

D.C. REEVES ELEMENTARY SCHOOL

18026 Sisters Road
Ponchatoula, LA 70454
Ph: (985) 386-6433
Fax: (985) 386-9620

STUDENT HANDBOOK

2022-2023

PRINCIPAL'S MESSAGE

Dear Parents/ Guardians and Students,

I am pleased to welcome you to D.C. Reeves Elementary School. I hope that your two years with us will be educationally profitable. Our faculty and staff are excited to have you as part of THE DC Reeves family. In the ensuing school year, we are confident We Will Achieve Excellence Together Through High Expectations. I am hopeful you will be pleased with the year ahead.

The pages of the handbook are filled with information regarding school policies and procedures. You and your child should review the contents together. If you have any questions, please contact the school office. We feel that an open and clear line of communication between school and home is important to the success of our educational program.

THE D.C. Reeves Elementary School student planner was designed to assist your child in organizing his/her daily, weekly, and long-term assignments. Our program will improve your child's organizational skills and serve as a helpful reference for parents who seek to provide academic support at home. Our parents must serve as partners in the important job of educating the children of this community. Please read all items carefully. Parents and students are responsible for knowing the contents of their handbooks.

We encourage you to participate and engage throughout this upcoming school year. If we work together as a team, we will be able to accomplish our goals and celebrate the achievement of success by our students. We are One Team with One Goal this Year at THE DC Reeves Elementary School, #EXCELLENCE!

Be Respectful ...Be CompassionateBe Great!

Sincerely,

Tamara Whittington
Principal

EQUAL OPPORTUNITY EMPLOYER

It shall be the policy of the Tangipahoa Parish School System to provide equal opportunities without regard to race, color, national origin, sex, age, disabling condition, or veteran status in its educational programs and activities. This includes, but is not limited to admissions, educational services, financial aid, and employment. Inquiries concerning application of this policy may be referred to:

Deondra Warner, Section 504 Contact Person
Tangipahoa Parish School System
Post Office Box 457
Amite, La 70422
Telephone: (985) 748-7153
Fax # (985) 748-8953

Or to the Director of Civil Rights, HEW
TANGIPAHOA PARISH SCHOOL SYSTEM HANDBOOK

Parents are urged to locate information on the Parish philosophy, educational objectives, educational goals, school admissions, attendance, medicines, school bus conduct, grading system regulations, discipline, emergency procedures, dress code, testing schedule, substance abuse, searches, school lunches and breakfast program, grade level tests and the school calendar in the Tangipahoa Parish School System Student Handbook issued in the beginning of each school year.

PHILOSOPHY

The faculty and staff of D.C. Reeves believe in the idea that all students do not progress at the same rate. Therefore, we will strive to provide a learning atmosphere in which each student is able to meet their fullest potential. Within budgetary constraints, the school will attempt to meet the intellectual, emotional, social and physical development needs of each student.

MISSION STATEMENT

The Mission of DC Reeves Elementary school is to create an environment in which students take the initiative to Be Respectful, Compassionate and Great with an opportunity to be life-long learners and productive citizens.

MOTTO

“Achieving Excellence Together Through High Expectations”

GOALS

1. To recognize the individual capabilities of each student and present a reasonable environment in which these capabilities can be realized.
2. To provide access and opportunity for ALL students to receive the sound fundamental skills necessary for future academic achievement and daily living.
3. To encourage an appreciation of our democratic way of life while emphasizing the individual's responsibility to preserve it.
4. To foster a positive self-concept in all students through striving to achieve an emotionally safe environment.
5. To involve students in activities that promote socially appropriate behavior.
6. To encourage the use of the library and the media available in research and innovation.
7. To foster an appreciation of all cultures as well as an appreciation of our American Culture.

STUDENT REGISTRATION

All registrations will need to be processed at the Registration Office at TPSS Central Office 59656 Puleston Road, Amite, LA, TPSS Registration Center 711 W. Coleman, Hammond, LA, or online. For more information/questions call 985-474-8690 or 985-474-8691.

STUDENT PLACEMENT

The principal of the school will make student assignments in grades third and fourth. The placement of a student shall be based on grades, test scores, racial balance, boy/girl ratio, pupil/teacher ratio, participation in special programs/ classes, special needs of students and other intangible considerations deemed necessary by the principal.

