

L. P. Vaughn Elementary School



“Home of the CUBS”

1500 Gold Street
Natchitoches, La 71457
Main Office: 318-352-2369
Fax #: 318-357-0565

Student Handbook
2023-2024

Principal: Carissa L. Davis

This agenda belongs to:

NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

PHONE _____

VISION MOTTO

Home, School, Community – We care about education!

VISION STATEMENT

At L. P. Vaughn Elementary School, we strive to create a safe & nurturing environment, while building the foundational skills for diverse learners.

MISSION STATEMENT

L. P. Vaughn Elementary School's mission is to work with the parents and community in developing the skills and character necessary for student success academically and socially in an ever-changing world.

SCHOOL PHILOSOPHY

We, the faculty and staff of L.P. Vaughn, believe the purpose of this institution of learning is to provide an environment in which all children can develop to their potential. We believe that each child has different aptitudes and attitudes and that the staff is responsible to provide for these individual differences. Our goal is to make it possible for each child to meet the challenges in a rapidly changing society.

ORGANIZATIONAL PATTERN

L. P. Vaughn Elementary School has approximately 650 students, Pre-Kindergarten – 2nd Grade.

SCHOOL OFFICE

Please feel free to contact the school office at 318-352-2369. The office is open from 7:10 A.M. – 3:00 P.M.

TELEPHONE POLICY

Parents are requested to call the office in cases of emergencies. All transportation arrangements should be made with your child before school. **Written notification must be sent to your child's teacher if changes in dismissal routines are needed.**

SCHOOL HOURS

School hours are from 7:45 A.M. to 3:00 P.M. Classes begin at 7:45 A.M. Therefore, anyone arriving after 7:45 A.M. will be counted tardy to class. **Students arriving after 7:45 AM must be brought to the office by an adult for check-in.** The school day ends at 3:00 PM.

ARRIVAL AND DISMISSAL

Buses may arrive at 7:00 A.M. Car students should NOT arrive earlier than 7:10 AM. CAR LINE DOORS WILL NOT OPEN UNTIL 7:10 A.M EACH DAY. Supervision WILL NOT be provided for students who arrive on campus in car line before 7:10 A.M. Students WILL NOT BE ALLOWED TO CHECKOUT AFTER 2:30 PM.

TRANSPORTATION

The bus driver is in full charge of the bus and the students. Students must follow the directions of the driver at all times. The standards are established for the student's benefit and safety. Please also refer to the transportation section of the Natchitoches Parish District Handbook for bus rules and regulations.

TARDIES

Students are tardy if they arrive after 7:45 A.M. If a student is tardy, a parent MUST BE PRESENT TO SIGN THE STUDENT IN UPON ARRIVAL TO SCHOOL. The parent and student must report to the office to receive a tardy slip signed by the secretary or administrator. Excessive tardiness will result in your child being referred to the Supervisor of Child Welfare and Attendance. This referral may result in your child being summoned to Truancy Court.

ATTENDANCE

Students who fail to meet the attendance requirements (180 days) for the State Board of Elementary and Secondary Education will be retained regardless of the number of prior retentions. No students will be considered for promotion or placement unless state attendance requirements are met regardless of grades, scores on state tests, or number of prior retentions. Reminders will be sent home on the 3rd, 5th, 10th, 10+ absences. All students should make every effort to attend school daily. When returning to school, a student should bring a doctor's excuse explaining the reason for his/her absence.

STUDENT CHECK-IN/CHECK-OUT

All students must be checked-in or checked-out through the front office. Students will not be called to the office to be picked up without the parent coming into the office presenting their I.D. as being an authorized person to pick up the student. STUDENTS ARE NOT ALLOWED TO BE CHECKED OUT AFTER 2:30 PM.

VISITORS/PARENTS

All visitors and parents must check in at the office. All visitors must return to the office and check out before departing. Conferences with teachers will be scheduled during teacher's planning time or a scheduled appointment before or after school.

PERSONAL DATA INFORMATION

All students must complete a registration packet at the beginning of each school year. The purpose of the registration is to verify residency in the L. P. Vaughn School District and get the most up to date information on your child. Please notify the school immediately if you have changed your address, home, work, or emergency phone numbers. The school records need to be kept up-to-date. In case of emergencies, we MUST have a current phone number through which you may be contacted.

MEDICAL INFORMATION

L. P. Vaughn has a full-time nurse on staff. Please make her aware of any medical issues/concerns your child may have or acquire during the school year. ALL MEDICATIONS MUST BE CHECKED IN BY A PARENT WITH THE NURSE. If medications must be administered at school, the nurse must have orders from the doctor. No child may be in possession of medication at school.

