



**2023-2024
NLES
STUDENT/PARENT
HANDBOOK**



Celeste LeBoeuf, Principal

cleboeuf@mylpsd.com

*"Everyday in
everyway, we will get
better and better"*

985-693-3445
<http://nles.mylpsd.com>
Facebook: North Larose
Elementary School

*North Larose Elementary
2023-2024 Parent/Student Handbook*

Table of Contents

<i>Welcome</i>	<i>2</i>
<i>Uniforms</i>	<i>2</i>
<i>School Bags</i>	<i>4</i>
<i>Arrival and Dismissal</i>	<i>4</i>
<i>Tardiness/Early Dismissal</i>	<i>5</i>
<i>Attendance</i>	<i>5</i>
<i>Bus Transportation</i>	<i>6</i>
<i>Conferences</i>	<i>6</i>
<i>Grading</i>	<i>7</i>
<i>Computers</i>	<i>7</i>
<i>Student-Parent-School Compact</i>	<i>7</i>
<i>PBIS (Positive Behavioral Interventions & Support Program)</i>	<i>7</i>
<i>Medical Needs</i>	<i>8</i>
<i>Custody</i>	<i>8</i>
<i>Safety</i>	<i>8</i>
<i>Cafeteria</i>	<i>8</i>
<i>Nutrition</i>	<i>9</i>
<i>Field Trips</i>	<i>9</i>
<i>Electronics and Toys</i>	<i>9</i>
<i>Visitors on Campus</i>	<i>10</i>

Welcome to North Larose Elementary- Home of the Mighty Bluejays! The faculty and staff are looking forward to an exciting year filled with familiar activities as well as fun new ones. All personnel at North Larose 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 teachers is key to a successful school year. We look forward to a successful school year and look forward to 2023-2024 being filled with lots of learning and fun memories.

North Larose Administration, Faculty, and Staff

School Mission Statement: Everyday in every way, we will get better and better!

School Vision Statement: Every second counts to help us learn more and more!

School Website: <http://nles.mylpsd.com>

School Facebook Page: North Larose Elementary School

UNIFORMS

- 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 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.

- All items of clothing must be worn as intended by design.

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).
- Headbands must be traditional, non-ornamental (no unicorns, cat ears, bunny ears, etc.)

Dress

- Hats, caps, or hoods will not be worn inside the building.
- Nametags are considered as part of the uniform and must be clipped to the shirt collar.
- Students will wear only the id tag from the current school year. Previous year's tags should be kept at home.
- Students are not allowed to wear lanyards or retractable badge clips.
- Earrings are not to exceed the size of a quarter. Hanging earrings are not recommended.

Shirts

- Shirts shall consist of a collared white oxford or broadcloth dress shirt or polo/golf type shirt- long, short, or $\frac{3}{4}$ sleeved.
- Shirts must have at least one button and may have rounded collars. Lace or pockets on sleeves are not allowed.
- Students may wear navy blue or white shirts.
- All shirts must be tucked in.
- Any shirt worn under the school uniform shall be a solid white undershirt or turtleneck.
- Pullover, long sleeve sweatshirts/sweaters, with ribbed collar, wrist, and waist, in navy, white or gray, possessing no logo except for the school logo is permitted. Only hoodies purchased through school are allowed.
- Students may wear school purchased spirit shirts every day of the week. School sweatshirts and hoodies may be worn on any day.
- There is one official school logo.
- The principal must approve all logos.

Pants/shorts/skirts

- The uniform shall consist of khaki pants, skirts, or shorts/skorts (cotton or cotton blend). Pants and shorts must be of the traditional uniform style- no jeans or jean type pants, no leggings, no baggy clothes, no cargo pants, no drawstring pants, no pants with band or elastic at the ankle.
- Shorts, jumpers, and skorts are allowed for students if they are of the same material of the above mentioned. They must have a finished hem and shall not be more than 4 inches above the knee and 1 inch below the knee.
- If pants have belt loops, a belt (blue, black or brown) must be worn. Belts shall have no metal studs, holes, grommets, or tips.
- Belt buckles may be metal but not ornate.

Socks/shoes

- Socks/stockings shall be visible above the shoe, and shall be **white, khaki, black, or navy**.
- Shoes shall be of a style consisting of a closed back and front. Shoes must be tied or strapped. Slippers, sandals, beach shoes, cleats, mules, slides, crocs, hee-lies with wheel installed and lighted shoes are **not** allowed. IF STUDENTS HAVE A DRESS UP DAY, SHOES STILL MUST FOLLOW DRESS POLICY.

