19	13	14	15	16	17	18	19
16	17	18	19	20	21	22	20	21	22	23	24	25	26	20	21	22	23	24	25	26
23	24	25	26	27	28	29	27	28						27	28	29	30	31		
30	31																			

April 2022							May 2022							June 2022						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2	1	2	3	4	5	6	7				1	2	3	4
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30		

MISSION

The A.A. Nelson Elementary School Mission Statement:
“**Learning to Positively Change the World**”

REGISTRATION

Office Hours – 7:45 AM – 3:25 PM each school day

Registration Procedures

Students must meet age, immunization, residence, achievement, and transfer (if applicable) requirements for entering school. Registration is online at <https://jcampus.cpsb.org/register/>

Age Requirements

- Pre-Kindergarten – four years of age on or before Sept. 30 of current school year
- Kindergarten – five years of age on or before September 30 of current school year
- First Grade – six years of age on or before September 30 of current school year
- Other Grades – based on chronological age and records from transfer school

Age Verification

All children upon entering a Calcasieu Parish school for the first time are required to present a certified or original copy of their official birth certificate. Children born in Louisiana will be given a fifteen-day grace period to secure a copy. Children born out of the state will be given a thirty-day period.

Items Necessary for Registration

- Proof of residence – A Child Welfare and Attendance permit is obtained by showing proof of address at Rosteet Annex, 2423 Sixth Street, Lake Charles, 437-1204 CWA website <https://www.cpsb.org/Domain/39>
- Birth certificate
- Immunization records
- Records from transfer school, if available
- Social Security card – showing SS number.
- Out of Zone Approval, if necessary – Must meet requirements. It is the parent's responsibility to be aware of out-of-zone conditions.

Immunizations

All students must furnish proof of up-to-date immunizations as required by law. Students not meeting the immunization requirement will be given 10 days to comply. All students should meet immunization requirement by October 15.

Emergency Information

It is the **responsibility** and duty of each parent/guardian **to provide** the school with current information needed to notify the parent, guardian or designee should an emergency occur, or a need arise. According to state guidelines, a school should be able to get in touch with a parent or guardian within a reasonable amount of time during the school day. At the beginning of the year or at the time of registration each student will be given a form requesting emergency information. This information will include the child's full name, 911 address, mailing address, parent work numbers, email addresses, emergency contacts (with identifying information – SS #, Driver's License #, etc.) plus any pertinent information regarding your

child. **It is the parent's responsibility to provide the school with as many numbers as necessary for the parent to be reached should an emergency arise.**

Parents have 24 hours from time of registration to provide emergency numbers.

Parents must notify the office of any change in address, phone, place of work or any other emergency information. If a parent will be out-of-town or away from a telephone, the office should have other telephone numbers or a way to get in contact with someone who can make decisions on behalf of the student. For the safety of our students, emergency information forms may also include information which would identify those persons should it become necessary for the school to contact them, SS #, Driver's License #, etc. to pick up your child from school.

The emergency information form should also include all medical/health concerns regarding your child as well as the name of a person or persons allowed to check out a student and/or give permission for someone else to check out a student.

Legal Custody

When the legal custody of a student has been judicially assigned to one 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 may be released to either parent providing the parent is listed on the birth certificate.** Parent must present current identification. Should questions arise, the school board attorney will be contacted for a decision.

Transfer Students

When a student transfers to another school, **parents** need to notify the school office in advance (24 hrs.) so that the necessary paperwork will be ready when the child leaves.

Processing the transfer paperwork does require time and the attention of the classroom teacher. Also, cafeteria records must be cleared before 1:15 P.M. The official withdrawal form will be released when all fees are cleared (lunch money, library books, school fees, fundraiser money, etc.) and when the teacher is free from instructional duties so grades and attendance can be calculated. Out of respect to our other students, a teacher will not interrupt her classroom instruction to calculate grades/absences.

Pre-Kindergarten Students

Pre-Kindergarten (Pre-K) students are a very important part of the educational program at A.A. Nelson Elementary. Eligibility will be reviewed and verified by the Early Childhood Department. Parents will be notified of acceptance into the program by email. Students who fail to meet attendance or discipline requirements may be dropped from the Pre-K program. Pre-K teachers will provide additional information specific to Pre-K. Register at <https://www.calcasieu4all.com/login>

School Communication

- Cowboy Connection Newsletter sent home on Thursdays.
- AA Nelson Elementary Facebook Page
- School Website which can be accessed through the CPSB website.
- School Messenger Calls
- Sign and Return Papers every Thursday.
- Student Progress Center (Register for this option.)

SCHOOL SUPPORT

PTO

We are very fortunate at A.A. Nelson to have an outstanding, supportive Parent Teacher Organization (PTO). Through the collaboration of parents, faculty and staff, our fundraising events have been most successful. As additional activities are planned, we encourage everyone to participate. Statistics indicate that children excel academically when their parents are involved in school activities. Check out the A.A. Nelson PTO Facebook Page for updated information.

According to Calcasieu Parish School Board policy all school organizations, including parent teacher organizations, are under the direction of the school principal. Therefore, all school and school system policies and procedures must be followed.

ATP

Our Title I Action Team Partnership (ATP) Committee meets regularly to form partnerships with students, families, and the community to ensure an increase in student academic achievement and to form positive and fulfilling relationships with our students, parents, and community.

Partners in Education

If any area business is interested in partnering with our school, please contact erin.bentley@cpsb.org or the front office at 337-217-4790 or go to the CPSB website to sign up. <https://www.cpsb.org/domain/1904>

Volunteers

We are also very fortunate to have several volunteers –some are parents, some are from the community, husbands of faculty and staff members, retired teachers, grandparents, etc. Some volunteers work a day, some a week, some an hour, some hang in there with us until the end of the year – everyone can give a little something, and it makes the load lighter on the rest of the volunteers. Some run-off papers, some help with bulletin boards, some help with the collection of things, etc. The jobs to be done are many and varied. This group works tirelessly until the jobs are done. Volunteering at the school can be one of the most rewarding experiences. Your talents can be used in a variety of ways. Think of the things you can do. Send the teacher a note and offer your assistance. Everyone is encouraged to get involved and offer to help. Volunteers are truly needed and appreciated. When you volunteer you are also modeling for your child the importance you place on your child's education. Call the office if you can volunteer or contact our PTO President. Covid/CDC Guidelines may affect our volunteer opportunities.

School Board Members

The School Board member for A.A. Nelson Elementary is Mr. Eric Tarver. He is more than happy to help with any suggestions you may have to improve the A.A. Nelson Elementary learning environment. His contact information can be found on the CPSB website.

HEALTH SERVICES

Vision and Hearing Screening

Students in grades K, 1, 3, and 5 are scheduled for screening each year for vision and hearing. If a problem is detected, the school nurse will notify parents. A parent or teacher may request a vision or hearing screening for any student at any time.

Medication Given at School

The medication policy in effect for all Calcasieu Parish Schools states: NO medication can be given at school without the signed consent of the parent and physician prescribing the medicine. The NO medication policy also applies to creams, ointments, topical antiseptics, and cough drops. Over-the-counter items follow these same guidelines. This protects you, your child, and the other children.

For medication to be dispensed by school personnel, there are procedures and policies established by the Calcasieu Parish School Board and the State of Louisiana which must be followed. When a parent decides the necessity for the school to administer medication, a medication procedure packet should be requested. The form(s) included in the packet must be properly completed and signed by a doctor and parent. All medication must be properly labeled with the child's name, physician, pharmacy, and name of medication, dosage, and exact time for administering. **The information on the medication label of the medicine bottle must exactly match the information provided on the required medication form signed by the physician or the medication will not be accepted.**

(Example: The label cannot state "Take one tablet at Noon" with the form stating "Take one tablet at Lunch" – **everything must match exactly.**)

For the safety and well being of your child, processing the initial paperwork requires strict compliance of the CPSB policy and does require a reasonable amount of time. School personnel must follow the established guidelines. This is for your child's protection. If a parent has questions or comments regarding these procedures, the Calcasieu Parish School Board Nursing Department should be contacted.