SCHOOL BREAKFAST & LUNCH

All children are encouraged to eat cafeteria breakfast and lunch. The meals are planned by a fully certified nutritionist and cooked by highly capable personnel. If your child has special dietary needs, a doctor's statement must be provided each year to the lunchroom manager and school nurse.

BIRTHDAY CELEBRATIONS / OUTSIDE FOOD POLICY

Teachers must account for all allergies prior to distributing food in their classroom; therefore cupcakes, cakes, donuts are not allowed for birthday celebrations. If you would like to send individually, commercially wrapped snacks/drinks, please contact your child's teacher in advance.

STUDENT PERFORMANCE AND EVALUATION

The following outlines the grading practices of Natchitoches Parish Schools. Students in grades K-2 have a standards performance-based report card: 4 = Advanced; 3 = Proficient; 2 = Developing; 1 = Emerging

REPORT CARDS

Report cards are issued at the end of each nine weeks grading period.

HONOR ROLL

K-2 Standards Based Report Card (per District Coordinator)

Principal List – All 3's and 4's

A Honor Roll – All 3's and one 2

Honor Roll – Combination of 2's, 3's, and 4's (no 1's)

CONDUCT

Student behavior and conduct are monitored and maintained through the use of the student agenda. Parents will receive these conduct reports daily or weekly. Student rewards and privileges will be granted or denied based on the student's behavior/conduct. Parents should check their child's agenda daily for teacher communications/notes.

POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS

Good behavior and discipline of students are essential prerequisites to academic learning, the development of student character, and the general, as well as educational socialization of children. All school in Natchitoches Parish participate in training for Positive Behavior Interventions and Supports in compliance with the Juvenile Justice Reform Act (R.S. 17:252) and the BESE Model Master Plan for Discipline. As a result, our school has developed a Positive Behavior Interventions and Supports Team who meets regularly to monitor, evaluate, and modify our school's discipline plan. It is important for parents/guardians to work closely with our school as we implement these positive behavior interventions and supports to improve school climate. **School-Wide Behavior Expectations:** Behavior expectations for all students, faculty, and staff are expressed in the acronym CUBS – **C**aring **U**nderstanding **B**rave **S**afe.

EXPECTATION AND RULES

The L. P. Vaughn PBIS Core Team has created a set of expectations and rules that the students will follow in every setting of the school campus and on the bus. Posters will be displayed throughout the school to reinforce the rules and expectations for that area. The L. P. Vaughn faculty will teach each component of the school-wide positive behavior intervention plan throughout the year, while bus drivers will instruct students about PBIS expectations on the bus.

REINFORCEMENT SYSTEM PLAN

The L. P. Vaughn PBIS Core Team has developed a reinforcement system that will allow the L. P. Vaughn School students to be rewarded for demonstrating expectations in various settings and times throughout the school. The students can earn rewards that can be used in any PBIS sanctioned event.

DRESS CODE

L.P. Vaughn students are required to follow the district dress code. Shirts are to be red, navy, or white with no trademark logo. Pants/shorts are khaki or navy. Students will not be allowed to wear light up shoes, Crocs, and all sandals must have a back. Students are to wear their school uniform each day. Notification will be sent home for jean days or dress down days.

School-level Parent and Community Engagement (P.A.C.E.) Plan

School Year: 2022-2023

School: L.P. Vaughn

Principal: Carissa L. Davis

June 1, 2023

Parent Engagement Contact Person

Date of Approval

Student Agendas

June 1, 2023

Method of Distribution – distribute first day of school

Planned Date of Evaluation - TBD

VISION MOTTO

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Introduction

L.P. Vaughn Elementary will provide academic and other supporting school activities to ensure that parents play an integral part in their child's education as evidenced by the school-level family and community involvement policy.

Parental Involvement Standard 1: Welcoming All Families

NPSB is committed to creating a welcoming school climate and building a respectful, inclusive school community.

Activities/Strategies	Timeline/Evidence
a. The PACE District Council will develop customer (parent) service guidelines to be used by school staff. <ul style="list-style-type: none">Open House-Introduction of teachers, planned events of the year, opportunities to participate in volunteering, teachers' expectations of students, sign up for Parent Command Center online on TBD. This will also be Title I Information Night.PTO-Monthly before planned activities to inform parents of ways to assist at school, upcoming activities/needs.	Sign-in sheets
b. Schools will hold annual meetings, at convenient, flexible times, for the purpose of keeping family members informed and involved in school planning as well as their child's education process. <ul style="list-style-type: none">Reading and Math Night -TBD. Students and parents can come out and enjoy a fun educational atmosphere of games along with teachers offering parents information regarding curriculum content areas: literacy, science, and social studies.Conduct a Christmas program TBDHost a Coffee with the Principal Day in May	Sign-in sheets
c. Conduct Parent Surveys two times per year and provide parents and staff with feedback from surveys. <ul style="list-style-type: none">October 2023January 2024	Sign-in sheets
d. Provide opportunities for family and community members to volunteer in the school. <ul style="list-style-type: none">Help organize materials for family PTO nights and various parent days, ceremonies, and other special events (i.e. PBIS Celebrations, Teacher Appreciation Week, etc.)	