Spirit/Dress Down Days

- Students are allowed to wear school spirit shirts each day of the week. These shirts include t-shirts that say "North Larose Elementary" and were purchased through the school. Sweatshirts and hoodies purchased through school may be worn on any day.
- On certain designated club days, organizations may wear their club t-shirts. These days will be on the calendar or a note will go home.
- Dress down days will be announced as the school year progresses. If students get to wear an outfit of choice, they should not wear costumes or pajamas. It should be an

outfit that follows the basic uniform policy (no sleeveless, no light up or open back and front shoes, shorts need to be appropriate length, etc.)

- Some dress down days are fundraisers for various organizations. There is no set amount to donate, but students who participate in the dress down day should give a donation to the organization. Dress down coupons may not be used on these days.

SCHOOL BAGS

- School bags can be solid, clear, or mesh.
- School bags should be free of anything hanging on them. Students may not clip any toys or stuffed animals to the zippers or anywhere else on their school bags.

ARRIVAL AND DISMISSAL

- School begins at 8:30. Students are considered tardy after the 8:30 bell. Announcements will begin at 8:25.
- Students should **not** be dropped off on campus before 8:00. A duty teacher will report to the drop off area when it is safe to allow your child out of the vehicle.
- Students should exit the car on the **driver's side** of the vehicle to avoid students crossing in front of vehicles.
- Students will all be dropped off in the drop off line. We will not have adults parking and coming into the building to drop off students in the foyer.
- Parents should wait in the drop off line and move forward following the line to leave.
- If a student is going to breakfast, he/she should go immediately upon arrival at school.
- Students who are going to breakfast should be dropped off to school by 8:15am.
- Students who are not going to breakfast will report directly to their classroom.
- School ends at 3:30. Parent pick up will begin at this time.
- Parents should not be lined up for student pick up before 3:00pm.
- Cars should begin lining up in 5 lines beginning on the cement drive through. There are 2 lanes on the cement drive through and 3 lanes in the lot closest to the pasture.
- When dismissal begins the car on the cement in lane 1 will proceed on the drive through to the first teacher doing student pick up. The first car in the second line will follow, then the first car in the third line, and so on until the first car in the fifth line has gone. Drivers should repeat this until all cars have come through the line.
- **Dismissal tags for the vehicles should be displayed on the sun visor and remain there until the child comes to the car.** The employee putting the student in the car needs to match dismissal card numbers.
- If you wish to pick up your child at dismissal, a note should be sent with the child in the morning.
- Any changes during the school day to your child's dismissal status needs to be in writing. For example, if a child is a daily pick up and needs to ride the bus, a note should be sent to the teacher that morning. If a student who usually rides the bus needs to be in pick up, a note should be sent that morning also. If a note is not sent in the morning, a note **shall** be brought to school to notify the teacher to put the child in the pick up line. We will not accept pick up requests or requests to ride the bus by phone. If for an unforeseen reason you need to pick up your child at dismissal, please be at school for **3:15** and let the secretary know. **Notes may be faxed or emailed, but the parent should call school to make sure the fax or email was received.** Please do not send messages via Facebook, SchoolStatus, or Remind during the school day for this. These sites are not

checked regularly during the school day. These changes should be the exception and not a daily occurrence.

- No student will be called out of class after 3:20 unless it is an emergency.
- **Anyone picking up a student at any time during the day or at dismissal must have the child's 2023-2024 issued dismissal card.**
- Any students remaining in the pick up line after all students have been picked up will be put on the bus to be dropped off at the address on the student's bus tag. Check these to be sure the address is correct. Please be on time if you are picking up your child at dismissal. After the second offense, a conference will be held with school administrators.
- **We WILL NOT take students off the bus at dismissal nor will we hold students at school to wait for someone to arrive.**

STUDENT TARDINESS/ EARLY DISMISSAL

- Students miss valuable instructional time when they are absent for all or part of the day.
- Students should be in class by 8:30.
- If you drop off your child after 8:30, please escort your child into the building to sign him/her in.
- If you pick up your child before 3:30, please report to the front office with the child's dismissal card. Students will not be called out of class after 3:20 except in the case of an emergency.
- If a child is checked out early, an excuse is still necessary.
- Please make sure your child's emergency cards are up to date with correct phone numbers.
- Notes will be sent home after 5 tardies. Conferences with administrators will be held after 10 tardies.

ATTENDANCE

- Regular school attendance is of utmost importance.
- Quality instruction is delivered from the teacher to the students and students do group work on a regular basis and 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 come to school to pick up class work to complete at home. Work may also be posted in Google Classroom.
- A request for school work should be done by messaging the teacher via SchoolStatus or calling the front office prior to 9:30 on the day they are absent. Work may be picked up after 2:30 to give the teacher adequate time to prepare work for the student. It may also be sent home with another student if you wish.
- Parents are encouraged to make dental and doctor appointments after school hours, whenever possible.
- 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. If your child requires a doctor's care, please send in a doctor's excuse.

