

LOCKPORT LOWER ELEMENTARY

2023-2024 Parent/Student Handbook



Principal: Aimee Angle
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"Lockport Lower Elementary will build a strong foundation through rigor and alignment so all students can be college and career ready."

Home of the Busy Bees

Dear Parents and Students,

Welcome all students and parents to another school year. We are looking forward to an exciting year filled with familiar activities and fun new ones. All personnel at Lockport Lower Elementary are committed to providing your child with an outstanding educational background, while keeping them in a safe and orderly environment. To do this, we need the cooperation of all involved. Communication with your child's teacher is key to a successful school year. We look forward to a wonderful school year and look forward to 2023-24 being filled with lots of learning and fun memories.

Lockport Lower Elementary Faculty and Staff

LKLES General School Information

BELL SCHEDULE

Regular Bell Schedule	8:30am - 3:30pm
Parent and Bus Drop Off	8:00am - 8:30am

POLICIES/PROCEDURES

Absences

- All absences will require either a parent or doctor's note stating the reason for absence. Notes for absences are given to homeroom teachers when the student returns.
- Excessive absences may require a doctor's note.
- Excessive absences and tardy to school will be reported to the Supervisor of Child Welfare and Attendance.

Attendance

- Students miss valuable instructional time when they are absent for all or part of the day.
- Quality instruction is delivered from the teacher to the students. This cannot be duplicated if a student is absent.
- We do, however, realize there will be times students will need to be absent from school. Parents are encouraged to pick up class work to be completed at home.

- This request should be done by calling the front office prior to 9:30am on the day they are absent. Work may be picked up after 2:30pm to give the teacher adequate time to prepare work for the student.
- Please call the school in the event of an extended illness so we can properly prepare work for your child.
- Notes for absences should be sent the day the student returns to school, but no more than 5 days following the absence. Students will be considered **unexcused** after 5 school days upon their return without a note.

Tardy to School/Class

- **Students should be in their classrooms at 8:30am.**
- If you drop off your child after 8:30am, please escort your child to the office to sign him/her in.

Parent Check Out

- Parents/guardians are to report to the main office to sign out a student.
No student will be allowed to leave with a person not identified on the emergency card. Be prepared to show proper identification when signing out a child. This is for the safety of all children.
- Please avoid checking out a student between 3:00pm and 3:30pm.
- If a child is checked out early, an excuse is still necessary.
- Signing a student out early to avoid carline is **NOT ALLOWED.**
- Please make sure your child's emergency cards are up to date with correct phone numbers.

Transportation

Any request to change a student's transportation **must be in writing** and received in the office before 2:30pm.

Student Drop off and Pick up (car line)

- Students are not allowed on campus before 8:00am. Please adjust your time accordingly so that students arrive at school between 8:00am - 8:30am. Please arrive by 8:10am if the student is going to breakfast.
- **Student Drop-Off:** We will begin at 8:00am. All vehicles will enter from the far side of the yard and form 3 lines towards the school building. **Cars MUST yield to buses.** Cars will enter the parking lot and proceed around

the circle, following the flow of traffic to the drop-off area. All students will exit the car from the **PASSENGER SIDE ONLY**. Please be sure your child or children are in the proper seating areas to accommodate for this procedure.

- **Parent Pick-Up:** Pick-up will be conducted in the same area. Cars are to enter from the far side of the yard and form 3 lines towards the school building. We are asking that you do **NOT** line up until 3:00pm. Cars will **NOT** be allowed to enter the parking lot area until **AFTER ALL** buses are loaded. Then, cars will be allowed to drive around to pick up students. Students **MUST** be loaded into vehicles on the **PASSENGER SIDE ONLY**. Please make arrangements in your vehicle to accommodate for this procedure. You will be allowed to “pull up” to the designated area to make any adjustments (like assisting students with buckles) so the line is not held up.
- You **MUST** have 2023-2024 LKLES Parent Pick-Up car sign visible, so your child or children can be waiting for you at the correct spot. If someone else is picking up your child, they **must** have the orange student I.D. card. A driver’s license will be required if you do not have a car sign or an orange student I.D. card. You will be required to park and wait until identification is verified through the office.
- Any student still at school 5 minutes after the last car leaves, will be sent to aftercare, and **you will be expected to pay a late fee of \$1.00/minute.**
THIS POLICY WILL BE STRICTLY ENFORCED.

Bus

- Student safety is of utmost importance and the bus is an extension of the school. Proper bus behavior will be expected of all Lockport Lower bus passengers.
- Follow all bus safety rules.
- Use sidewalks to go to and from buses.
- Students are assigned to only **one** bus. A bus permit approved by the administration **is allowed only for permanent bus changes** (all bus change requests must be done in writing). BUS CHANGES ON A DAILY BASIS ARE NOT ALLOWED.
- According to the Lafourche Parish School Board Policy, **a responsible adult MUST accompany all students ages 10 or younger at the designated bus stop in the morning and afternoon.** Each child should be waiting at the bus stop 10 minutes before the anticipated bus arrival. Drivers **will not** wait for a student at each stop. Students and adults shall be waiting at

the stop for the driver in the morning and an adult shall be waiting in the afternoon.

- In the afternoon, stops that have no adult supervision will result in the child being returned to school. Repeat offenses of this will result in suspension of riding privileges.
- Bus stops are set at the discretion of the bus driver and school administrators based on the addresses of the students riding the bus one tenth of a mile or less from your home.
- When a bus does not run, alternate arrangements will be made and we will try to send a call to the numbers we have on our computer system. Please call school if your numbers change so we can update this information. This will be the only time you may call to have your child picked up.

Bus Referrals

- Please see the Lafourche Parish Student Handbook for a complete list of bus guidelines.
- Bus transportation is a privilege that is dependent upon good, safe behavior. Bus privilege may be denied in cases where students do not follow bus rules. The following consequences may be given for bus misconduct:

Warning or Conference

Bus riding privileges may be denied for both the morning and afternoon bus. Length of suspension is decided on a case by case basis. Other consequences may be given based on the severity of actions.

After school detention or in-school suspension

- A student must also use good, safe behavior at bus stops and walking to and from bus stops. Bus referrals can be given for misbehavior in these areas.

******Severe, unsafe violations will result in an immediate bus suspension******

Before Care and After Care

- A registration of \$10.00 is required and shall be paid before the child is allowed to enter the Child Care Program.
 - * Child Care before school is from 6:45am - 8:00am.
 - * Child Care after school is from 3:30pm - 5:30 pm.
- There is a NO DROP-INS policy. Students registered must come every day and every week.
- Any unpaid balance will result in removal of before/after care services.

CHILD CARE PROGRAM FEES

	<u>1st Child</u>	<u>Additional Children</u>
Full-time weekly tuition	\$35.00	\$30.00
A.M. only weekly tuition	\$20.00	\$15.00
P.M. only weekly tuition	\$25.00	\$20.00

Breakfast and Lunch

- See LPSB Policy Manual Child Nutrition Section.
- Students are to keep the cafeteria clean. Food throwing is prohibited and will result in cafeteria clean-up duty.
- If a student is going to breakfast, he/she should go immediately upon arrival at school.
- Students not going to breakfast will report to their classrooms.
- If a child brings their own lunch to school, it should be sent in the morning.
Students will not be called from class to pick up lunch bags.
- For the 2023-2024 school year, students will be served breakfast and lunch at no charge.

Classrooms

- No student shall be in a classroom WITHOUT ADULT SUPERVISION.

Test Papers

- Graded test papers will be sent home with students every Tuesday in a test folder. These folders are to be signed and returned to school with the student the next day.

- Grading policies will reflect Lafourche Parish Pupil Progression Plan.
Grading scale is as follows:
A 100-93%
B 92-85%
C 84-75%
D 74-67%
F 66-0%
- Report cards are issued every 9 weeks. Progress reports are issued 4 ½ weeks into each 9 -weeks period.

Homework Policy

- Teachers monitor for completion and accuracy.
- Parental contact will be made through phone calls, weekly progress reports, or quarterly progress reports with regards to home assignment completion.

Conferences

- Parents are asked to schedule conferences by phone or email to avoid conflict with the teachers' and administrators' various responsibilities.
- Conferences will be scheduled during the teachers' daily planning time.
- For confidentiality purposes, conferences may only be held with a child's parent or legal guardian. If a parent wishes for personnel to speak to someone else about the child (tutor, grandparent, babysitter) he/she **must** provide proper paperwork. (See Office Personnel for more information)

Computers

- Students will have access to computers during class time.
- All students must have a current, signed internet use agreement and Google Apps for Education form on file with the school in order to access the internet.
- The Lafourche Parish Discipline Guidelines will be followed if a student abuses this privilege.

Injuries

- Students must report injuries to a faculty member immediately. If appropriate, a Student Injury Report will be completed.

Medication Policy

- School staff members cannot administer medication to students.
- If medication must be given at school, there are certain procedures that must be followed. Please see the school nurse.
- If a child requires medication for a routine illness (cold medicine, antibiotic, etc.), someone must bring it to the child at the time it is needed.
- See LPSB Handbook.

Custody

- Parents who have custody papers for their children should make sure the school has a copy of the most recent paperwork. If you are not certain if we have it, please ask. We can only follow what we have.

Procedures for Parents/Visitors on Campus

- Upon entering our campus, visitors ***MUST*** present a valid form of identification. (driver's license, state issued identification)
- Visitors will be given a sticker to wear, and it must be visible at all times.
- Unless specified as a family activity, other children are not allowed on campus for activities during school hours. This applies for any school activity –book fair, field trips, lunch, assisting in school classroom.
- Please do not reprimand students or physically handle any student.
- If you notice student conflict, alert the nearest faculty member.
- Dress appropriately.
- No smoking on campus.
- When entering the building, turn off or silence all cell phones. Please do not conduct cell phone conversations in the building.

******MOST IMPORTANT:** When volunteering on campus, we **MUST** respect the confidentiality of our students, parents, and staff.

DRESS CODE

The Lafourche Parish School Board herewith established the following guidelines on grooming and dress for students in Lafourche Parish:

ANY CONDITIONS OF GROOMING OR DRESS AS JUDGED BY THE PRINCIPAL TO BE INAPPROPRIATE OR A DISTRACTION WILL NOT BE ALLOWED. A TEACHER WILL BE

ALLOWED TO RESTRICT MANNER OF DRESS WHEN IT PERTAINS TO THE HEALTH AND/OR SAFETY OF A STUDENT IN THAT TEACHER'S AREA.

Uniforms

- The LPSD approved uniform shall consist of a collared navy blue or white oxford or broadcloth dress shirt or polo/golf type shirt- long, short, or $\frac{3}{4}$ sleeved.
- Any shirt worn under the school uniform shall be a solid white undershirt or turtleneck.
- The LPSD approved uniform shall consist of khaki pants, shorts, skirts, or skorts. Shorts, skirts, or skorts must not extend higher than four inches above the back crease of the knee. Capri pants are **NOT** allowed as part of the uniform.
- Students should wear shoes which cover the front and back of the foot, fastened as intended by design. Slippers, sandals, crocs, beach shoes, cleats, mules, slides, crocks, Heelys with wheels installed, lighted shoes, or shoes with a high heel are **not** allowed. IF STUDENTS HAVE A DRESS UP DAY, SHOES STILL MUST FOLLOW DRESS POLICY.
- Navy blue, white, gray or black socks must be worn with all shoes.
- Belts are required everyday, except for Pre-K and Kindergarten students (the only exception is if the waist of the uniform bottom is solid elastic and does not have belt loops.) Belts shall have no metal studs, holes, grommets, or tips. Belt buckles may be metal but not ornate.
- ALL shirts must be tucked in during the school day.
- On cold days, girls are allowed to wear white or blue tights or stockings under their uniform skirt or skort for warmth.
- Only hoodies or sweatshirts in the following **SOLID** colors are allowed: navy blue, white, gray, or black. For the 2023-2024 school year, we will sell spirit sweatshirts.
- Spirit shirts can be worn on Fridays. These shirts include tee shirts that were purchased through the school. For the 2023-2024 school year, we will order spirit shirts.
- Specific dress down days will be designated throughout the year. The same code regarding shoes applies to dress down days, as well as the length of shorts, skirts, and skorts. Tank tops, sleeveless tops, and tube tops are not allowed. Blue jean pants or shorts should not be ripped or cut off. Any student with inappropriate dress on dress down days will be sent to the office to call home for a change of clothing.
- Leggings or tight-fitting pants/shorts **are not** permitted.
- All shorts that are shorter than 4 inches above the knee are not permitted.
- Hats, caps, or hoods will **not** be worn inside the building. Ornate headbands are not allowed (ears, unicorn horn, etc.)

Grooming

- Hair must be reasonably trimmed and combed. Vision must not be obstructed.
- Only naturally occurring hair colors are allowed (black, brunette, auburn, or blonde.)
- Tattoos/body art will not be visible (including temporary tattoos).

*****Please see LPSD Parent and Student Handbook for more information on dress code.**

I.D. Tags

- All students must wear an I.D. tag at all times during the school day.
- One I.D. tag will be issued to each student at no cost.
- A student who has lost his/her I.D. tag reports to the library before the homeroom bell rings to obtain a replacement tag. The cost will be \$2.00 for the replacement.
- I.D. tags must be presented in the cafeteria in order to purchase a meal.
- I.D. tags must be worn on the outer garment on the collar.
- I.D. tags are not to be defaced. Stickers may not be placed on I.D. tags.

School Bags

- Lafourche Parish School Board Policy allows school bags to be mesh, clear, or solid.

ITEMS NOT ALLOWED AT SCHOOL

- Valuables or large sums of money
- Injurious articles
- Liquid paper
- Gum and sunflower seeds
- Rubber bands
- Toy
- Any other items deemed inappropriate
- Chapstick
- Any type of medication or herbal supplements
- Electronic materials (radios, mp3 players, cameras, gaming devices, iPads, etc...)

Valuables/Money

- Money should be kept with students in school bags, pockets or purses. Money should not be left on desks or in book bags.
- At no time should students bring large sums of money to school.
- No student should ask students for money, nor give other students money.
- Students are not allowed to sell or buy things of any kind from another student on campus, on buses, or at bus stops.

SCHOOLWIDE Positive Behavior Intervention Support (PBIS)

PBIS is a process of positive behavior support that rewards students for displaying positive behavior. Student behavior is addressed on a schoolwide, classroom, and individual level, if necessary, by having guidelines for employees to follow. Clear expectations are stated across all settings, along with rewards and consequences. Lockport Lower students are expected to act safely, be ready to learn, and have care and respect for self, others and property. Staff will direct students to follow appropriate school rules in the various settings (ex. bus, cafeteria, hallway, classroom, etc.)

Expectations- we expect the following behaviors at all times while in school

- Be Kind
- Be Respectful
- Be Responsible
- Be Safe

PBIS Rewards

- Students will receive a monthly reward if they exhibit appropriate behaviors. Students in grades Pre-K to 2nd will record behavior for the day in their PBIS behavior calendar.
- Students will receive a weekly reward for meeting the criteria set for the previous week.
- Students who earn an office referral will automatically lose participation in the bash for that month.
- Rewards will be provided daily in the classroom and may consist of stickers, praise, treasure chest, bee bucks etc.

- On Friday of each week, a “Busy Bee” will be chosen from each classroom. There will also be a “Busy Bee of the Month” from each grade level.
- School wide PBIS rewards will be given at the end of each month. Students who have earned “Bee Bucks” are eligible for prizes at the end of each 9 weeks.

Behavior Consequences

Students are to obey all classroom, building, cafeteria, and bus rules determined by the school and Lafourche Parish School Board. Failure to do so may result in the following consequences:

Conference and/or Verbal Warning

- Student/teacher conferences are scheduled to discuss inappropriate behavior and to work towards behavior improvement

Student/Parent/Teacher Contact and/or Conference

- Teachers will discuss with the student and/or parent inappropriate behavior and ways to improve

Loss of Brain Break (Recess Detention)

- Detention may be conducted during recess. Written work or conferences may be used.