Parental Involvement Standard 2: Communicating Effectively
NPSB is committed to providing effective two-way communication with parents.

[illegible]

NPSB Parental Involvement Standard 3: Supporting Student Success

NPSB is committed to sharing information about student progress and supporting learning by engaging families.

Activities/Strategies	Timeline/Evidence
<p>a. Hold family conferences regularly.</p> <ul style="list-style-type: none"> • Parent Teacher Organization • Nine Weeks Progress Reports Conferences • Monthly phone calls/positive notes <p>b. Develop with family members a home-school compact that would involve the student, teacher and parent.</p> <ul style="list-style-type: none"> • Parent, teacher, student compacts in the student agendas provide expectations for each group to fulfill in order to promote student achievement. • Conduct parent needs assessments annually using a parent survey and Parent/Teacher Conferences to revise the Compact-Spring 2024. <p>c. Provide assistance to family members in interpreting and understanding the new Louisiana Standards, and benchmarks, the Louisiana State Accountability System, and Louisiana High Stakes State assessments.</p> <ul style="list-style-type: none"> • Distribute student agendas with the Louisiana State Standards. These will be explained at Open House, PTO Meetings, and Parent/Teacher Conferences. <p>d. Offer meetings and trainings to help family members work with their children to improve their child(ren)'s school achievement.</p> <ul style="list-style-type: none"> • Family night <p>e. Provide family members with their child's required school performance profiles and assessment results including interpretation of the results.</p> <ul style="list-style-type: none"> • Students' report cards are provided every nine weeks. The dates are listed in school newsletters and the district and school's calendar. <p>f. Provide family members with a description of the curriculum in use and the forms of assessment used to measure student progress.</p> <ul style="list-style-type: none"> • Grade specific planners/agendas) provide state academic content standards and grade level expectations to parents. • Student academic achievement policies and Criteria for Promotion are outlined in agendas. • Student academic performance is discussed and helpful study tips are provided at --- Parent/Teacher Conferences. • L. P. Vaughn newsletters provide parents with grade level activities and upcoming events <p>g. Report frequently to family members about their child's progress.</p> <ul style="list-style-type: none"> • Parents will receive conduct reports weekly. • Conduct Parent/Teacher Conferences during the first and second quarter 	<p>Sign-in sheets</p> <p>Sign-in sheets</p> <p>Sign in Sheets</p> <p>Sign-in sheets</p> <p>Newsletters</p>

Parental Involvement Standard 4: Speaking Up for Every Child NPSB is committed to assisting parents in developing an understanding of how the school and district work and empowering families and child(ren)'s success in school.	
Activities/Strategies	Timeline/Evidence
<p>a. School staff and parents will share information in languages that parents can understand about federal and state laws and school report card.</p> <ul style="list-style-type: none"> Parents are given summaries of their school's performance, indicating whether or not their child's school is showing academic growth or not in each subject area. <p>b. School and district staff will ensure that transitions to the school, to the next grade, school or other transitions will be smooth.</p> <ul style="list-style-type: none"> Parents and Students are provided with grade-level orientations during open house. There are Welcoming Committees here to assist parents on the first days of school. Upon arriving at school, parents are directed to go to the front office and meet with the secretary, who provides them with a Visitor's Pass and instructions for how to transition and/or meet with their child's teachers. <p>c. Coordinate and integrate Parent and Community Engagement activities with Pre-K, Head Start, Right Start and/or other programs with a parent involvement component.</p> <ul style="list-style-type: none"> Pre-K teachers plan and participate in all school activities on an annotated level when necessary. Notifications of Pre-K activities, areas of study, and other school-related activities are included in the school's newsletter. 	<p>Fall 2023</p> <p>Monthly newsletters/Agendas signed</p>

Parental Involvement Standard 5: Sharing Power NPSB is committed to strengthening the family's voice in shared decision making.	
Activities/Strategies	Timeline/Evidence
<p>a. Principal will organize at least one parent organization that represents all families. (e.g. PTO, PTSO, PTA, PTSA, PIE)</p> <p>b. School Parent Advisory Council (PAC) will annually review, revise and evaluate the School's Family Engagement Program using the <i>National Standards for Family-School Partnerships Assessment Guide</i> and produce a Report to the Community from findings. Yearly meetings will be held with the Parent Advisory Council to review information.</p> <p>c. Our school will operate an active School Improvement Team (SIT) including parents.</p> <ul style="list-style-type: none"> School is committed to involving families in policy development and decision-making. Our school Advisory Councils will support NPSB on educational programs and activities, advise the Superintendent on parent concerns, support development of strong parent organizations and provide input to District Family Engagement Policy and Plan. <p>d. Involve parents in an organized, ongoing way in the planning, review and improvement of Title I programs, (if applicable).</p> <p>e. Parents will serve on the School Improvement Team, and the organization, planning, and reviewing of all school programs will take place at these monthly meetings.</p> <p>f. Describe how parents are involved in the decisions regarding how funds are allotted for parental engagement activities.</p>	<p>Sign-in sheets</p> <p>May 2023/sign-in sheets</p> <p>Sign-in sheets</p> <p>Sign-in sheets</p>