STUDENT ACTIVITIES/ ENRICHMENT/ SERVICES

The students at D.C. Reeves are fortunate to have the opportunity to participate in a variety of enriching activities. Many activities are school-wide, cross-grade, and involve integrated curriculums. Students are also involved in thematic units of study, which involve many varied activities utilizing as many different resources as possible.

1. Gifted and Talented Program: This program is offered through the Tangipahoa Parish School System. Students identified as having this exceptionalty by the System will spend one day per week with the Beyond Teacher.
2. Inclusion Setting or Self-Contained Room for Learning Disabled Students: Students identified as having an exceptionalty by the System may receive special services in either the Inclusion setting or Self-Contained Room. Special services offered to those who qualify include speech therapy, occupational therapy, and adaptive physical education as stated in their IEP (Individualized Education Program).
3. Field Trips: Field trips in conjunction with class studies are planned during the school year by the classroom teacher. All trips require a parental consent form and are subject to approval by the principal and Central Office Personnel.
4. 4H Club: Students in fourth grade may participate in 4H Club activities. Meetings are held monthly at D.C. Reeves with parish agents. Achievement Day is held in the spring semester in Amite.
5. Beta Club: Students in fourth grade are invited to participate in the National Beta Club. Students participate in various competitions on both the state and national level. The students are expected to Lead by Serving Others as well as promote the ideas of Academic Achievement, Character, Service and Leadership.
6. Student Government Association: Students in fourth grade will be chosen from each homeroom to serve on the SGA. These students will have an opportunity to meet with administrators to enhance the culture of the school environment.
7. All students are issued a Chromebook. The students are expected to charge the Chromebook each night.
8. Computers: Computers are housed in the computer labs and in individual teachers' classrooms. Two computer labs are utilized on a scheduled basis by all students. Reading and Math skills are practiced with the assistance of the classroom teacher and a computer lab paraprofessional.
9. Student Assistance Team (SAT). A team composed of administration, faculty members, and a central office facilitator, meet to discuss students who are having difficulty in school on a weekly basis.
10. Positive Behavior Intervention Support System: (PBIS) All students participate in this program that encourages and recognizes positive behavior. Students are taught the expectations of the school and receive acknowledgement and rewards for their positive behavior.
11. Student of the Month: Each month one student is chosen from every homeroom as the Student of the Month. This student must exhibit characteristics of a good citizen to his/her peers as well as the faculty. They are recognized in an assembly and receive a t-shirt, certificate, their picture in the local paper as well as on school's website. This program is sponsored through a silent partnership.

12. Core Value Recipient: Each Month a student from third grade and fourth grade as well as a faculty member will be chosen as a Core Value Recipient. The individuals must exhibit the Core Value characteristics: Be Respectful, Be Compassionate, Be Great.
13. B.U.G. Club: This is our Bring Up a Grade Club. Every nine weeks, students who bring up one of their grades without declining in any other subject become members of the B.U.G. Club. The students will receive a certificate and a small prize. The program is sponsored through a partnership with the local chapter of the Kiwanis Club.
14. Club Day: All students participate in Club Day which is held once a month. Club Day gives students the opportunity to participate in activities of their own personal interest. Some examples are chorus, robotics, computers, dance, physical fitness, board games, Spanish, Art, etc.
15. Spanish: Students receive one hour of Spanish and one hour of Art instruction weekly.
16. Music: Students receive one hour of Music instruction weekly or bi-weekly.

VISITORS TO SCHOOL CAMPUS

D. C. Reeves welcomes and encourages parents and other school groups to visit the school at the **appropriate times**; in fact, special programs and visiting days shall be planned throughout each school year to provide opportunities for such visits. To ensure the proper protection of instructional time and the welfare of the students the following procedures must be adhered to:

1. **All visitors must report to the school office** immediately upon arrival onto the school grounds. You will need to have your driver's license or picture ID and a visitor tag will be provided through the school check in system. The tag must be worn at all times while on campus.
2. **All visits should be pre-arranged.** It is suggested that parents try to schedule conferences before school, after school, or during the teachers planning period. **Conferences with administration must be prearranged through the office.**
3. Principals are authorized by the Tangipahoa Parish System to take the necessary steps in dealing with unauthorized visitors.
4. No child or parent will be allowed to enter a classroom after the teacher has left for the day.
5. All parent volunteers must be approved by administration prior to volunteering.