Medication should never be sent to school with a child. A procedure is in place for receiving medication. Medication should be brought to school during school office hours (7:45 AM – 3:25 PM); however, parents who bring medication to school between 7:45 AM and 8:00 A.M. should expect a small wait until morning procedures are completed.

Those who find these safety measures a problem are certainly free to come to school and administer medication to their child. However, you are required to fill out a medication log listing the medication, dosage, amount, and time medication is given to your child.

If your child is on medication to be taken by mouth, you will be asked to provide the needed supply of disposable drinking cups – at least one for each day of the school year.

Communicable Diseases

For the safety and welfare of the entire school, any student that has or may have a condition that is contagious may not remain at school. This includes fever, cough, rashes, and sores. A physician's diagnosis must be provided to the school stating the student is not contagious and can return to school. The school nurse should be contacted if parents have questions.

Hypersensitive Students

A list of students who have been diagnosed by a physician with a particular sensitivity or allergy is maintained in the office. At the onset of the school year, it is the responsibility of the parent(s) to make the notification to the school office and the classroom teacher.

Lice

Procedures established by the Calcasieu Parish School Board must be followed for a student with lice. Students returning to school after being sent home for lice **must be accompanied by a parent and must bring with them the medication bottle or box used.** The school nurse or school personnel will re-check for lice as time permits. Students cannot be checked for lice before 7:45 A.M. When only one secretary is available in the office to answer the telephone and wait on the counter, parents may have to wait to have a child checked. Parent cooperation in dealing with this situation is appreciated. Students will not be readmitted to school if lice or nits remain. While we realize this may create an inconvenience for you and your child, the health and safety of the other students, faculty and staff must remain our greatest concern. Every attempt is made to handle the situation with complete confidentiality.

Parent/Visitor Information

Visitor Information

All visitors and volunteers must register in the office upon arrival. A Visitor's Pass/Label will be given and must be worn and clearly visible to identify the person as a visitor who has permission to be on campus and has followed correct procedures. Calcasieu Parish School Board Employees wear approved school board tags but must sign in and out in the office. Schools may request that a visitor's license or car keys be left at the front office. A visitor may be approached by school personnel and asked to see the badge. Visitors should not be offended when asked to see their badges as this is for the protection of students and employees. When leaving the building, a visitor must return to the office and sign out. **Visitors (parents, McNeese observers, etc.) must obtain prior approval from an administrator to visit a classroom. Unannounced visits are not allowed.** This policy assures you that your child will have an uninterrupted and ideal learning environment as guests in a room can be a distraction. **Observations by parents are not allowed due to student confidentiality.** It is not uncommon for an administrator or designee to accompany a visitor(s) or parent(s) on campus.

A visitor/parent may not interrupt classroom instruction at any time for any reason to conference with a teacher or student. Conferences should be scheduled during non-instructional time.

The principal or principal designee has the authority to determine the right to visit. Those persons not following the procedures established by the CPSB and/or Nelson Elementary, not maintaining appropriate positive behavior/language or not adhering to appropriate safety/health procedures will be asked to vacate the premises. Failure to do so may result in a call to local law enforcement agencies and/or a ban from campus.

All school activity is monitored and recorded by several security cameras placed in various locations around the school.

School Office Secretaries and Financial Secretary

Mrs. Kelly Streete and Mrs. Jessica Bertrand are the school secretaries. Mrs. Terri Louviere is the school financial secretary. The office is a very busy place, and these ladies do an excellent job. You will not find more helpful people than our office staff. Your patience, understanding, cooperation, and consideration are appreciated while the secretaries deal with school routines. **Please help make their job easier and avoid interruption of your child's classroom instruction by giving your child afternoon instructions before coming to school.** We do understand that emergencies arise, and all efforts will be made to deliver

messages before the end of the day, but no guarantees. For many reasons, they are simply unable to deliver messages. The best thing for a parent to do is to make the necessary arrangements before the child arrives at school. If a parent is calling the office often, a conference with an administrator may be needed. Students will not be called out of instruction to meet parents in the office.

Crossing Guards

The Calcasieu Parish Sheriff's Department has provided the school with two crossing guards. It is imperative that students and parents follow the instructions of the crossing guards. The guards are on duty from 7:05 AM – 7:45 AM and from 2:40 PM – 3:25 PM. They are to be respected for the job they do.

Emergency Procedures

Regularly held fire drills, tornado drills, lockdown drills, bus evacuation drills, and other emergency evacuation practices ensure a definite plan of action in the event of an emergency. The safety of the children is always of the utmost concern.

In the event of inclement weather conditions or other emergencies that may necessitate the dismissal or closing of schools, parents, students, and staff members are asked to keep tuned to their phone, radio, television, or the school's Facebook Page for definite information. If for some reason the school must be closed, this decision will be made known to parents as soon as possible. The final decision will be the responsibility of the superintendent, or in his absence, the assistant superintendent. If students are already at school, every attempt will be made to notify parents. All persons are asked not to telephone personnel, schools, law enforcement agencies, radio, or television stations because this ties up needed communication lines. A school employee will stay at school until all children have been picked up.

The phone-based School Messenger Service will be utilized to disseminate critical information during emergency situations. Signing up for your teacher's Remind is another effective way to receive pertinent and accurate information. Please ensure all contact phone numbers and emails are accurate and up to date.

School Safety

School safety is taught in the classroom. To be effective, safety must be practiced. We ask for your cooperation as we work on safe arrivals and departures from school. When dropping off children or picking up children, please watch for other children. Visitors must follow all rules. Driveways must be kept open and can never be blocked; cars cannot park double in the front circle. **Cars cannot be parked in the front circle from 2:10 – 3:30 PM as this is reserved for afternoon dismissal.** The afternoon buses begin arriving at 2:15 PM so the driveway must be kept clear for the buses and Pre-K dismisses at 2:30 PM promptly. Handicapped parking is available near the side entrance.

In the morning, children in grades K-5 are to be dropped off using the car rider entrance in the back of the school. Cars are to enter the line using the driveway off Lake Street near the post office. Parents should not drive through or park in the teacher parking lot. Parents are not to drop off students in the teacher parking lot. For the safety of your child, students must exit the car through the passenger side door.

Schools are drug-free, and no cell phone zones. **Drivers should not be using cell phones, illegal drugs, or tobacco products/electronic cigarettes at any time** on the school property nor during morning drop-off or afternoon pick up.

All walkers will be verified before permitted to walk home. Parents are not allowed to drop off their child on Sale Road as if their child is a walker. LCPD will be notified of these instances.

For the safety of all students, rolling book bags for Pre-K, K, 1st, and 2nd graders are not permitted.

STUDENT AND PARENT RESPONSIBILITY

Attendance

The Louisiana Compulsory School Attendance Law, R.S. 17:221 mandates that all children between the ages of seven and eighteen must be enrolled in a public or private day school or have an application on file for home schooling. This State Compulsory School Attendance law also applies to any child below the age of seven who legally enrolls in school.

Louisiana law requires that an elementary student must be in attendance 160 days of a school year to be considered for promotion. Students who miss an excess of ten (10) days of school per year without approved documentation of extenuating circumstances may be denied credit. Parents who are in violation of the Compulsory Attendance will be referred to CWA and the Juvenile Justice Truancy Center and/or the 14th Judicial District Truancy Court. Parents may be fined up to \$250.00 or imprisoned for up to 30 days or both. Absences are considered "excused" when written notification has been given by a medical doctor.

The Truancy Assessment and Service Center (TASC) was established to provide for early identification and assessment of truant students. The following guidelines are used for referrals:

1. Elementary students with **5 or more unexcused, unexplained, or undocumented absences.**
2. Elementary students with **excessive tardiness, early checkouts, and/or late afternoon pick-ups.**

Arrival and Dismissal

Students should arrive at school between 7:10 and 7:45 AM. If your child will be eating breakfast, they need to arrive by 7:30 as to not be late for instruction which begins promptly at 7:45 AM. The bell rings at 7:45 AM, and the instructional day begins at that time. Students who arrive after 7:45 AM **must be signed in by a parent using the QR code on the front glass doors** and will be tardy. Classes are officially dismissed at 2:55 PM. **(No checkouts will be allowed from 2:30 PM until dismissal.)**

All Pre-K students are to be picked up at 2:30 in the front circle. K-2nd graders pick-up time is 2:55-3:05. 3rd-5th graders pick-up time is 3:10-3:25.