Conduct Slip

- Conduct slip will be sent home for your signature.
- After a 2nd conduct slip during the same 9-weeks period, a phone conference with the teacher will be required.
- After the 3rd conduct slip an in-school conference will be held
- The 4th conduct slip in 9-weeks will result in an office referral.

Administrative Referral

- Results – conference, recess detention, after school detention, in-school suspension, PASS, out-of-school suspension, loss of privilege, or other consequence deemed appropriate.

After School Detention

- This is used in lieu of in-school or out-of-school suspension, and is held on certain days of the week from 3:30 – 4:30pm. Parent is responsible for transportation.

PASS

- Students assigned to the PASS site will attend school at the Central Area PASS location for a specified number of days.

Loss of Activity

- Students who habitually or severely violate rules may not be permitted to participate in certain activities.

Out of School suspension

- Students who are suspended out of school will not be allowed on campus for the allotted period of suspension. School work will be sent home with the student for completion and will be returned to the teacher upon re-entry into school. A re-entry conference with administration and parent/ guardian is required.

******For all administrative consequences, a Louisiana State Behavior Report is issued to students and must be returned signed by parents.**

******Severe violations will result in automatic administrative referral.**

Bullying

LKLES believes that all students have a right to a safe and healthy school environment. Behavior that infringes on the safety of any student will not be tolerated. A student shall not bully or intimidate any student through words or actions. Students, parents, teachers, principals and school leaders can all work together to prevent and end bullying.

A pattern of one or more of the following:

- gestures, including but not limited to obscene gestures and making faces;
- written, electronic, or verbal communications, including but not limited to calling names, threatening harm, taunting, malicious teasing, or spreading untrue rumor;
- electronic communication including but not limited to a communication or image transmitted by email, instant message, text message, blog, or social networking website through the use of a telephone, mobile phone, pager, computer, or other electronic device;
- physical acts, including but not limited to hitting, kicking, pushing, tripping, choking, damaging personal property, or unauthorized use of personal property;
- repeatedly and purposefully shunning or excluding from activities;

Teachers or other school personnel who receive a complaint about bullying must verbally notify the principal on the day of incident and in writing within two days of the incident. The principal must notify parents and launch an investigation on the day of the incident. The investigation must be completed within ten days.

The school district policy prohibiting bullying is included in the student code of conduct and includes but is not limited to the following:

- Any student who engages in bullying will be subject to disciplinary action up to and including expulsion.
- Students are expected to immediately report incidents of bullying to the principal or designee.
- School staff and/or administrators will promptly investigate each complaint of bullying in a thorough and confidential manner.
- If the complainant student or parent of the student feels that appropriate resolution of the investigation or complaint has not been reached after consulting the school principal, the student or the parent of the student should contact the local superintendent or his or her designee.
- The school system prohibits retaliatory behavior against any complainant or any participant in the complaint process.

All students and/or staff shall immediately report incidents of bullying, harassment or intimidation to the school principal or designee. School staff members are expected to immediately intervene when they see a bullying incident occur. Each complaint of bullying shall be promptly investigated. This policy applies to students on school grounds, while traveling on a school bus to and from school, or a school-sponsored activity, and during a school-sponsored activity. Bullying and intimidation will not be tolerated. Disciplinary action will be taken following each confirmed incident of bullying.

SAFETY

- Each school maintains a crisis plan that is reviewed by all personnel at the beginning of each school year.
- Mandatory drills are conducted during the school year including fire, tornado, lockdown, and metal detector drills.
- In the event of a true emergency, be confident that your child is under the care of trained employees and please follow all directions given from school administrators. These procedures are in place to assure the safety and well-being of everyone on campus.

ANNUAL AWARDS DAY

- Our Awards Day is held in May. A student may receive an invitation by earning an award in one or more of the following areas:
 - Principal's Award – Cumulative 4.0
 - Principal's List – Final 4.0
 - Honor Roll – Final 3.5 or above (No Cs)
 - Faculty List – Final 3.0 – 3.7
No grade lower than a C
 - Top Scholar
 - Accelerated Reader Award
 - French Awards