<ul style="list-style-type: none"> • Leaders review and discuss parental involvement activities with school administration monthly. • The Title I budget is discussed at the Parent Informational Meeting and suggestions are considered. • Parents are informed that 1% of each school's allotted Title I budget must be spent for Parental Involvement Activities. • School needs/suggestions taken from the Annual Parent Surveys are considered. 	
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Parental Involvement Standard 6: Collaborating with Community NPSB is committed to connecting the school with community resources.	
Activities/Strategies	Timeline/Evidence
a. Develop appropriate roles for community-based organizations. <ul style="list-style-type: none"> • Sororities/Fraternities volunteer tutoring • Save-A-Lot Food • NSU Students/Reading and Volunteering 	Ongoing 2023-2024



L. P. Vaughn Elementary School

Miss Carissa L. Davis, Principal
Mrs. Mireille de Mees, Secretary

Mr. Joey Miller, Assistant Principal
Ms. Brittney Sawyer, Secretary

Photo/Media Release Permission

August 8, 2023

Dear L. P. Vaughn Families,

We would like to acknowledge and showcase the great students of L. P. Vaughn Elementary School by publishing their achievements in local media outlets and on our school Facebook page.

Due to changes in Louisiana laws, we need your explicit permission to do so. Please sign the statement below to allow your child's picture and name to be publicized.

If you choose not to allow your child's picture and name to appear in local media outlets, **please do not sign this form.** Waivers will not affect any awards, honors, or recognitions that your child will receive.

Sincerely,

Carissa L. Davis
Principal

I, _____, (parent/guardian's name) give permission for
_____ (student's name) picture and name to appear in local media outlets and on our
school's Facebook page.

Signed,

Parent/Guardian's Signature

Date

Teacher's Name

L. P. Vaughn Elementary School

Carissa L. Davis, Principal

2023 - 2024 Parent-Student-Teacher Agreement (Compact)

We know that learning can take place only when there is a combination of effort, interest, and motivation. Because we are all committed to _____'s progress in school, we are going to do our best to promote your child's achievement. This agreement is a promise to work together. We believe that this agreement can be fulfilled by our team effort. Together we can improve school-wide teaching and learning.

School Agreement

The entire school staff will share the responsibility for improved student achievement; therefore, we will do the following:

- Hold parent/teacher conferences.
- Send frequent reports to parents on their child's progress.
- Provide an environment conducive to learning.
- Respect the student, their parents, and the diverse culture of the school.
- Provide feedback to student about his/her progress.
- Communicate with parents using agendas, emails, phone calls, newsletters, and conferences.

Teacher's Signature _____

Date _____

Parent/Guardian Agreement

I want my child to reach his/her full academic potential. Therefore, I will do the following to support my child's learning:

- Have on-going communication with my child's school; including parent-teacher conferences and reviewing my child's agenda daily.
- See that my child attends school regularly and is punctual.
- Reinforce school expectations and Student Code of Conduct.
- Establishes a time and place for homework and checks it regularly.
- Monitor television and movie viewing.
- Encourage good, healthy eating regimes and study habits.
- Model respectful behavior and good manners.

Parent/Guardian Signature _____

Date _____

Student Agreement

It is important that I do the best that I can; therefore, I will do the following.

- Come to school each day on time.
- Always try to work to the best of my ability.
- Believe that I can learn, and I will learn.
- Follow the rules of conduct at my school.
- Show respect for my school, myself, and other students, and have consideration for cultural differences.
- Ask my teacher questions when I do not understand something.
- Be a proud Cub, All day! Every day!

Student's Signature _____

Date _____

Please tear out this page and return to your child's teacher.

L. P. Vaughn Elementary School
2023 - 2024

Teacher _____ Grade _____

I have read and discussed the information in the L. P. Vaughn Elementary School Handbook located in my child's agenda with my child. We agree to adhere to the policies and procedures as outlined in this handbook.

I have received and reviewed the School-Level PARENT and COMMUNITY ENGAGEMENT PLAN for 2023-2024.

Student's signature & date

Parent's signature & date

PARENT COMMENTS: