

KES STUDENT HANDBOOK



2023-2024

**Tracy Hargrave
Principal**

**Jamie Laviolette
Assistant Principal**

**Kaplan Elementary 2022-2023
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Kaplan Elementary Mission Statement

At Kaplan Elementary we will teach, learn and make a difference for all students.

Office Information

School Address: 608 N. Eleazar Avenue
Kaplan, La. 70548
Office Phone: 643-7965
Fax: 643-2821
Guidance Counselor Phone: 643-6116
Cafeteria Manager Phone: 643-1850
Office Hours: 7:30 a.m. - 3:30 p.m.
Student Hours: 8:10 a.m. - 3:20 p.m.
Website: <https://kes.vpsb.net/>
VPSB: <https://www.vpsb.net/>

OFFICE POLICIES

- Only emergency calls will be delivered to teachers during class time. All other messages will be e-mailed to them.
- All parents and visitors must report to the office upon arrival on campus to state their reason for the visit and receive a visitor's pass.
- All school business should be conducted during the office hours only, not after school hours.
- If a parent needs to speak with his/her child's teacher, the parent must call to set up an appointment time. Parent meetings shall be conducted during non-instructional time.

VISITOR PASS

All visitors must sign-in at the office and receive a pass before going to any classroom. This will be in effect from 7:30 a.m. - 3:20 p.m. No exceptions, please.

EMERGENCY INFORMATION

The school must have a way to contact the parents or nearest relative of each child in case of an emergency. Please check to see that your child's teacher and the office have the correct information. Parents are to keep the office and teachers informed of current addresses and phone numbers in case of an emergency.

CLASSROOM PARTIES

Students and teachers are allowed class time for Christmas and Easter parties. Date, time and place for the parties are set by the principal. Other holidays may be observed in a small way at the discretion of the teacher. Birthday parties: Individual birthday treats can be sent to the office in the morning for students. The teacher will distribute items during snack time for Prek and kindergarten students and during the designated time for 1st - 4th grade students.

FUNDRAISERS

If money is not turned in, students will not be allowed to participate in any additional fundraisers until the debt is paid in full. Students will also be excluded from field trips until money is collected.

BOOKSACKS

Rolling book bags are not allowed at Kaplan Elementary.

FIREARM-FREE ZONE

The 1992 Legislature passed Act 197 that defines a Firearm - Free Zone as an area inclusive of any school campus and within 1,000 feet of any such school campus, and within a school bus. The law provides that students or non-students carrying a firearm in a Firearm - Free Zone is unlawful, and is the intentional possession of any firearm on one's person, on a school campus, or within 1,000 feet of any school campus or on a school bus.

FIRE DRILLS / TORNADO DRILLS / LOCK DOWN DRILLS

In order to prepare students to react in a safe and orderly manner in an emergency, scheduled and unscheduled drills are held regularly throughout the school year in accordance with the law.

HEALTH AND ATTENDANCE

ILLNESSES AND ACCIDENTS AT SCHOOL

Refer to the district handbook for policy.

All emergency numbers need to be kept current. If a student is injured at school, he/she is to report to the teacher on duty, his teacher, or the secretary. If necessary, first aid is administered. Parents are contacted, informed of the accident and given the opportunity to check the injury or pick up the child. In a dire emergency, if parents or persons designated by parents cannot be contacted, every attempt will be made to secure medical services for your child.

MEDICATION

Refer to the district handbook for policy.

LICE

Any student with lice (live bugs) will not be allowed to attend school. Students must be treated and cleared by administration before returning to school. Any suspected cases must be reported to the office. Refer to the district handbook for policy.

ABSENCES

Refer to the district handbook for policy.

EARLY PICK-UP

Your child should not be picked-up early other than for a death in the immediate family or a doctor's appointment. If the student is picked up during the school day, only the parent or someone authorized by the parent is allowed to pick up a student. This person must be listed on the child's emergency card in the office. All students must be checked out in the office before leaving campus.

Check outs will not be allowed after 3:10 p.m. If a child must be checked out, it must take place before 3:10 p.m. to avoid disruptions to the dismissal process.

By state law a student must receive 377 instructional minutes each day. By picking up your child early for invalid reasons your child does not receive this important instructional time. We will have to mark your child absent for leaving before dismissal.

TRANSPORTATION

BUS PERMISSION

Parents **MUST** send written permission to the teacher if they want their child to ride a bus other than their regular assigned bus. A simple note is permissible for a one day change, but the school board requires the completion of a form for the transportation department if this will be a regular occurrence. It is the parent's responsibility to call the bus driver to get approval. Permission can be denied if the bus is overcrowded or if the child causes discipline problems.

If your child is to return home in a different fashion than usual, you must send a note to the homeroom teacher. The school office will not relay a message to the child, unless it is an emergency.

STUDENT DROP-OFF AND PICK-UP

All children need to be dropped off in the morning and picked up in the afternoon in the designated areas. No exceptions! Please follow the procedures below to ensure a prompt and secure drop off and pick up.

Morning Drop-off

- Enter the drop off area in the semi-circle in the front of school.
- Drop off time is from 7:30-8:10.
- Cars should pull up to the stop sign so that we are able to unload several cars at a time.
- Students should be ready to exit vehicles and only from the passenger side.
- If your child will be dropped off after 8:10 a.m., you must come into the office to sign your child in. Your child will be considered tardy after the 8:10 bell.

Afternoon Pick-up

- Enter the pick-up area in the gym parking lot with your car sign displayed in the windshield.
- Car riders will begin loading at 3:20. All children must be picked up by 3:35. **All parents who pick up late more than 3 times may be required to put their child back on their zoned bus for the rest of the school year.**
- Students enter vehicles on the passenger side only. Parents are to remain in the vehicle. If a child needs help with fastening his seatbelt, please drive to the hospital parking lot directly across the street.

WALKERS

As a safety precaution, walkers must be escorted by a parent or guardian to the school campus and wait near the flag pole for an adult to signal for the student to enter the building. All walkers at the end of the day will be brought to the front of school and dismissed to a parent or guardian. A parent or guardian must be present to accept the child from the duty teacher. Parents and guardians will wait at the flagpole for the students to be dismissed.

ACADEMICS

PARENT-TEACHER CONFERENCES

- VPSB will be hosting parent-teacher conferences this year for all students Pre-K through 12th grade: November 6, 2023 and January 8, 2023. Appointment requests will be sent out prior to this event. Parents are encouraged to have ongoing communication with teachers. Parents with concerns of any nature should arrange a time for a conference with the teacher involved. Teachers are available for conferences before school, during their planning time, and after school. All conferences should be scheduled ahead of time. Instructional time will not be interrupted to hold conferences.
- PreK and Kindergarten will have an additional conference in March and May 2023.

HOMEWORK

The Vermilion Parish School System believes that homework is an integral part of the curriculum and, therefore, serves the following valid purposes:

- a) Provides essential practice in needed skills
- b) Enhances development of independent study habits
- c) Enriches and extends school experience
- d) Fosters contact with out-of-school learning resources
- e) Promotes growth in responsibility

Recognizing the importance of homework, teachers initiate assignments as extensions of classwork. When homework is assigned, students are expected to complete the assignment. Failure to do so will affect the rate at which a child progresses.

If your child is absent from school and you would like for us to get homework, call before 9:00 a.m. This will give the teacher ample time to get the assignment together without taking away valuable instructional time. Homework will be ready for pickup in the front office daily at 2:30 p.m.

GRADING AND REPORTING

Wednesday is the designated day for signed papers to go home.

Grading and reporting shall reflect the academic achievement of the student. Grades shall be determined and reported in accordance with the following established procedures:

Teachers will have at least the required number of grades as per district guidance on the Pupil Progression Plan during a 9-week period.

Grading and reporting shall reflect the academic achievements of students. **Grades shall not be used with the intent of rewarding or punishing a student.**

DRESS CODE

All students are required to follow the Vermilion Parish uniform policy.

Friday Spirit Shirts:

Only Kaplan Elementary school spirit shirts are allowed.

T-shirts for Technology:

Every Tuesday your child may wear his/her favorite t-shirt to school for a \$1.00 minimum donation. T-shirts must follow the guidelines in the parish handbook. T-shirts with emblems and/or insignias that promote profanity, obscenity, drugs, alcohol, tobacco, gang, wrestling related symbols, or hate type slogans, etc. are prohibited. Uniform bottoms must be worn.

\$1.00 Jean & Athletic Shorts/Pants Day

Every Friday your child may wear denim jeans, capris, shorts, or skirts for a \$1.00 minimum donation. Athletic shorts or pants are also allowed. VPSB guidelines for length must be followed.

KAPLAN ELEMENTARY RULES AND PROCEDURES

It is the professional belief of the staff and administration at Kaplan Elementary that our discipline policies and school rules will assist in providing a safer, healthier, and happier atmosphere for your child to learn. A school discipline policy can help prevent and control student behavior problems by coordinating the school's disciplinary procedures and by informing students what types of behavior are expected of them and what is forbidden.

Before any teaching or learning can occur, classroom discipline must be established. To be effective, discipline must be consistent from day to day. If students are to cooperate with a discipline code, they must believe they will be treated fairly.

Every teacher is authorized to hold students to a strict accountability for any disorderly conduct in and around the school campus. An effective disciplinary program does not exist only in the classroom; it spreads to all areas of the school program including recess activity, cafeteria habits, and student behavior during assemblies, art class, library period, halls, P.E., music, resource room, reading intervention and restrooms.

Parents and teachers are expected to stress to the students their responsibility towards school policies. The administration and teachers have the duty of enforcing these rules through a variety of disciplinary measures.

GENERAL SCHOOL RULES

1. Students are expected to exercise due courtesy toward all teachers, school personnel, and fellow students at all times. Disrespect, profanity, dishonesty, disorderly conduct, and disregard for authority

will not be tolerated.

2. No student will be allowed in the school building until 7:30 a.m. Upon arriving at school, students are to report immediately to the cafeteria for breakfast.
3. Students are expected to respect all school property (including textbooks and library books) and pay for any losses or damages. Upon payment, another book will be issued or library books may be checked out. Students will not destroy property (public or private) such as marking or cutting desks, walls, etc.
4. Students are not to bring toys from home such as balls (all kinds), bats, radios, water guns, trading cards, unless requested by the teacher. Any toy that may be permitted to be brought to school (for special reason designated by the teacher) must be labeled and kept in the classroom. Also, students are not permitted to bring to school the following: pocket knives, or other sharp objects, real or toy guns, firecrackers, any type of drug, pets (unless cleared by the homeroom teacher) or any item that would endanger students.
5. Gum is not allowed to be chewed on the school campus.
6. No students are allowed in the hallways during recess on a clear day. Nor should they play or congregate in the restrooms. Students may be permitted time to use the restroom and drink water during class time before a recess but the recess is the time the facilities should be used.
7. Before school and at recesses, no students are permitted in the classrooms without the company of the teacher.
8. Students are not to remove their shoes during recess or P. E. (unless requested by the P. E. teachers).
9. Students should not bring valuable personal belongings to school. We cannot be responsible for their loss.
10. Students who miss their bus in the afternoon must report to the office to call home.
11. Loitering is not allowed on the school grounds before or after school hours.
12. Students are not permitted to take visitors to school unless special permission has been granted by the principal.
13. No deliveries such as birthday presents, flowers, balloons, etc. are to be made to students during school hours.

SPECIFIC AREA RULES

Hand Washing Area Rules:

- Wash hands
- Dispose of trash properly

- Hips, Lips, Eyes
 - Hips: hands at hips or pockets
 - Lips: lips closed – No talking
 - Eyes: eyes looking ahead facing forward

Cafeteria Rules:

- Remain quiet until seated
- Inside voice to neighbors only
- Keep all food & trash on your tray
- Use good manners
- Remain at table until released
- Put booksack on the designated table for breakfast

Hall Rules:

- Walk on the right side of the hall
- Hips, Lips, Eyes
 - Hips: hands at hips or pockets
 - Lips: lips closed – No talking
 - Eyes: eyes looking ahead facing forward

Bathroom Rules:

1. Wait quietly
2. 1 student per stall
3. Throw toilet paper in toilet
4. Flush toilet
5. Wash / Dry / Throw

Playground Rules:

- Stay in area
- Keep hands, feet & objects to self
- Play fair & share
- Line up quickly & quietly

Dismissal Rules:

- Walk quickly & orderly to your ride and enter orderly
- Hips, Lips & Eyes
 - o Hips: hands at hips or pockets
 - o Lips: lips closed – No talking
 - o Eyes: eyes looking ahead facing forward

2nd Bus Load Rules in Cafeteria:

- Remain in the assigned seat until released.
- Remain quiet
- Homework may be done or a book may be read

Bus Rules:

- Remain seated & face forward
- Use inside voices
- Keep hands, feet & objects to yourself

Classroom, Library, Intervention, Resource, Speech, Music, and P.E.:

- Each teacher is responsible for his/her own set of classroom rules and consequences. This classroom plan must be approved by administration, posted in the classroom, and communicated to parents.

FIELD TRIPS AND DISCIPLINE

Students are expected to follow all school rules and be on their best behavior when on all school sponsored field trips. Requirements for appropriate behavior will be posted and a notice sent home prior to the field trip. Students not following school rules or not meeting the requirements will not be allowed to attend field trips. Notice of exclusions will be sent home prior to the field trip.

Good conduct and safety is required on all field trips. Students who receive an office referral within 4 weeks prior to a field trip will not be allowed to attend. If a student does not attend the field trip, he/she will stay in another teacher's room while his or her class is on the trip. The homeroom teacher leaves academic work and makes arrangements with another teacher.

KAPLAN ELEMENTARY SCHOOLWIDE DISCIPLINE PLAN

Kaplan Elementary uses Positive Behavior Intervention Support as part of our school wide discipline plan. This model consists of three components.

- 1) PBIS Rules and Incentives
- 2) Classroom Discipline Steps
- 3) Administrative Intervention/Office Referrals

PBIS

Kaplan Elementary is a **Positive Behavior Interventions and Support** School. Our school wide expectations are **KES**: **K**eept safe, **E**ager to learn, and **S**how respect. Students will be rewarded regularly for following these expectations.

All classroom teachers will have an incentive plan in place to encourage a positive learning atmosphere. Teachers will explain classroom, cafeteria, school, bus, and playground rules with the class. Classroom rules will be posted for students in the classrooms. During the first week of school, teachers will practice and firmly establish routines and procedures. These routines and procedures will be taught and practiced at intervals throughout the school year.

Several times throughout the year, students exhibiting the school wide expectations will be rewarded with an incentive. The incentives will be decided upon by the school PBIS committee.

CLASSROOM DISCIPLINES STEPS

Teachers will utilize proactive measures and interventions daily for all students. Each classroom teacher has a discipline policy in his/her classroom. The policy is to document behaviors that are not acceptable in the classroom setting and to give appropriate consequences. Each teacher will send home a copy of his/her policy in a parent letter at the beginning of the school year.

ADMINISTRATIVE INTERVENTION/OFFICE REFERRALS

When a student is referred to the office with a written referral, the parent or guardian will be contacted by the principal or assistant principal and the referral will be sent home with the student. Discipline referrals will be handled on a case by case basis utilizing the district's behavior matrix.

*Consequences will be determined by administration and determined by the student's developmental level, past history as well as the frequency and severity of his / her inappropriate behavior.

SEVERE CLAUSE

The classroom discipline steps will be eliminated and immediate office assistance required in certain circumstances. (Example: Extreme disrespect; extreme willful disobedience; fighting; stealing; cheating; possession or use of drugs, alcohol, or tobacco; possession of weapons; leaving campus without permission; threat to commit bodily injury to others; sexual harassment; arson; bomb threat; etc.) Please refer to the district handbook.

CORPORAL PUNISHMENT

Refer to the district handbook for policy.

Title I of the Elementary and Secondary Education Act

Title I of the Elementary and Secondary Education Act (ESEA) of 1965 addresses the education challenges facing high-poverty communities. The federal Title I program was designed to ensure that all students have a fair, equal and significant opportunity to obtain a high quality education and, at a minimum, reach proficiency on challenging state academic achievement standards and assessments.

Presently when most people refer to Title I, they are actually talking about Title I, Part A of the No Child Left Behind Act of 2001 (NCLB). Part A, Improving the Academic Achievement of the Disadvantaged Program, is one of the most well-known parts of federal education law. Title I funds are targeted to high-poverty schools and districts. Vermilion Parish poverty levels are determined by the percentage of free and reduced lunch students enrolled in a school. A school is eligible to become a school-wide program when the poverty level is at or above 40%. In this type of setting federal, state, and local funds are consolidated to upgrade the entire education program of the school. Title I is integrated into the regular educational program of the school.

To get Title I funds, districts must submit a plan describing what all children are expected to know, the standards of performance that all students are expected to meet, and ways to measure the school's progress. The Title I school will identify which students are most in need of educational help (students do not have to be from low-income families to receive help), set goals for improvement, measure student performance using standards set forth in the state's Title I plan, develop programs that add to regular classroom instruction, and involve parents in all aspects of the program. Each school's Title I Plan is reviewed each year by administrators, teachers, and parents. If goals have not been met, the plan is revised.

School-Level Parental Engagement Policy

2023-2024

School **Kaplan Elementary School** Principal **Tracy Hargrave**

Family Engagement Contact Person **Baylee Guillory**

Date of Approval **May, 2023** Date of Evaluation **May, 2024**

Mission Statement

At Kaplan Elementary School we will teach, learn, and make a difference for all.

Belief Statements

We believe with frequent interactions among Kaplan Elementary, families, and the community, students are more likely to receive positive messages from a variety of people about the importance of school, working hard, thinking creatively, helping one another, and staying in school.

Introduction

Kaplan Elementary School recognizes that in order for students to succeed in school and later in life, the school, family, and community must work together in the education process. It is the goal of Kaplan Elementary to aggressively seek effective partnerships between the home, the school, and the community.

1. **When will our school hold annual meetings? The meetings are to be at convenient times and for the purpose of keeping parents informed about their right to be involved in school planning as well as their child's education process.**
 - A. Meet & Greet, Open House, Parent Orientation held at the start of the school session.
 - B. Scheduled Pre-K through fourth grade conferences
 - C. Conferences held when requested
 - D. School Building Level Committee Meetings
2. **How will we involve a diverse representative sampling of parents in an organized, ongoing way in the planning, review and improvement of Title I programs and all other programs beneficial to student support?**
 - A. Surveys, Questionnaires
 - B. Meetings - PBIS Committee
3. **How will we offer meetings and trainings to help parents work with their children to improve their children's school achievement?**
 - A. Kaplan Elementary Monthly Calendar
 - B. Literacy Night
 - C. LEAP Parent Information
 - D. School-based Parenting Assistance through Family Facilitator
 - E. School Social Media Page
4. **How will we provide parents with our school performance profiles and assessment results including interpretation of the results?**
 - A. Letter with results sent home, written in "parent-friendly" language
 - B. LEAP Parent Information and Student Reports
 - C. Website information - <https://kes.vpsb.net/>
 - D. Parent Command Center Website

5. How will we provide parents with a description of the curriculum and the forms of assessment used to measure student progress?

- A. Kaplan Elementary School website (<https://kes.vpsb.net/>)
- B. Information from the State Department of Education
- C. Parent Meetings

6. How will we develop a home-school compact that involves the student, teacher, and parent? A plan to evaluate and revise must be included.

- A. KES/Vermilion Parish Student/Parent Handbook
- B. Evaluations through questionnaires, personal interviews with parents/students

7. When will we hold parent conferences? NCLB mandates this in the elementary grades.

- A. As requested by the parents or teachers before, during, or after school
- B. Pre-K and Kindergarten conferences will be held individually every 9 weeks

8. How can we provide assistance to parents in interpreting and understanding the new State Content Standards and benchmarks, the Louisiana Accountability System, and state and local assessments?

- A. Brochures in "parent-friendly language"
- B. Vermilion Parish School Board website (<https://www.vpsb.net>)
- C. State Department of Education website (<http://www.doe.state.la.us/lde/index.html>)

9. How will we frequently report to parents about their child's progress?

- A. Weekly signed papers
- B. Mid-nine weeks progress reports
- C. Phone call log, teacher notes, email
- D. Daily progress reports-academic and/or behavior (as needed)
- E. Student Progress Center on VPSB Website

10. How will we provide opportunities for parents to volunteer on an on-going basis in the school?

- A. Survey sent home enabling parents to sign-up for various jobs
- B. Announcements/notices/phone calls when help is needed

11. Describe how resources and services are shared and coordinated among families, schools, and the community to ensure student learning and growth.

- A. 4-H Meetings-Community Speakers
- B. Dental Health Program- Community Dentist
- C. Kaplan Healthcare Center donations
- D. Community Readers/Grandparents for Dr. Seuss' Birthday
- E. Harvey Rabbit
- F. Educational Field Trips in Community

12. How can we coordinate and integrate Family Involvement activities with the Pre-K program?

- A. Meetings and conferences held throughout the year
- B. LA-4 Information sent home
- C. PreK Events held by District Early Childhood Facilitator

13. **How can we ensure, to the extent possible, that information related to school and parent programs are sent to the home of students in an understandable language and format?**
 - A. As requested, materials sent home in the family's native language
 - B. Translations offered upon request
 - C. ELL survey to identify families
 - D. Personal Contact thru ELL Personnel
14. **Describe how parents are involved in the decisions regarding how reserved funds are allotted for parental involvement activities.**
 - A. Parent representation on committees
15. **How do we ensure that our school climate is inviting and welcoming to ALL families?**
 - A. Positive and Welcoming signs
 - B. Warm and Friendly greetings
16. **How do we identify and address barriers to family engagement?**
 - A. Voluntary feedback
 - B. Opportunities to visit socially
 - C. Provide child care during meetings and workshops, if needed
17. **Describe how parents play an active role in school decisions, governance, and advocacy.**
 - A. Family representation on committees at the school
 - B. Open door policy
18. **How do we recognize and value family members' participation and their diverse contributions to our school?**
 - A. Meet and Greet at the start of the school year
 - B. Newspaper spotlight bulletin board
 - C. Parent Participation welcomed at each KES activity

***This parent engagement policy may be translated at the request on any non-English speaking parent.

Parents are encouraged to participate and become involved in various activities throughout the school year.

The following persons participated in the development of the Kaplan Elementary School Parental Engagement Policy for the 2023-2024 school year.

Parent:

Danielle Hargrave/Parent

School Personnel:

Tracy Hargrave/Principal

Jamie Laviolette/Assistant Principal

Baylee Guillory-Counselor

Kathleen Schexnyder-Teacher

Kristin Mitchell-Teacher

Hannah Suire-Teacher

Colleen Burg-Teacher

Rhiannon Abshire-Teacher

Lauren Hebert-Teacher

Elizabeth Bengtson-Teacher