Upon late pick-up, a parent must complete a sign-out sheet giving the reason for the late pick-up. Excessive tardiness and late pick-ups will be turned into Child Welfare & Attendance.

After the first two days of school, parents are not allowed to walk students to the classroom doors. Pre-K parents may need a little longer, so we may allow a few more days until a safe routine can be established. We have over 800 students, so we ask that this be respected. An administrator/designee will be happy to assist with any situation if a parent will just let us know. *Covid/CDC Guidelines may alter this procedure by not allowing parents in the building.*

Tardiness/Early Check Outs

Any student not in their classroom by 7:45 AM will be marked tardy and must check in through the office. **Every effort should be made to arrive at school on time.** Children, who come in late, even 5 minutes late, often take as much as an hour or so to get settled down.

When a student enters a classroom after instruction begins other students are often detained while this one student “collects” himself which interrupts the instructional day. At the fifth tardy and/or early check out in a nine-week period, a student may be reported to Child Welfare & Attendance. A parent, guardian or other adult must sign in children who are tardy using the QR Code posted on the front glass doors.

STUDENTS CHECKING IN BEFORE 11:29 AM ARE CONSIDERED TARDY. STUDENTS CHECKING OUT BEFORE 9:35 AM ARE CONSIDERED ABSENT ALL DAY. STUDENTS CHECKING OUT BETWEEN 9:36 AND 11:30 ARE CONSIDERED ABSENT ½ DAY. CHECK OUTS AFTER 11:30 AM. BUT BEFORE DISMISSAL IS CONSIDERED AN EARLY CHECK OUT AND THE ATTENDANCE RECORD IS LOGGED ON THE ATTENDANCE RECORD. Students who miss more than 1 hour of a day’s instruction cannot be given credit for an entire day’s attendance. A student must attend 3 ½ hours to receive ½ day attendance. **Every attempt should be made to limit tardies and early checkouts.** Those students with excessive tardiness and/or early check-outs must be referred to the Truancy Assessment and Service Center who works with the 14th Judicial District Court.

Early check-out Prohibited Time Zone (PTZ) occurs daily from 2:30 – 2:55. In other words, students may not check out during this time frame. No one will be called to the office during this time. Final preparation and dismissal procedures occur at this time. When a student needs to check out, the student will be called to the office when the parent arrives. Telephone calls asking to have the child waiting for the parent in the office will not be allowed. Students may only check out with a person listed on the emergency card unless we are notified by the parent or guardian and/or unless approved by an administrator.

Illness at School

School personnel will do their best to assess student illnesses and determine the suitable course of action. Determining the nature of the illness is a judgment call. If your child becomes sick while at school, every attempt will be made to notify you. When the school telephones a parent to pick up the child, the parent should arrive within a 30-minute period. For the safety and wellbeing of others at school, children who are ill cannot remain at school. Students who have fever, throwing up, or diarrhea cannot stay at school. A student should be fever free, diarrhea free and no longer throwing up for 24 hours before returning to school. **Parents should have on file at school a list of emergency numbers to be used in case a child becomes ill at school. Please inform us of any changes in phone numbers.**

Dress/School Uniforms, Grooming, & Supplies

This information is in addition to the Calcasieu Parish School Board Code of Conduct.

Guidelines for acceptable, normal, good grooming should be taught and enforced in the home by the parents as part of their responsibility in training their children for responsible citizenship. All students are expected to be responsible in their dress and grooming by avoiding extremes and manifesting self-discipline with regards to these regulations. Cleanliness is most important. Students should maintain appropriate hygiene. Any problem/situation arising from dress/appearance that is deemed a potential safety/learning concern shall be addressed by an administrator. Repeated failure to comply with dress regulations may result in disciplinary action, including In School Suspension (ISS) and/or suspension. Parent attention and cooperation is greatly appreciated. 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. Research indicates that student dress helps set the pattern for classroom behavior and

academic performance. Clothing and/or appearance(s) that distract or disrupt normal classroom routines are considered improper. Parents will be called for a change of clothing.

School Uniforms

Students have the option to wear official school uniforms according to the Calcasieu Parish School Board Code of Conduct or our A.A. Nelson Elementary school t-shirts. Wednesdays at A.A. Nelson Elementary are designated patriotic school days. Students may wear their red, white, and blue A.A. Nelson shirt or a solid red polo shirt on those days. Other special out of uniform days will occur throughout the school year. Teachers will notify parents on these occasions.

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. Questions about dress code and uniforms should be referred to the school administration.

Student's hair should not be bleached, tinted, or colored in a way that causes a distraction from learning.

School wear should not present a safety concern for the students, other students, or the faculty and staff at A.A. Nelson Elementary. Short shorts and bare midriff clothing are not allowed. Closed-toe shoes or socks with sandals are required for protection of the feet. The principal of each school will make the final decision as to what is considered proper or improper. Parents will be called for a change of clothing.

Parent's cooperation is expected and appreciated. Students not adhering to School Board/Nelson Elementary policy regarding uniforms are subject to disciplinary action. Situations will be dealt with on an individual basis. Students are first given a verbal warning that they are not in compliance with the uniform policy followed by at least one written warning. Parents/Guardians are then notified. If the student continues to be non-compliant, school personnel will schedule a parent and/or student conference.

School Supplies

School supplies are a **necessity**. Every student is expected to come to school with supplies necessary for learning. It is the responsibility of the parent to see that their child has supplies. We are very fortunate to have DeWanna's Closet donate many of our school supplies. See your child's class list of any donated supplies.

Assessed classroom fees (\$15) should be paid by October 1, 2021. If a parent is unable to pay fees, please contact the school principal or assistant principal to make them aware of the situation. The school supply list has been approved by the CPSB Directors of Elementary Education.

Rolling Book Bags are not permitted for Pre-K, Kindergarten, First and Second Graders. These bags present a safety concern for younger students.

Homework/Home-Learning

Students are expected to complete all homework assignments. Parents should not ask a teacher to excuse a child from doing an assignment except in extreme situations. If your child seems to take an excessive amount of time on homework, please consider scheduling a conference with the teacher to determine the nature of the problem. There is a possibility the student is not on his/her grade level, lacks time management skills, or is not completing class work (which is different from homework).

Student Responsibility

To best maintain order in school and establish an environment conducive to learning, it is the responsibility of the student to respect the rights and privileges of other students, teachers, and staff. It is the responsibility of the student to arrive at school with the appropriate materials and assignments. It is also the student's responsibility to obey all school rules and to behave in an acceptable manner. Students who do not accept their responsibility will be dealt with in an appropriate way. See School Discipline.

Any student who has a weapon(s) in his/her possession on campus will be recommended for expulsion and law enforcement notified.

T R A N S P O R T A T I O N

No student should be dropped at school before 7:10 AM. Students dropped off at school prior to 7:10 are putting their child's safety at risk since there are no teachers supervising students.

Dropping students off before this time is not allowed because it is not safe (*and may be considered abandonment*) to leave a child unattended. If arriving after 7:45 AM, you must come in the front office with your child to sign them in.

Before and after school day care is available. If you have a need for this service, contact the school office.

At the beginning of school, parents instruct the teacher as to how the child is to go home.

Unless a signed note from a parent/guardian is sent to school, the child will be dismissed using the normal procedures. Calls to the school to change departure arrangements for a child should be infrequent* Students feel much better about the day's activities when those arrangements have been made **before** the child leaves for school.

*Please note – every attempt is made to deliver messages left for students during the school day. However, because of various circumstances (no intercom, class not in the room during message delivery time, etc.) delivering a message is not always possible.

Bus Students

Transportation is provided for students who reside further than one mile from school, ESL students, or approved special education students whose parents request transportation through the Individualized Education Plan (IEP). **Students are under school supervision while on the bus and any misbehavior may result in the loss of the privilege of riding the bus, principal's discipline and/or school suspension. Safety is of most importance.** Riding the bus is a privilege. Many buses are equipped with cameras. Bus video will be requested by administration if necessary.

Bus drivers are not permitted to allow students or adults to ride their bus unless they are regular riders assigned to that bus. This policy is covered under school bus regulations as stated in Circular 1262. Students who are not eligible cannot ride a bus to attend birthday parties, slumber parties, scout meetings, etc.

If a child is staying in someone's home, the parents should contact the school office to request permission for the child to ride the bus. The bus driver has specified stops and can pick up/drop students off at only the assigned stops.

Please check with the office to find out the number of the bus and the name of the bus driver for your child.

A student who rides the afternoon bus will be put on the bus unless a note signed by the parent is sent to the classroom teacher. Pre-K through 2nd grade students must have an adult present at the bus stop, or the students will be returned to school.

***Students may be suspended from the bus. This is determined by the school administration.**

Car Riders

PreK students ONLY are to be dropped off and picked up at the car drop off area located in the front of the school. All Kindergarten-5th Graders are dropped off in the back circle which is accessed off Lake Street near the post office. Having your child meet you anywhere else on school grounds or across the street poses a threat to his/her safety and you are asked not to do this. Parents may NOT park in the school yard or in the faculty parking lot. When dropping off students in the morning, students should exit the car as quickly as possible so as not to block the driveway for other parents. Students must exit on the right side of the car.

If your child takes extra time to exit the car, you may be asked to park and assist your child rather than having school personnel and other parents detained. For everyone's safety and in consideration of others, every attempt is made to keep the traffic moving.

Student Pickup:

- Only Pre-K students will be dismissed to a parent in the front circle.
- Pre-K is dismissed at 2:30 PM.
- All parents must have a Nelson pickup sign with their child's name and teacher labeled on it to show the duty teachers. Extra signs are available in the school office.

Car Pickup Line: Dismissal begins at 2:55 PM.

- All Kindergarten, 1st, 2nd, 3rd, 4th, and 5th grade students must be picked up in the back car rider line.
- All cars must have a Nelson pickup sign with the child's name and grade level on the tag placed in the window, on the dash, or hung from the rearview mirror. Extra signs are available in the school office. **Please use these signs daily to speed up the pickup process.**

Students are not allowed to be dropped off in the teacher parking lot.

Walkers (only students who live within the "walking zone" and are officially assigned as a walker by administration)

Approved walkers must have an adult meet them at the crosswalk if younger than 3rd grade. Students who walk home are expected to follow dismissal procedures for walkers. Students who walk to and from school are also expected to go directly home upon school dismissal. Plans regarding your child's transportation arrangement for inclement weather should be made prior to your child leaving for school so that your child will know what to do and not have that worry or concern during the day.

All students must be picked up by 3:25 p.m. After 3:25 p.m. parents must come into the office and sign the Sign Out Sheet in the office. Excessive tardiness and late pick-ups will be reported to CWA.

We do understand that from time-to-time emergencies do arise. Should this be the situation, please call the school office and make us aware of the situation so we can inform your child and make the proper arrangements to see that your child is cared for until you arrive. All school personnel are dismissed at 3:25 P.M. and are not available to supervise students not picked up by 3:25 PM.

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

NUTRITION

Students are encouraged to participate in the meal program. The cafeteria staff does an excellent job and makes every effort to make breakfast and lunch an important part of the school day. Free and reduced meals are available. Apply online at

<https://www.myschoolapps.com/>

The Calcasieu Parish School Board does not allow for the charging of meals. All meals should be paid in advance. Delinquent charges are turned over to Collections. If for some reason your child charges a meal, **parents should have the courtesy to pay upon the first request to make payment.**

Cafeteria payments can be made online using <https://www.myschoolbucks.com/>

Please note the **date on the cafeteria bill as it reflects money owed as of that date** – parents not paying as of that date will need to include additional money to cover added days/meals.

If for some reason a student has **one or more charges**, a letter will be sent home notifying the parent. Mrs. Nichols, the cafeteria manager, keeps very accurate computer records. Should you have questions, please feel free to contact her. Mrs. Nichols can be reached in the cafeteria office from 7:00 a.m.-1:15 p.m. 337-217-4790 ext. 6267.

Parents are extended an invitation to eat with their children when space and numbers permit. Please call Mrs. Nichols the day before you plan to eat to see if accommodations can be made. The price of lunch for parents and visitors is \$4.00; breakfast price is \$2.00. There is assigned seating for visitors eating with students. Due to Covid/CDC Guidelines, this may be subject to change.

Menus

Menus are posted in the local newspaper, on KPLC, the school newsletter and on the CPSB website. Menus are subject to change. Please note: *The cafeteria manager may substitute any item and is not required to serve every student, even students in the same class, an identical meal.*

Breakfast

A hot nutritious breakfast is available to all students each day from 7:10 until 7:45 A.M. in the cafeteria. The cost for breakfast is \$.50; reduced price is \$.30.

Students should not bring donuts, McDonald's, etc. into the cafeteria in the morning.

Car riders should arrive at school by 7:30 to have enough time to eat breakfast.

Lunch

The cost for lunch is \$1.35 per day and the reduced price is \$.40. **All meals must be paid for in advance.** Money should be sent in an envelope with the child's name, teacher's name and amount enclosed written on the outside. Lunch money is collected daily in the classroom.

Students may bring their own lunch from home. **Canned or bottle carbonated drinks are not allowed.**

Upon the student's scheduled lunchtime, a student must have a lunch of some type or he/she will be served one from the school cafeteria. Often a parent will drop off a lunch but that must be done before the student's scheduled lunch period. Extra milk, water and juice are available for a cost of \$.50 each.

Free/Reduced Meal Program

Applications for the free/reduced lunch and breakfast program are to be completed online at the beginning of each school year and as soon as possible as to not incur charges at [https://www.myschoolbucks.com.](https://www.myschoolbucks.com/) Should your financial status change at any time during

the year (loss of job, decrease in salary, more dependents, etc.), an application can be filled out at any time. **Each family is highly encouraged to fill out the application.** This program assists your family with the cost of meals and benefits the school system. **We are happy to have participation in this program.** It is to the school system's advantage that you complete the forms and participate in the program. Names of children who qualify for this program are kept strictly confidential.

Snacks

Students are not allowed to use the snack machines during the regular school day (except by special permission, and then only after lunch has been served). Extended day care students can use the snack machines after the end of the school day. Carbonated drinks are not sold to students. Only coins (no pennies) or \$1 bills may be used in the machines. We do not make change for larger bills.

ACADEMIC INFORMATION

Grading

The following grading scale will be used at A. A. Nelson Elementary for reading, mathematics, language, spelling, social living, social studies, and science:

A	100 - 93 %	Excellent
B	92 - 85 %	Above Average
C	84 - 75 %	Average
D	74 - 67 %	Below Average
F	Below 66 %	Unsatisfactory

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

A	3.5 - 4.0
B	2.5 - 3.4
C	1.5 - 2.4
D	1.0 - 1.4
F	0.0 - 0.9

Handwriting, physical education, art, music, and conduct will be graded according to the following scale:

O	Outstanding
S	Satisfactory
N	Not Satisfactory (needs improvement); Any student with an OSS or an ISS will automatically receive an N on their report card.

Remediation in the resource room will be indicated by a slash with the appropriate grade. Any grade followed by an asterisk (*) indicates that the child is in a modified program.

Students will receive an Interim Progress Report (IPRs) at the end of every 3 weeks, 6 weeks, and nine-week grading period. These reports should be signed and promptly returned to the classroom teacher.

Banner Roll

Banner Roll students are those making grades no lower than an "A" in all subjects not graded by O, S, or N.

Honor Roll

Honor Roll students are those making grades no lower than a “B” in all subjects not graded by O, S, or N.

Banner Roll/Honor Roll Recognition

Each nine weeks students receive incentives for achieving Banner Roll or Honor Roll status. Additionally, special discount/free certificates are presented to those students earning Banner Roll or Honor Roll status and maintaining outstanding attendance and conduct. Covid/CDC Guidelines may affect how students are rewarded.

Promotion (Subject to change – refer to official, updated policy in the CPSB Code of Conduct.)

The promotional policy in Calcasieu Parish is based on standards cited in Louisiana Bulletin 741 and policies and regulations of the Calcasieu Parish School Board (Section I, File IHE, Cf:IDAB). Students will not be promoted solely upon the recommendation of a private practitioner or private agency.

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

1. Quality Points/Passing Grades Earned in

Kindergarten	ELA and Math
Grade 1	ELA and Math
Grades 2 & 3	ELA and Math
Grades 4 & 5	ELA, Math plus either Science or Social Studies

A total of 3 points must be earned in ELA and Math by the end of the year to pass K.

A total of 4 points must be earned in ELA and Math by the end of the year to pass in 1st-5th. 4th and 5th graders must additionally earn 4 points in either Social Studies or Science.

Promotion to 5th grade includes academic performance, LEAP testing, and a student’s IAIP. Promotion to the next grade level is based on a decision by the School Building Level Committee (SBLC) for all possible retentions/promotions.

2. Attendance of a minimum of 167 days during the school year
(Excused absences are counted as part of the 10 days allowed.)
To have this waived, those missing more than the 10 days **excused or unexcused** must attend a Hearing with Child Welfare and Attendance and obtain their approval to be considered for promotion. The hearing must be requested within 15 days after receiving the final report card.

A student may be retained for any of the following reasons:

1. Not earning the required quality points in core content areas.
2. Excessive absences – 10 days or more- *even though they may be excused.*
3. Student’s academic progress.
4. Student expulsion.

Notification of Possible Retention

Based on grades and/or attendance requirements, parents should be aware of a possible retention to the next grade level. Beginning as early as January, Academic Warning Letters will be sent home notifying parents. Teachers will schedule a conference with the parent to notify the parents of the possibility of retention. Parents are encouraged to contact the school counselor and/or their child’s teacher for methods and strategies to help their child. Parents should give immediate attention to the notification that a student could be retained in the current grade for the next school year. Parents who wait until the last nine weeks to ask how they can help their child be promoted to the next grade have waited too long.

Parent/Teacher Conferences

The Calcasieu Parish School Board requires that teachers schedule a conference with all parents concerning their child's progress at least twice a year. When a teacher requests a conference, please make every attempt to comply as quickly as possible as the teacher may have as many as 30 or more conferences she/he is trying to schedule. Each teacher keeps a log of conferences and/or conferences missed. For additional conferences, parents may contact the teacher at school. Every attempt should be made to schedule conferences during the school day. Teachers should not be called at home unless at the request of the teacher. Email or phone calls are the official methods of contacting parents. Updated phone numbers and email addresses are pertinent. Email messages are not to be used as a substitute to face to face or phone communication. All CPSB personnel have a firstname.lastname@cpsb.org email address. The school and teachers also use Remind to communicate with parents.

Report Cards

Report cards for students in grades one through five are sent home at the end of each nine weeks. Kindergarten begins receiving report cards starting the 2nd 9 weeks. Usually report cards go home three days after the end of the nine weeks period. A copy of the school calendar is included in the handbook.

The report card is an indication of a student's progress. Envelopes should be signed by the parent and returned to school promptly. If questions or concerns arise, the parent should call the teacher to schedule an appointment. Please ask for appointments in writing. Every Thursday "Sign and Return" papers go home for parents to review their child's progress. They are to be signed and returned to the teacher so teachers are aware you have seen papers. If you did not receive those papers, email your child's teacher.

Field Trips – Normally limited to two per year

Field trips are an extension of classroom learning and all school rules, regulations, procedures, and policies are to be followed just as if the student were in the classroom. Just as a student can be removed from a classroom situation for failure to maintain appropriate behavior or for health reasons, a student can also be removed from field trip participation.

The following policy has been developed regarding field trips:

1. A permission form to attend the field trip must be signed before the student will be able to go on the trip. Students who do not have proper permission in advance will be placed in an alternative learning environment at A.A. Nelson. **It is not the responsibility of the school to call a parent on the day of the field trip to ask for parental permission for a child to attend. Written permission should be sent several days prior to the trip.**
2. All money is paid in advance. The school cannot assume the total price of field trips for individual students.
3. All students in the class must travel on the bus with the teacher to the places designated. Should a parent need to check out a child this must be done as the student loads the bus for the trip home. A check-out procedure is in place and must be followed. Persons listed on the child's emergency card are the only ones who can check out the child. Arrangements must be made in advance if someone else other than those persons listed on the card is to check out a child while on a field trip.
4. A field trip is only for students in the classroom. *Brothers and sisters who are school age cannot attend and be a part of class field trips.*
5. Parents are welcome as chaperones. Arrangements to chaperone must be made with the teacher in advance of the trip. The teacher has the right to select chaperones.

6. Names of those persons wishing to be chaperones are checked out with the Calcasieu Parish Sheriff's Department and/or the Lake Charles Police Department.
7. Parents serving as chaperones **may not bring younger siblings** on the field trip as this may distract from the responsibility given to a chaperone.
8. Field trips are an extension of the classroom, all school rules, procedures, policies, and regulations regarding behavior apply. Students are expected to always exhibit proper behavior. The school principal and or parents will be called if a student behaves inappropriately, and necessary actions will be taken.
9. 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. A school administrator will make the placement decision. Prior arrangements should be made so the classroom teacher can plan assignments.
10. School checks for field trips are written prior to the field trip since many field trips leave before or within an hour of the beginning of school. **Once the school has issued a check to a zoo, museum, etc. for the field trip, we cannot guarantee that the money can be returned if a child does not go on the trip.** If the money is not returned to the school by the organization, naturally it cannot be returned to the child. Also, **once the cost of transportation has been figured, notices sent out to parents and money collected, that money cannot be returned should a child/parent not attend. Field trips are planned with the intentions that all students will participate, and the school should not be asked to assume this cost.**
11. Students who are ill should not go on the field trip. If ill, they should be 24-hour symptom-free. 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.
12. It is most unlikely that any student who cannot maintain appropriate behavior on one field trip will be allowed to participate in another field trip during that school year. School personnel will determine an alternate learning environment.
13. Smoking in the presence of students is not allowed.
14. Chaperones should not be on their cell phones while monitoring students.
15. Items (including money) brought on field trips can be lost, broken, stolen, etc. Students and parents should never leave an item(s) unattended. **Missing and broken items are not the responsibility of the school or the bus company.**
16. School personnel have the authority to disallow any item from being brought on a field trip. The safety of our students is our number one priority.
17. Covid/CDC Guidelines may affect the way field trips will be handled.

Parents should be prompt in picking up students who return from a field trip. Teachers do appreciate your cooperation.

Please keep field trip notes in a place where you can check information. We often have several grade levels going on a field trip on the same day so this practice will help you get correct information.

Lost and Found

A lost and found container is located by the cafeteria. Parents are welcome to look through it at any time. It would be most helpful if parents would label all student belongings such as coats, jackets, sweaters, lunch bags, backpacks, etc. Please write your child's first and last

name on all belongings. Articles not claimed after a reasonable amount of time will be donated to charity.

A T T E N D A N C E

Calcasieu Parish School Board Policy Manual: Louisiana Revised Statutes Annotated will clear up any confusion on attendance. Elementary students shall be present the minimum number of days as required by the State Board of Elementary and Secondary Education and enumerated in the Louisiana Handbook for School Administrators, Bulletin 741, to receive credit for courses taken.

1.55.03 Elementary students shall be in attendance a minimum of 180 days a year.

Absences

See the Calcasieu Parish School Board Code of Conduct for State Expectations regarding absences.

Tardiness

A student is considered tardy if arriving at school from **7:46-11:29 AM**. Child Welfare & Attendance will be notified of excessive tardiness. See additional section on tardiness under Student and Parent Responsibility.

Early Check Outs

Student check outs between 2:25-2:55 PM are not allowed, except in emergency situations. To maintain uninterrupted instruction, we request that parents make every attempt to comply with this policy.

Temporarily Excused Absences:

The following circumstances constitute temporarily excused absences:

- A. Students shall be considered temporarily excused from school for personal illness, serious illness in the family, death in the family (not to exceed three (3) school days), or for recognized holidays of the student's own faith. Students shall be given the opportunity for make-up work.
- B. Students can make up the work during the nine-week period. If a student fails to do so, the incomplete grade automatically becomes an "F." It shall be the responsibility of the teacher to inform the student of the deadline of this makeup work.

Unexcused Absences:

Students shall not be excused for any absence other than those listed. A failing grade of "F" shall be recorded for each unexcused absence for work missed in each subject with no makeup work allowed. Family vacations are recorded as unexcused absences. Please check with Mr. Caldwell if you have questions regarding this school system policy.

Reporting of Unexcused Absences:

1. Any unexplained or unexcused absence or habitual tardiness shall be reported to the administration and/or Supervisor of Child Welfare and Attendance when necessary.
2. The Supervisor of Child Welfare and Attendance may visit the residence of a student or any other place to ensure that a student is in attendance during the hours of a school day.

Supervisors of Child Welfare and Attendance cooperate fully with the State Department of Public Welfare, Labor, Health and Human Resources (DHHR), and with other state and local agencies

and may serve writs and process law relating to compulsory attendance as may be necessary for the enforcement.

Violations of the compulsory attendance law shall be investigated and, when necessary, include written notice, either in person or by registered mail, to the parent, tutor, or other person having control or charge of a student within the compulsory school attendance age.

Recording of Absences and Excuses

Students who are absent from class or from school for any cause will need a signed note from their parents/guardian or doctor's excuse. This note, dated and signed by a parent/guardian, shall state the cause for absence and the date(s) absent. The student must give the note to their teacher to be submitted to the front office.

Parents should also keep a record of absences and should keep a copy of all doctors' excuses. Excused absences are deemed excused with a medical excuse. The principal will deal with a forged excuse.

Parental Notification for Excessive Absences

A student's parent or legal guardian shall be given written notification when a student has been excessively absent from school and at intervals thereafter. The number of absences and tardies are indicated on the report card. A student shall be considered excessively absent for the purpose of notification when he/she has missed ten (10) days of school.

Absent – Classwork/Homework Needed

When a student is absent more than one day of school and the parent wishes to have the homework assignment and materials in the office at the end of the day, a telephone call to the school office will initiate the process. The telephone call should be made as early in the day as possible so the teacher will have adequate time to prepare those assignments.

Appointments During the School Day

If your child has an appointment at the dentist, doctor, etc., during the school day, please come by the school office and sign your child in or out. We will call the child to the office. No teacher will be allowed to release a student unless the student is properly cleared through the office. Students will be called to the office when the parent comes to the office to sign out the student. **A parent should not call the school office and ask to have the child wait in the school office until the parent can get here.**

Every attempt should be made to schedule appointments at times other than during the school day. Excuses should be presented when the student returns to school.

Individual Attendance Sheets

Each student has a separate attendance sheet. Each time a student is signed in or out, it is documented on this sheet. Attendance officers and school personnel will use these sheets to monitor student attendance. The attendance sheets are official school documents, and every effort is made to ensure accuracy. Parents can expect this check in/out procedure to take a few minutes. Your patience and cooperation seeing that the attendance records are properly maintained is greatly appreciated.

DISCIPLINE & PBIS (Positive Behavior & Interventions Support)

Be Safe, Be Respectful, Be Ready

The broad objective of discipline includes teaching and helping students to develop self-discipline, which is a prerequisite for learning to occur. Although the ultimate responsibility for the student's conduct rests with the student and his parents, discipline is a part of the daily responsibility of school personnel. It is not merely the action taken at a time when a student may deviate from acceptable forms of conduct. Parents should review the CPSB Code of Conduct with the child, then sign and return the consent form.

Since unacceptable student behavior does not arise solely from the student's reaction to school, the school cannot expect to be the sole remediator. However, the school does have a responsibility to provide situations for students to develop self-control and to correct their own mistakes in behavior. In School Suspension (ISS) may be assigned by the administrator in lieu of suspension.

When the student fails to discipline himself, it becomes the duty of the school to discipline the student. The principal has the ultimate responsibility to maintain a safe environment and discipline in the school to provide students with opportunities to grow in self-control. When a student exhibits marked deviation from acceptable behavior, it is the responsibility of the teacher, principal, and/or counselor to undertake every effort to identify the problem, to secure parental understanding and cooperation and to help the student in accordance with their best judgment using available resources.

It should be clearly understood by the student and his parents that the purpose of all disciplinary action is to modify and correct future behavior and to teach the students that education is a right, qualified by the compliance of reasonable rules and regulations. Students have rights and responsibilities. Teachers and school personnel have expectations for student behavior. Positive reinforcement is provided for appropriate behavior and consequences are provided for inappropriate behavior. Being firm, analyzing discipline data, and having fair and consistent consequences in place are some of the strategies for improving discipline. Working together we can achieve appropriate and acceptable behavior. Parent/teacher communication and cooperation is the key.

Student's Rights and Responsibilities

1. I have the right to be a unique individual and the responsibility to respect the uniqueness of others. This means that not everyone thinks, acts, feels, dresses, looks, or learns the same way.
2. I have the right to be treated with compassion and fairness and the responsibility to treat others in the same manner. This means that I treat others the way I would like to be treated.
3. I have the right to feel safe and the responsibility to help create a hazard-free environment. This means I must know and follow school rules. These rules are designed to allow the school to meet its obligations to educate students.
4. I have the right to express my thoughts and feelings and the responsibility to give other people the opportunity to do the same. This means that I must speak in an appropriate tone and manner and must listen to others speak.
5. I have the right to learn and study and the responsibility to respect the rights of others to learn and study. This means that no one has the right to interfere with the education of others.

Student Expectations

General

- Follow directions of faculty and staff.
- Respect others and the property of the school.

- Keep hands, feet, and objects to yourself.
- Use appropriate language, including body language, always.
- Fighting, littering and damage to school and personal property are not allowed.
- Use technology with responsibility and in accordance with the AUP.

Playground

- Follow directions of faculty and staff.
- Running on concrete or hitting are not permitted.
- Respect others and the property of the school.
- Use equipment properly.
- Do not pick up and/or throw rocks or other harmful objects.
- Inappropriate language or teasing is not permitted.
- Play in assigned areas only.
- Watch out for others; safety on the playground is a major concern.
- When recess ends (bell rings) students must stop immediately and be silent.

Cafeteria

- Follow directions of the faculty and staff.
- Respect others and the property of the school.
- Speak in soft voices, using appropriate language only.
- Playing with or throwing food is never allowed.
- Clean your space after eating.
- Walk in the cafeteria.

Hallways and Restrooms

- Follow directions of the faculty and staff.
- Talking or inappropriate body language is unacceptable.
- Keep hands and feet to yourself.
- Walk.
- Show respect for others.

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

Recognition of Appropriate Behavior

Students are always expected to maintain appropriate behavior. Frequently, the faculty and staff will recognize behavior that is above the appropriate level by giving special cards, telephoning parents, displaying their name or picture on a bulletin board or any other means of recognition. Students collect outstanding behavior cards (Cowboy Coupons aka “blue tickets”) and a blue ticket drawing is held weekly. Students are rewarded with prizes and incentives. Individual teachers provide classroom recognition for students who continually display appropriate behavior. Donations for prizes for our weekly Cowboy Coupon Drawing and teachers’ PBIS incentives are always welcomed!

Consequences for Inappropriate Behavior-Discipline Procedures

Teachers maintain a discipline policy in their classroom/grade level with an alignment to the school-wide discipline process.

Violations of Expectations

Student’s daily behavior is documented with each teacher/grade level. After reteaching and consequences, the teacher will complete a write-up on the Student's Office Discipline Referral

(ODR) Form. A parent will be notified after each write-up. After the third write-up, the student visits the counselor. The fourth ODR is a visit to administration. The ODR documentation is maintained in the student's PBIS folder throughout the year. Major disruptions in learning are immediately sent to the office. **Each discipline case is unique and will be handled that way. Grade level, history, special needs, age, severity of situation will be considered.**

A student who displays a severe violation (fighting, stealing, continued use of inappropriate language, vandalism, disrespectful acts, possession of a weapon, threats, repeated violation of school rules, etc.) may be sent to an administrator/designee. **According to school board policy, student possession of any type of weapon(s) on campus or any school related activity will result in a recommended expulsion hearing and notification of law enforcement authorities.**

Threats to teachers or other students are taken very seriously. School administrators have the authority to involve law enforcement officials when deemed necessary.

Severe violations can result in a student's immediate suspension from school and possible expulsion.

A discipline file is kept on each student who is referred to the office.

Students are always expected to use appropriate behavior. The behavior of a student plays a very important part in the learning and maturing process. Inappropriate behavior should be corrected immediately. If it becomes apparent that school and parent efforts to correct or modify a behavior have been unsuccessful, it will be necessary to refer the student for a behavior evaluation.

Harassment

The School Board recognizes that peer sexual harassment is a form of prohibited discrimination and can contribute to an unacceptable educational environment. The District, therefore, will not tolerate any sexual harassment on the part of any student. Students in violation will be subject to disciplinary action.

P R O G R A M S

Title I

A.A. Nelson Elementary qualifies for Title I funds. A Title I Action Team Partnership (ATP) Committee has been established and will make Title I decisions.

School Counselor

A.A. Nelson is fortunate to have the services of two full-time elementary school counselors, Mrs. Linda Pickering, and Mrs. Erin Bentley. They are available to all parents and students for visiting and consultation. Students may visit the counselor because of teacher/principal referral or parent request. A student may initiate a visit.

Both counselors make visits to the classrooms. They are also the school Testing Coordinators. You may reach Mrs. Pickering or Mrs. Bentley by calling the school office or through email.

Please note: School counselors cannot assume the role of a therapist, or psychologist. Should your child need these services, Mrs. Pickering and Mrs. Bentley will be happy to work with you to provide you with a list of names.

Special Education

Students who qualify according to criteria receive help in special education classes.

Speech – Speech classes are available for children who have been diagnosed with a speech or language impairment. Please contact Mrs. Mary Kingsley or Mrs. Shelby Cutrera if you have questions.

Resource Classes – Students who have been identified by a Calcasieu Parish Pupil Appraisal Team are eligible to receive assistance from our special education teachers in the regular educational setting. Those students must follow an Individualized Education Program (IEP) designed by the teacher in cooperation with the classroom teacher, parent, counselor and/or principal.

Gifted/Talented-Visual Arts Program – The Gifted program is for academically and intellectually gifted students. The Talented-Visual Arts program is for students that exhibit exceptional artistic ability. The identification of gifted students begins with a referral by a teacher or parent along with approval of the School Building Level Committee (SBLC). A screening test is given and if a student scores appropriately, then a Pupil Appraisal Team provides a full evaluation. Once a student is classified as academically gifted/talented, an Individual Education Program (IEP) conference is held, and the student is placed in the program. AA Nelson's students attend the Gifted Program one day a week at Dolby Elementary. Students are transported to and from the Gifted Program on school buses.

Spanish

Instruction in conversational Spanish is provided for students that meet the academic criteria in grades four and five and LEAP scores. Third grade students receive Spanish as an enrichment if scheduling permits. The program's primary emphasis is oral communication. Our Spanish teacher, Veronikha Faulk, will provide enriching activities for students. Services may be discontinued at the discretion of the principal. We are fortunate to have a part time Spanish teacher.

Physical Education

The State of Louisiana requires Physical Education for all elementary students. Coach Brian Smith and Coach Candice Marcantel provide a well-structured program. Good sportsmanship and skill development are emphasized. Students are graded on their skills, participation, and effort.

Music

Music is an integral part of a child's total education. We are privileged to have Ms. Karen Batchelor as the full-day music teacher at Nelson Elementary. Chorus activities, practice schedules, and participants will be announced.

Art

We are fortunate to have a full-time art teacher, Mrs. Shiela Pizzolatto. Louisiana art standards are available on the LDOE website.

***Students receive grades (O, S, N) from the P.E., music, and art teachers.**

Library-Media Center

The school library-media specialist supports and enriches the curriculum at A.A. Nelson Elementary School. Students visit the library on a scheduled and non-scheduled basis. Students are highly encouraged by media specialist Mrs. Kim Burcham to check out books daily. Students at Nelson participate in the Accelerated Reader Program, helping to improve vocabulary and strengthen reading comprehension. **Please check with your child on a**

regular basis to see if they are taking AR tests. Covid/CDC Guidelines may alter this schedule.

Technology

A.A. Nelson Elementary classrooms are equipped with a wide variety of technology for student use. Each classroom is equipped with an ActivPanel and a set of at least 15 iPads. Any student who uses an internet accessible computer must sign the *Student Internet Contract* and their parents must sign the *Parent Internet Contract*. A copy of the Acceptable Use Policy is included in the handbook. Any student violating rules of the Acceptable Use Policy (AUP)/Internet Contract may be excluded from all internet use when unsupervised. Email is the official means of communication between teacher and parent. All students will be assigned a device for the 2021-2022 school year. This device will be used in the school setting.

D.A.R.E.

All fifth-grade students participate in D.A.R.E. (Drug Abuse Resistance Education). An officer from the Calcasieu Parish Sheriff's Department spends an hour each week with our students on drug education and awareness. The teacher remains in the classroom to assist the officer. D.A.R.E. is an 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.

Student Council

5th grade Student Council members are chosen based on Academic and Behavioral criteria as well as an election. Fourth Grade teacher Jessica Jolie is club sponsor.

Other Possible Clubs Offered: Engineering Club, Math Club, Choir, Garden Club, Cowboys for Christ, Nelson Kids News Network, Running Club, Art Club

Covid/CDC Guidelines may prohibit clubs during the school year.

AWARDS & RECOGNITION

Various awards and recognition are given to deserving students. At the beginning of the school year and throughout the year, the teacher outlines specific requirements to earn special school awards, recognition, and honors. Student recognition (PreK-4) at the end of the year is handled in the individual classroom with their teacher. Fifth grade students are honored during the DARE Graduation Ceremony at the end of the school year.

Students are encouraged to participate on an individual basis in various contests held by several different organizations in our area.

If your child receives an award or is given an honor, please provide the school office with the information and we will be happy to make the school announcement. We are always proud of our students but especially proud when they earn the recognition of others.

CPSB Cell Phone Policy

ELECTRONIC TELECOMMUNICATION DEVICES

No student, unless authorized by the school principal or his/her designee, shall use, or operate any cell phone, electronic telecommunication device, social media, or telephone system during the instructional day or in any school bus used to transport public school students. A violation of these provisions may be grounds for disciplinary action, including but not limited, to suspension from school.

Cell phones and all other telecommunication devices must be turned off, placed in backpack, out of sight and not used during the instructional day or while riding a school bus. The instructional day is defined as the time students arrive on campus in the morning until dismissal.

This section will be placed in the Code of Conduct for **Elementary Students**

Use of cell phones by an elementary student shall result in:

- Confiscation of the cell phone and parent called.
- Option to use ISS for repeat offenders.

All confiscated phones shall be returned to a parent or guardian when a request has been made and a release form provided by the school has been signed. Parents must sign the release form in person.

Ref: La. Rev. Stat. Ann. ' ' 17:239, 17:416, 17:416.1

OTHER IMPORTANT INFORMATION

Games, Toys, Inappropriate Items, Etc.

These items are not allowed at school. Should a student bring one of these items to school, the school is not responsible should the item become broken, traded, missing, etc. The first time an inappropriate item is picked up from a student, the item will be sent home at the end of the day. Should a second offense occur, the parent must come to the office to pick up the item. Third offenses, should they occur, will be handled individually but the offense may result in a suspension. To prevent repeated offenses a school administrator may pick up the item and keep it until the end of the year.