CAMPUS SECURITY

Security cameras are currently installed throughout our campus. The cameras have been installed in strategic areas and monitor our school campus 7 days per week/ 24 hours per day.

SCHOOL DAY

The school day at D. C. Reeves begins at 8:25 A. M. and ends at 3:35 P. M. All students shall arrive on time and be picked up on time.

ARRIVAL AT SCHOOL

A teacher will be on duty in front of the school at 7:55 A. M. Students are not to arrive at school before 7:55 A. M. Students should not be dropped off in teacher parking areas near the cafeteria or in front of the school. This is to ensure your child's safety. Due to the crowded traffic situation in the private transportation driveway (which is one-way only), parents are asked to leave home early and be patient while waiting to unload at the private transportation gate where a teacher is on duty. In order to provide safety for our private transportation students, cars dropping off/picking up children at D.C. Reeves Elementary should turn on Rateau Rd. from Highway 22, entering at the school's gate on Rateau Rd. going one way only. Vehicles should approach this entrance from Rateau Rd. and **NOT Sisters Rd.** More specific transportation guidelines will be distributed on the first day of school.

TARDINESS

It is extremely important that your child be on time for school each day at 8:25 A. M. Students entering the campus after 8:25 A. M. bell must report to the office to sign in. After three unexcused tardies the student will be referred to Truancy Court. Excused tardies include student's illness, student's doctor's/dentist's appointment, death in

immediate family or late bus. The principal or his/her designee will make the final decision regarding excused or unexcused tardies.

According to Louisiana Law R.S., 17:151.3 students must attend school a minimum of 167 days per school session. Below is our tardy policy.

1st Tardy	Verbal Warning.
2nd Tardy	Copy of this letter given to students to give to parent.
3rd Tardy	Parent Conference.
4th Tardy	Loss of recess/free time or Activity Events (2 days)
5th Tardy	Loss of recess/free time or Activity Events (4 days)
6th Tardy	Positive Action Class (PAC) for 1 day
7th Tardy	Positive Action Class (PAC) for 2 days
8th Tardy	Positive Action Class (PAC) for 3 days
9th Tardy	Truancy Intervention Program (Truancy Court)/Positive Action Class (PAC) for 4 days
10th Tardy	FINS referral submitted/Positive Action Class (PAC) for 5 days

DISMISSAL/DEPARTURE FROM SCHOOL

Children who are picked up by a parent (in vehicles) are dismissed at 3:35 P.M. Parents must use the private transportation driveway which opens each day at approximately 3:25 P. M. Parents must display the Private Transportation Card in the front window of the car. If the driver does not have a card, they will be asked to pick up their child in the office so that the person can be verified as an authorized person on the child's office card. Parents are asked not to leave their vehicles to walk through any of the driveways to pick up a child. Duty teachers have been asked to allow a child to leave with a parent only when the car comes to a complete stop in front of the private transportation area. Parents are also asked not to go to the classrooms to pick up students. All parents must remain in their vehicles while on campus and going through the carpool line.

Private transportation students are expected to be picked up in a timely manner. Children should be picked up by 4:00 P. M. **Repeated occurrences of students being picked up late will result in the child being placed on a school bus for afternoon transportation.**

Parish bus transportation is provided for those students who live more than a mile from school. The riding of a bus is a privilege and all safety rules must be followed. Safety and courtesy shall prevail while students are on the bus. All bus students will be transported to his/her address only. If the student has a special transportation request, the parent must fill out the appropriate form in the school office at the beginning of each school year. In addition, students will not be allowed to ride to or from school on any other bus than the bus they are assigned to ride each day. In an extreme emergency situation, a student shall be allowed to ride an alternate bus. If the presence of the additional student causes an overloading situation on the alternate bus, the student will not be allowed to change from the original bus.

ATTENDANCE

Attendance in school is extremely important. Students must meet a minimum of 175 days in order to be considered for promotion to the next grade level. The school will adhere to the Tangipahoa Parish School System's mandated attendance policy.

