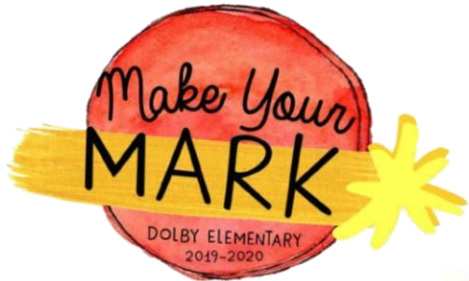
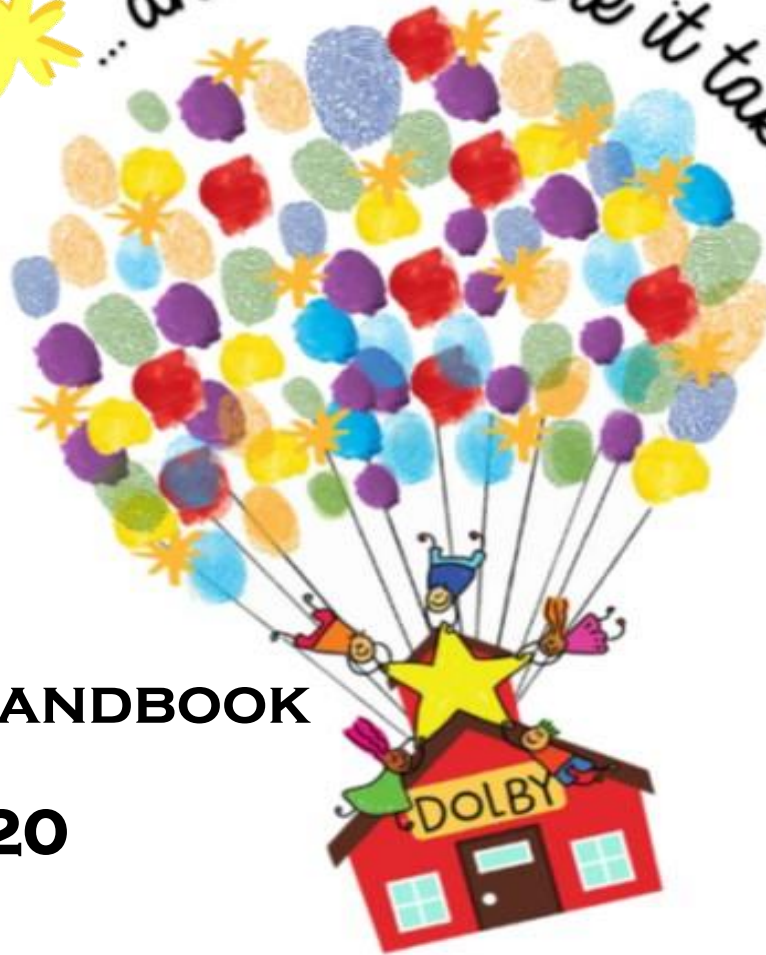


DOLBY ELEMENTARY



... and see where it takes you!



STUDENT HANDBOOK

2019 ~ 2020

Dolby Elementary School Student Handbook & Planner

This student handbook/planner belongs to:

Name: _____

Grade: _____

Contact Information

School Phone # 217-4730	Extension	Email
Laura Phenice – Principal	5952	laura.phenice@cpsb.org
Lindsey Comeaux – Assistant Principal	5953	lindsey.comeaux@cpsb.org
Annette Deshotel – Secretary	5954	annette.deshotel@cpsb.org
Darlene Manuel – Secretary	5955	darlene.manuel@cpsb.org
Dana Coe – Secretary	5955	dana.coe@cpsb.org
Sandy Stevens – Counselor	5956	sandy.stevens@cpsb.org
Carol Womack – Librarian	5957	carol.womack@cpsb.org
LeRay Hensley – Cafeteria Manager	5958	leray.hensley@cpsb.org