Money

Students do not usually need money while at school. However, from time to time we will send notes requesting picture money, book fair money, field trip money, Kona Ice, pickle money, etc. Money should be placed in a marked envelope. Include your child's name, the name of the teacher, and the specific use intended. A check, rather than larger amounts of cash, should be sent to school.

Each day teachers use the school system approved auditing procedure to record any money turned in on that day. Receipts will be issued for any fees collected for school purposes. After checking with your child, should you have a question about whether the money has been received, you may check with the office.

If you have more than one student attending Nelson, please send separate checks/envelopes to each child's teacher. Should you need to make only one payment for several children, please speak to our bookkeeper Mrs. Terri Louviere and she will be happy to assist you.

Class Parties

The Calcasieu Parish School Board approves class parties for Christmas and Easter only. Refreshments or treats that do not require special attention, such as refrigeration, may be sent to school for other holidays, provided arrangements are made with the classroom teacher. Please be sure to send napkins and other needed items so the teacher does not have to locate serving items. Covid/CDC Guidelines may affect the way class parties and treats are handled.

Individual Party Invitations

Personal party invitations will not be distributed at school unless the **entire class** is invited. It is not the responsibility of the teacher to check a child's book bag for invitations to be distributed to students or to see that the invitations are distributed if they are delivered to school at an unreasonable time.

Birthday Recognition

Student birthdays are announced each morning on the news. The PTO/School provides birthday pencils to those students having birthdays. If you are sending cupcakes or treats for your child's birthday, they need to be at school before your child's lunchtime. You may also have your child's name posted on the school marquee for \$10 for the week. **Parents should not send balloons, flowers, etc. to school on their child's birthday.** Individually wrapped treats will go into effect for Covid/CDC Guidelines.

Extended Day Program

Nelson Elementary has a wonderful extended day program available before and after school. This structured program allows the child time to complete homework assignments, enjoy snacks, play supervised games, and interact with other Nelson students. A registration fee, insurance fee, and weekly payments are required for participation in this program. Applications are available through the school office. Students must maintain appropriate behavior to participate. Three behavior write-ups result in dismissal from the program. **Failure to pay in a timely manner is a valid reason for dismissal.**

Parking Regulations

Please avoid parking in the front circle **before** 8:30 A.M. each morning and from 2:00–3:25 PM each afternoon. Several "No Parking" areas have been designated. For the safety of everyone, we appreciate your cooperation. Parents may park in the back-parking lot and walk to the front entrance of the school. Parents accompanying students on field trips should not park in the front circle.

Teacher Requests Are Not Accepted

Please do not request a teacher for your child. Each staff member at A.A. Nelson Elementary is committed to providing a variety of instructional activities and developmentally appropriate learning activities to enhance learning for all students.

Student Placement

Every effort is made to place students and teachers in the best possible learning environment. The administrators have the final decision regarding classroom placement. Occasionally during the school year, it becomes necessary to move a child from one assigned classroom to another. When that is deemed necessary, classroom placement will be changed, and the administrators reserve that right. Decisions are based on what is best for all students/teachers. Classroom placement is subject to change.

Unwritten Regulation

From time-to-time situations arise that are not covered by written policies. A.A. Nelson Elementary Faculty, Staff and Administrators reserve the right to establish and enforce policies/procedures that may not be listed/outlined in this handbook. We also adhere to this policy: Anything that detracts from the spirit or the dignity of A.A. Nelson Elementary School will be handled in a very professional manner, with the major consideration being the safety and wellbeing of the students and Nelson employees.

The faculty and staff at Nelson welcome any comments, suggestions, etc. that will promote quality.

Fundraising

We believe you want as many advantages for your child as possible, so it is necessary to raise money. Raising funds for various projects allows A.A. Nelson Elementary School an opportunity to have the very best. It also minimizes the cost and expense of certain activities for your child. We want our students and teachers to receive the best training, equipment, supplies, etc. We do try to hold fundraising to a minimum. It is certainly your privilege not to participate in any fundraiser.

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

The school does have the right to not allow a student to participate or to continue to participate in a fundraiser when an outstanding debt is owed to the school. Never at any time should a student go door-to-door to sell or collect money. Your cooperation regarding these efforts is always appreciated.

Helping Others

A.A. Nelson Elementary has truly been blessed with the most wonderful, giving parents and students who realize the need to help those less fortunate.

During the year, we will provide several opportunities for our students to help others. We are especially interested in supporting fundraisers benefiting children. As a school we have decided to become involved with Salvation Army Canned Food Drive, Toys for Tots, Leukemia Foundation, Cystic Fibrosis Walk, Ronald McDonald House, Red Nose Day, Breast Cancer Awareness, and other various charitable organizations.

Covid/CDC Guidelines may affect these events.

In addition, many of our parents, grandparents, tutors, volunteers, and guests (even several of our former students) have offered from time to time to help or assist those who find it difficult to pay for workbooks, school supplies, purchase items at book fairs, or pay for (or help pay for) field trips. If you are interested in providing a monetary donation, please feel free to call the school office. The school administrators, counselors, and teachers will make sure it is given to those truly needy.

At the end of the school year, we collect good, used, clean school uniforms. Those are redistributed at the beginning of the next school year.

We believe in modeling for our students' good attitudes toward those less fortunate and thank you sharing in our endeavors.

PTO Membership

Please check with your child's teacher or school office if you are interested in joining our parent teacher organization. Our PTO does a wonderful job of supporting our school, faculty, and staff as well as recognizing our Nelson students.

End of the Year

Parents are reminded that several activities are planned at the end of the year.

The Thursday Cowboy Connection newsletter will provide parents with a schedule of Events. Parents should be reminded to make sure all student records have been cleared before the end of the school year:

- Cafeteria charges paid by mid-May. School board policy will not allow us to accept personal checks after mid-May thus making cash a necessity after mid-May.
- Assessment fees paid.
- Extended Daycare fees paid.
- All library books have been returned.
- Picture money has been paid or the pictures returned.
- Fundraiser money has been returned.
- Charges for lost textbooks have been paid.

Names of those owing fees are turned over to the district attorney's office, records may not be forwarded to other schools if a student owes fees.

Checking Your Child's School Bag/Folder

It is most important that you check your child's book bag or folder **every day**. Thursday is the designated day our school sends home graded papers. Please return papers the next day. If you want to keep the papers another day, write a note to the teacher. Requests for field trip permission, money, etc. should be sent back immediately. Our teachers spend a great deal of time and energy attempting to communicate with parents. You would be surprised how many students return to school day after day without their bag even being checked.

Also, please be reminded that **the school Cowboy Connection newsletter is sent home every Thursday**. Make notations of dates and times listed in the newsletter. We recommend that you keep a notebook of all newsletters (by doing this you are also modeling for your child good organizational skills). You may sign up to have the newsletters emailed to you.

Conveying Messages to Students

To minimize disruption to classroom instruction, messages will be given to students only in case of emergency. Students will not be called to the telephone. *Please note: every attempt is made to deliver messages left for students during the school day. However, because of various circumstances (no intercom, class not in the room during message delivery time, etc.) delivering a message is not always possible. Students will not be called out of the classroom to go meet with the parent in the office.

Conveying Messages to Teachers

To minimize disruption to classroom instruction, messages will be given to teachers only in case of emergency. Teachers cannot be called to the telephone during instructional time. Messages will be placed in the teacher's box. Please be reminded that teachers do not leave their classrooms to check boxes so a message that you leave at 10:00 AM may not be picked up until the end of the day. If you need a teacher to get a message by a specific time, please provide us with that information when you leave the message. Every effort will be made to see that the teacher gets the message.

Annual Notification

All parents/guardians shall be notified annually of their rights under the Family Educational Rights and Privacy Act of 1974 (FERPA). Such notification shall be made annually by publication in student handbooks, newsletters, notification to student's home by student's home by students, by mail, or publication in the official journal or in manner as deemed appropriate by the Board.