ABSENCE FROM SCHOOL

Upon returning to school from an absence, students must present a written excuse to the classroom teacher stating the reason for the absence. If the excuse is not turned in within three (3) days following the absence, the absence will be marked as unexcused. If absent three or more consecutive days, the parent's note must be accompanied by a physician's statement. The principal will make the final decision regarding excused or unexcused absences. The principal has the right to require a doctor's excuse for excessive absences. **All absences due to family travel, religious holidays, etc. are unexcused unless pre-approved by the principal prior to the absences. Only medical emergencies and death of an immediate family member will be excused during State Testing.** Dates of absence must be included in the parent's written request.

Make-up assignments and the due dates will be determined by the classroom teacher for excused absences. Students who receive an unexcused absence or tardy will be assigned a “0” for tests or graded assignments in each subject during the unexcused absence. Assignments may be requested after a student has been absent for two or more days. A parent must call in the morning and assignments will be ready by 2:00 P. M. that afternoon.

EARLY SIGN OUT

If a parent wishes to pick up a child any time before regular dismissal (3:35 P.M.), he/she must sign the child out in the school office. **Students may not be checked out after 2:45 pm.** Only the person (s) whose name (s) appears on the student’s office card and/or parents will be allowed to sign a student out. Identification shall be requested before a student is released. Students who are checked out during the school day receive an excused absence/tardy only for illness, doctors/dentist’s appointments or death in the immediate family **once a parent/doctor/obituary note is received.** If a parent elects to have another adult check the child out of school, the parent must send a written note giving permission for the child to leave with someone other than the adults listed on the child’s emergency form. Identification must be presented.

SCHOOL UNIFORMS AND DRESS CODE

Our school has an official and approved logo of an EAGLE. It is the only logo appropriate to school attire. DCR spirit shirts/sweatshirts will be available for purchase at the beginning of the school year. Students may wear their official spirit shirt each FRIDAY with their uniform bottoms. Students must wear school appropriate shoes with rubber soles ensuring the shoes are closed toe and back with no heel.

The principal or designee of each school shall make the final decision as to what is considered proper or improper dress according to the guidelines provided in the TPSS Student/Parent Handbook. **Please refer to the 2022-2023 TPSS District Handbook for more detailed information regarding the student dress code as we will adhere to the parish policy.**

TELEPHONE

The office telephone is available for emergencies and school business. Students must have an office admit slip from a teacher and must ask the secretary, principal, or his/her designee for permission to use the telephone. Ordinarily students must be assisted by a teacher/staff member to call long distance numbers (in emergency situations only).

Parents are asked to limit the number of calls to the school office. Messages to students will be given only in the case of emergencies. **No verbal messages regarding buses or other modes of transportation will be given to students. Parents must send written messages to the school regarding a change in transportation. In emergency situations, a faxed request will be accepted.** Parents are asked to read all communications from the school so that a telephone call to the school is not necessary. However, conferences, parental concerns, or official school business calls are encouraged.

SCHOOL INSURANCE

School insurance is available to all students. It may be purchased during the first three weeks of school. Insurance information and the insurance application are issued to students during the first week of school. Parents wishing to purchase said insurance must complete the required information and return the application and money to the school. All applications and monies will be submitted to the Tangipahoa Parish School System so that the individual student will be covered. The school does not provide Hospitalization/ medical coverage.

EMERGENCY FORMS

Each student is required to have an emergency form on file in the office in case the parent needs to be contacted. **Parents are asked to keep accurate, up-to-date information on file. Parents/ guardians must**

provide current contact information. If the contact information is not current a student may be excused from school until the information is current.

EMERGENCY DRILLS

Periodically throughout the school year we will conduct emergency drills in order to prepare our students for any of the following emergencies should they occur: Fire, Severe Weather, and Campus Lock Down. These drills are only meant to prepare our students.

LOST AND FOUND

A lost and found box is located in the office. Students are encouraged to have names on all clothing items or belongings brought to school. **All unclaimed items will be donated to a needy cause at the end of each semester.**

MEDICATION

Medication of any kind will not be given to a student unless all of the following regulations have been completed:

1. Written orders from a physician detailing the name of the drug, dosage, and time intervals medication is to be taken.
2. Written request and permission from the parent or legal guardian of the student requesting that the school district comply with the physician's order (forms may be obtained from the school).
3. Medication must be brought to school **by an adult only and must be in a container appropriately labeled by the pharmacy or physician.**
4. Each medication given at school will be recorded on a medication log, which includes the date, time, dosage, and signature of the person giving the medication. Only those persons trained will give medication at the school.
5. Parents should provide refills of medication prior to the medication running out.
6. New dosage or any changes to medication requires new forms and medication bottles.
7. At the end of the school year parents are required to pick up any unused medication.
8. **Cough drops, nasal sprays, aspirin, Tylenol, etc. are considered medication and proper forms must be completed by the parent and the physician for these over-the-counter medications.**
9. New forms must be completed each school year. Parents are always welcome to come and administer medicine to children in the school office.