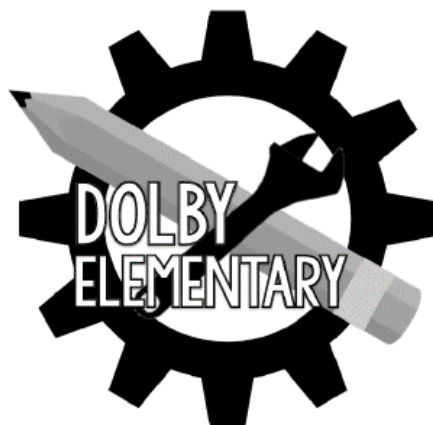
School Fax # 217-4731

Vision: *Learning and Leading for Life*

Mission: *Empowering Inspired Leaders*

Beliefs

1. Education is the responsibility of students, parents, teachers, and the community.
2. Everyone can learn.
3. A safe, positive environment promotes learning.
4. Prepared students are productive citizens.
5. Trustworthiness, fairness, respect, responsibility, caring, and citizenship are essential qualities to be nurtured.



Dolby Elementary Strategic Plan

August 2019

Vision: *Learning and Leading for Life*

Mission: *Empowering Inspired Leaders*

To achieve high academic standards

- All students will be proficient in English Language Arts as measured by District Common Assessments.
- All students will be proficient in Mathematics as measured by District Common Assessments.
- All students in grades 3, 4, 5 will be proficient in Science and Social Studies as measured by District Common Assessments.
- All students will be proficient in PBIS expectations by modeling the Eight Habits and earning an "O or S" in conduct.
- Dolby students will achieve a 98% attendance rate.

To increase stakeholder satisfaction

- Faculty and staff will survey all stakeholders, measure levels of satisfaction, track and report results, and develop action plans for improvement.
- Faculty and staff will maintain a positive image in the community by recognizing student and staff accomplishments throughout the year.
- Faculty and staff will enhance stakeholder involvement by offering a variety of activities for parents and community members to contribute and work in the school environment.

To manage all processes efficiently and effectively

- Faculty and staff will identify and align all school processes.

Eight Habits

*Be Proactive ~ Begin With the End in Mind ~ Put First Things First ~ Think Win-Win
Seek First to Understand, Then to Be Understood ~ Synergize ~ Sharpen the Saw
Find Your Voice*

Parent/Visitor Information

Office hours: 7:30 AM to 3:30 PM

Office phone number: 217-4730

School Schedule

7:45 First bell rings/Classes begin

10:15-12:30 Lunches served

2:50 PK, Kindergarten, Bus Students, Bikers & Walkers dismissed

2:55 Car students dismissed

The safety of our students is our number one priority. **All visitors must sign in** and upon approval of the office staff, will be allowed entrance into the building. Visitors must wear a visitor's badge at all times and sign out when leaving. Parking is available in the front circle drive (between 8:30 a.m. and 2:00 p.m.) and in the parking lot.

Afternoon Dismissal - *Car students will only be dismissed to cars that are waiting in line. This includes students dismissed to the back and the front of the school. Do not park your car and walk up to the doors to pick up your child.* You will be instructed to get back into your car and follow the dismissal process. Also, do not park down the street and instruct your child to walk to meet you – this puts your child's safety in jeopardy at your own request. Safety is our priority and we appreciate everybody's consideration and concern! Walkers will be released at the east door and we ask adults to meet their child at the sidewalk on Jefferson Dr.

Attendance

Absences - All students are expected to attend class every day that school is in session. Parents or guardians *must provide a dated and signed note for any absences to the child's teacher.* The note must state the reason for the absence and the date of the absence. Personal illness and death in the family are considered excused absences. Any exception must receive the principal's approval. Out of town trips must receive the approval of the elementary administrative director. **Unexcused absences do not allow students to make up missed assignments.**

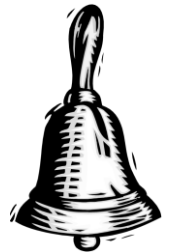
****State law requires that all students must be in attendance 94% of the school year. This means that they cannot miss more than 10 days of school to be promoted to the next grade. It is of utmost importance that your child attends school every day.**

Arrival/Dismissal - Students should arrive at school between 7:15 and 7:40 AM. The bell rings at **7:45** and school begins at that time. Classes are dismissed at 2:50pm. All arrivals in the morning will be through the front doors. Back gates will be locked to ensure student safety.