- **The State Attendance Law requires that elementary students be in attendance at least 167 days per school year to be promoted to the next grade. If your child has more than 11 absences that are unexcused or temporarily excused (parent note), your child can be denied credit and have to repeat their current grade level.**
- **Parent notes received within 5 days will be considered for truancy court, but ONLY doctor's notes are considered excused in order for your child to receive credit to be promoted to the next grade.**
- Conferences with administrators will be held after your child reaches 6 and 10 absences.

BUS TRANSPORTATION

- Student safety is of utmost importance and the bus is an extension of the school. Proper bus behavior will be expected of all North Larose bus passengers.
- ALL STUDENTS MUST RIDE THEIR DESIGNATED BUS. AFTERNOON BUS CHANGES ON A DAILY BASIS ARE NOT ALLOWED.
- We will not accept phone calls or notes to change a student's bus for a day or a short period of time. Permanent address changes for moves are the only bus changes that are allowed.
- According to the Lafourche Parish School Board Policy, **a responsible adult SHALL 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.
- Students should have appropriate clothing for cold and wet weather (rain gear and coats).
- Students not following proper bus safety procedures are subject to behavioral consequences, including suspension of bus privileges.
- When a bus does not run, alternate arrangements will be made, and a call will go out 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.
- We will utilize the SchoolStatus program to send notifications to parents quickly via text.
- Please see the Lafourche Parish Student Handbook for a complete list of bus guidelines.

CONFERENCES

- Parents are asked to schedule conferences by phone, note to teacher, or email to avoid conflict with the teachers' and administrators' various responsibilities.
- Conferences will be scheduled during the teachers' planning time and will not be held during instructional time. Classrooms will not be interrupted during instructional time.
- Teachers are not available before school for conferences unless they are scheduled in advance. Teachers have duties before school and do not have time to properly prepare for an impromptu conference.
- Conferences can also be held via phone or virtually.

- Upon arriving for a conference, parents sign in at the front office.
- 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** send it in writing each school year.

GRADING

- 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 the 9 weeks period.
- Test paper folders are sent home either weekly or biweekly depending on your child's testing schedule. Tests in grades 3-5 can be viewed through the Illuminate platform. Your child can login to show you their test results.

COMPUTERS

- All students will be issued a Chromebook.
- Parents are responsible for paying for damages to a device.
- All students must have a current internet use agreement 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.

STUDENT-PARENT-SCHOOL COMPACT

- Student-Parent-School Compact should be reviewed and signed by the parents, agreeing to help your child throughout the school year.

PBIS~ POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORT PLAN

- PBIS is a process of positive behavior support that rewards students for displaying positive behavior. Student behavior is addressed on a schoolwide, classroom, individual level, if necessary, by having guidelines for employees to follow.
- Clear expectations are stated across all settings, along with rewards and consequences.
- North Larose 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 setting they are in (ex. bus, cafeteria, hallway, classroom, etc.)
- Students will receive a monthly reward if they remain in the reward's guidelines depicted for each grade level. Other rewards may be developed in individual classrooms or for certain grades. Students may also have other opportunities to earn rewards.

- Dress down coupons may not be used on PBIS dress down days.
- Students with less than 5 unexcused / parental excused absences will participate in monthly PBIS activities.
- Each teacher will inform you on the communication tool the class will use to communicate behavior with you.
- The ABC's of North Larose Elementary are A~Act safely, B~Be ready to learn, C~Care and respect for self, others, and property.

MEDICAL NEEDS

- School staff members **cannot** administer medication to students.
- If medication must be given at school, there are certain procedures that have to be followed with the nurse. Medications must be necessary on a daily basis. Please call the school nurse, Ali Fontane @ (985)693-6479, if you have any questions about medication. This requires authorization from the doctor.
- 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.
- Cough drops can be a choking hazard and should be sent only if needed at parent discretion; however, a note will be sent to the teacher to notify her that the child has them. The student may not share them with other students and should be used as directed.
- If your child has fever, they must be 24 hours fever free with no medication in order to return to school.

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 the paperwork that we have on file.

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. Fire, tornado, lockdown, and metal detector drills are conducted on campus several times each year.
- In the event of an off campus evacuation, students will be brought to Holy Rosary Catholic Church. Parents will be contacted with instructions as to what procedures to follow.
- In the event of a true emergency, be confident that your child is under the care of trained employees. Please follow all directions given from school administrators. These procedures are in place to assure the safety and well-being of all people on campus.