PARENTAL/COMMUNITY INVOLVEMENT

It is the belief of THE D.C. Reeves Elementary School faculty and staff that parents/guardians play an instrumental part in the overall education of their children. Parents are given opportunities to cooperatively participate in the school to ensure the best education for their children. Only through an awareness of what is going on at the school and through close communication between parents and the school, can excellence in education become a reality. For these reasons the faculty and staff are committed to continue to improve parental and community involvement.

1. **Home-School Communication:** The following are means of home-school communications:
 - a. Monthly calendars of events
 - b. Student Handbook (Tangipahoa Parish School System and D.C. Reeves Elementary School)
 - c. Teacher notes, newsletters, and letters from the principal
 - d. Weekly comment sheets regarding class work, behavior, homework, test scores
 - e. Telephone calls from teachers and/or principal/ assistant principals
 - f. Report cards every six weeks
 - g. Progress reports every three weeks
 - h. Results of standardized testing
 - i. Reports of disciplinary action
 - j. Letters of excessive absences or tardiness
 - k. Notification of student illness or injury

- l. Parent/teacher conferences throughout the year
 - m. Field trip letters for parental consent
 - n. Eagle Tracks Volunteer meetings and functions
 - o. Open House
 - p. Newspaper releases
 - q. School Report Card for Parents
 - r. Curriculum Night
 - s. School Website
 - t. Parent Command
 - u. Class Dojo/PBiS
 - v. DC Reeves Facebook Page
2. **Parent Volunteer Program:** A parent volunteer program has been established at our school. Parents can volunteer to help in the following ways:
 - a. Book Fair
 - b. Santa Shop Fundraiser
 - c. Splash N Dash
 - d. Eagle Tracks projects
 - e. School projects
 - f. Constructing learning styles games, etc...
 3. **Eagle Tracks Volunteers**
 4. **Community Involvement:** The school invites businesses, churches, and civic organizations to donate/ volunteer time, money, or resources to partner with the school for various activities and/or events.

CONFERENCES

It is the goal of D.C. Reeves to work together with students and parents as a team. Teachers, students, or parents/legal guardians may request a conference with a teacher or the principal/ assistant principals. This may be done by calling the school secretary at (985) 386-6433. A message will be taken and the appropriate person will return your call to schedule the conference. Conferences will be held during the teacher's planning period or before or after school. **Conferences with administration must be pre-arranged.**

MATERIAL FEES

The supply fee at D.C. Reeves is \$15.00. This fee is used for materials, supplies, student rewards, equipment and other items which will enhance learning as deemed necessary by the principal/ teacher.

PERSONAL ITEMS

Students are not allowed to bring toys, electronic devices such as hand held games, tape recorders, etc. to school. These items often encourage theft and when misused could disrupt the instructional program. Items such as these will be taken from the student and stored in the office for release to a parent. **Gum chewing is not allowed under any circumstances.**

PASSES

Students are to remain in the classroom under the direction/supervision of the teacher during the school day. Students who are outside of the class area must have a pass (hall/restroom pass, office pass, library pass/etc.) issued by the classroom teacher.

DISCIPLINE

It is the professional belief of the faculty, staff and administration that the Tangipahoa Parish School System's Positive Intervention Behavior Support System will assist in providing a safe, healthy, and positive environment in which each child may have the opportunity to learn. Effective, quality instruction requires orderly procedures and discipline. The intent of the discipline policy, as well as the enforcement of its rules, is to insure the

presence of a safe, effective learning atmosphere in which students and school personnel work cooperatively toward the well-being of everyone who is a part of the school.