CAFETERIA

- All North Larose Elementary's students will receive free meals this school year.
- 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. If, on occasion, parents forget to send lunches in the morning, they must be brought to school by 10:00. Someone will bring

any lunch in the foyer to the cafeteria at 9:30 to prevent having to open the security doors unnecessarily. Lunch boxes brought to school after 10:00 will not be accepted.

- Any items in lunch bags must be in unlabeled containers. Students may not have labels on any items in the cafeteria. This could result in the loss of federal monies for the cafeteria.
- Parents may apply for free or reduced meals at any time during the school year. If your financial situation changes, please contact the cafeteria manager for a free lunch application. **Parents are encouraged to fill out the meal benefit form online even though all students are receiving free lunch.**

NUTRITION

- Snacks that are brought to share with the class must meet the nutrition guidelines of no more than 150 calories per serving.
- Some suggestions include: fruit, carrot sticks, rice krispie treats, 100 calorie packs, snack bars, baked chips.
- Cupcakes (including mini), cakes, cookies, and doughnuts are not allowed. Please do not bring these to school. They will not be allowed into the classroom.
- It is preferred that nuts not be sent since some children have nut allergies or sensitivity to nuts and they can be a choking hazard. If a child in your child's class has a nut allergy, specific guidelines will be sent for that class.
- Birthday parties are not allowed at school.
- Parents may send **individually wrapped** treats for classmates on the following holidays: Halloween, Christmas, Valentine's Day, and Easter.

FIELD TRIPS

- Field trips are an extension of our school day. The same school rules apply.
- In the event a child cannot attend the trip, no money can be refunded.
- Chaperons are sometimes necessary on a trip to provide adequate supervision to ensure the safety of students.
- Chaperons must wear a school assigned visitor tag at all times on the trip.
- Chaperons must drive to and from a field trip. No chaperons may ride on the bus.
- Chaperons must enforce school rules and all rules applicable to the venue we are visiting.
- Each field trip will have a different set of procedures. More information on each trip will come home about a month before the trip. All chaperons attending the trip need to be chaperon trained.
- When chaperoning students, adult behavior is expected to be that of which would be displayed at school (no drinking, smoking, foul language.)
- Chaperons must chaperone students at ALL times. Students should never be left unattended.
- Cell phone use should be limited. If on the phone or texting, we cannot adequately chaperone the students.
- You must know the whereabouts of the children you are chaperoning at all times.
- If a student has emergency medication, the teacher will let you know.
- In the event of an emergency, locate a school employee immediately.

ELECTRONICS AND TOYS

- Each school shall establish appropriate policies and guidelines for use of personal electronic devices (ex.: cell phones, electronic games, tablets, etc.)
- It is the policy of North Larose Elementary that NO ELECTRONIC DEVICES be allowed on campus. (phones, tablets, iPods, smart watches, electronic games, etc.)
- Toys and games are not allowed at school. This includes fidget toys and fidget spinners. If a teacher feels as though a fidget toy or spinner will help a specific student, she will speak to the parents about this on an individual basis.
- These items will be taken from the student and must be picked up by a parent from an administrator.

VISITORS ON CAMPUS

- Although all visitors are welcome on school campuses, the safety of our staff and students remains the district's primary concern.
- Visitors should use the doors facing Richardel Drive near the parking lot to enter the building.
- Due to increasing school security measures, all schools have the Badge Pass Security Devices.
- To be able to visit our campus, visitors MUST present a valid form of identification (driver's license, state issued identification) in the **front office**. Identification must be presented on each visit to the school. IDs must be able to be scanned by our Badge Pass Security Device. AGAIN, this is only to ensure the safety of our students and staff members.
- Visitors will be given a sticker to wear. This sticker must be placed on the visitor's shirt and must be visible at all times.
- **We can not scan IDs from a cell phone, so LA Wallet cannot be accepted. Visitors must present the actual ID card. Please inform anyone coming to an activity with your child of this policy.**

ADDITIONAL INFORMATION

- We cannot call students out of class to get things they may have forgotten (folders, ID, belts, lunch, etc.) If you bring something that your child may have forgotten, you may leave it in the front office, and it will be delivered or put in the teacher's box.
- Please have all of your student's belongings labeled since they will be left in the office and the teacher will need to know who to give it to.

We look forward to celebrating your child's educational successes with you this year. Please download the SchoolStatus app to receive messages about school information. If you have a Facebook account, you are encouraged to like the North Larose Elementary page for updates that will be posted. If at any time we can be of assistance to you or have suggestions for us to consider, please do not hesitate to call, (985) 693-3445 or email, cleboeuf@mylpsd.com, arguidry@mylpsd.com, or your child's teacher.

Celeste LeBoeuf, Principal

Amber Guidry, Administrative Assistant