If your child participates in the Positive Action Class (PAC) he/she will receive a notice of the steps involved in this program and parents will be notified by phone or in person. **IF A STUDENT IS SUSPENDED WITHIN 6 WEEKS OF A SCHEDULED FIELD TRIP AND/OR RECEIVES 2 OR MORE BUS REFERRALS, HE/SHE WILL NOT BE ABLE TO ATTEND.** Please refer to the 2022-2023 TPSS District Handbook for more detailed information regarding the discipline policy as we will adhere to the parish policy.

POSITIVE ACTION CLASS (PAC)

Students who attend PAC will complete all assignments given by the classroom teacher. During PAC, students will also be provided with conflict resolution training through the use of videos, discussions and reflection. A notice of these steps will be given by the disciplinarian if warranted. Any student attending PAC will be allowed to ride the regular school bus to and from school. **A student who is assigned to PAC will not be able to participate in any school activities. No refunds will be issued if a student is unable to attend the event.**

CUSTODY

Please be sure to provide the front office with updated custody restrictions.

GRIEVANCE/COMPLAINTS

The Tangipahoa Parish School System has both grievance/complaint procedures. Copies of these procedures and forms can be found in the Tangipahoa Parish School System Student Handbook distributed at the beginning of each school year.

COMMUNICATION PADS

Each student receives a communication pad at the beginning of the school year.

PARENTAL REVIEW OF STUDENT HANDBOOK

Parents are encouraged to become involved in their child's educational experiences. As a concerned parent, you are asked to work with our school staff by:

- ___ Providing school supplies needed for your child.
- ___ Seeing that your child gets the needed amount of sleep.
- ___ Providing a good breakfast for your child.
- ___ Making sure that your child leaves home each morning with a smile.
- ___ Creating a cheerful home environment.
- ___ Sending your child to school unless he/she is sick.
- ___ Supporting and encouraging school work.
- ___ Supervising homework assignments.
- ___ Reading to your child.
- ___ Listening to your child read.
- ___ Communicating with your child's teacher.
- ___ Becoming involved in other school activities by volunteering.

D.C. REEVES FACULTY
2022-2023

Administration

Tamara Whittington,
Principal
BA in Public Administration
M.Ed. Educational Leadership

Margaret Milazzo
Assistant Principal
BA in Elementary Ed
M.Ed. Administration/Supervision

Marcus Brown
Assistant Principal
M.Ed. Administration/Supervision

Third Grade	Fourth Grade
Megan Averitt	Kenisha Callahan
Jackeyla Berry	Catherine Coleman
James Cox	Taylor Eymard-Tucker
Jenea Deshotel	Morgan Fish
Kaylin Gauthreaux	Charity Frye
Lawrencia Guillory	Sarah Garcia
Brandi Hartley	Jeanne Genco
Ralphlynn Haynes	Lisa Gibson
Kaylin Hudson	Leeann Higgins
Amiracca Johnson	Brandi Kea
Rajyalakshmi Koduri	Lauren Kraft
Bailey Morgan	Susie Miller
Kelly Stockstill	Alice Rainey
Ryneisha Taylor	Keona Seiber
Ethel Walker	Candace Thibodeaux
Jill Williams	Davin Thomas
Kelan Woods	Stacy Walker-Taylor
Stephanie Rivet 3 rd & 4 th Grades	
Support Teachers	
Christina Brumfield-CASE Lead Teacher-SPED	Marlena Foster-Physical Education
Amber Perrin-SAT Coordinator-Lead Teacher	Stacey Lawson-Library
John Tucker, APE	Juline Neal-Art
	James Square-Music

BEHAVIOR INTERVENTIONIST

Terry Ainsworth & Keatha Jackson

Counselors

Laura Anderson & Shenadra Scrubbs

SPEECH THERAPIST

Amy Davis

PARAEDUCATORS

Carli Adams
Ashton Bell
Ashley Brown
Jalisa Brumfield
Leigh Burnthorne
Shari Hux
K'Yanna Jackson
Johnny Johnson
Jennifer Ledet
Earnestine Mosley
Mavis Pierson
Tracy Robertson
Helen White
Carol Williams
Ja'Laza Yates

SECRETARIES

Laura Diaz
Connie Duhon
Jessie Jackson

NURSES

Dayna Breaud

CUSTODIANSCharles Watkins, **Head Custodian**

Terrance Bailey
Tammy Hines
Ado McMorris

CAFETERIA

Charlotte Chaisson
Niya Foster
Virgie Harrell
Wanda Tillis