Rainy Day Dismissal – If it is raining at dismissal time we will ask all walkers to report to the gym for pick up so the students are not walking home in the rain. ***Please make sure you have spoken to your child about rainy days and you have a plan in place.*** Dolby is a busy place at dismissal and our secretaries get overwhelmed with calls at 2:30 on rainy days. We want to make sure everyone is safe and where they belong. If you have an older child that will need to walk regardless of the weather, please email Mrs. Phenice or write a note to the office so your child can be added to a special list of students that must walk home due to parent work situations who do not have transportation.

Student check-in/check-out - Parents must accompany their child into the office to sign in if arriving after **7:45**. Office personnel will call for the child if checking out before dismissal time.

Students will not be allowed to checkout after 2:30. Tardies and early check-outs are monitored by the office of Child Welfare and Attendance. Instruction takes place from 7:45 through 2:55.



Tardies - Any student arriving **after 7:45 AM** will be marked tardy. Parents must sign in their child at the front office. Excessive tardiness will result in investigation by the office of Child Welfare and Attendance. With the increased emphasis on school accountability *it is imperative that your child come to school on time and stay for the entire day. Students dropped off after 7:45 AM must be signed in in the front office.*

Illnesses in school - If your child becomes sick while at school, you will be notified. Determining the nature of the illness is a judgment call. School personnel will do their best to assess the problem and take the suitable course of action. It is your responsibility to keep updated phone numbers in the office for student emergencies!

Legal custody - Where the legal custody of a student has been judicially assigned to one parent or legal guardian, a certified copy of the judgment should be presented and kept on file in the school office. **In the absence of a legal document, the child will be released to either parent.**

Student transfer - Parents should notify the teacher and the office in advance if your child will be transferring to another school. The following guidelines must be met before a student's records can be released:

1. Textbooks must be returned.
2. Library books must be returned or paid for in full.
3. Lunch money must be paid in full.
4. Assessment fees must be paid in full.

Uniforms - Uniforms are mandatory in all Calcasieu Parish elementary schools. The uniform policy

is as follows: Uniform shirts will be white, hunter green or navy blue polo/golf style shirts (short or long sleeves with a collar) or shirts that button down the front with a collar. No emblem, logo, decoration, or decorative trim is allowed. **Official Dolby shirts (not club/spirit) are considered uniform and may be worn any day of the week.** White, hunter green or navy-blue turtlenecks with no emblem, logo, decoration, or decorative trim are acceptable. Turtlenecks can be worn separately or under uniform shirt. Solid white t-shirts will be allowed under the uniform shirt.



Only uniform color T-shirts (solid white, hunter green, or navy blue) will be allowed under the uniform shirt. Previous years spirit shirt/club shirts may be worn on day determined by the school administrator – FRIDAY ONLY. Please wear only official school shirts.

- Administrators may option to have students wear the official school logo on the school's designated shirt. **(You may wear this year's school spirit shirt any day of the week.)**
- Dolby club shirts may be worn on designated club meeting days.
- **Shirts must be tucked in at all times.**
- Khaki (shades may vary) or navy blue pants, skirts, shorts, skorts, or jumpers must be uniform style and color (no blue jeans, no corduroy or wind-suit materials, no sweat pants, no stretch pants or leggings, no spandex, no baggy pants, no bell-bottoms, no carpenter or cargo styles, no hip-huggers, no side-knee pockets). Emblems, logos, or decorations are not allowed.
- Pants, shorts, skirts, jumpers, and skorts must measure (front and back) no shorter than three inches above the knee. Belts should be black, brown, navy blue, hunter green, or khaki with no emblem, logo, or decoration and must be worn with slacks and shorts that are designed to have belt loops. **Belts must be visible and worn around the waist.** Belts are optional for pre-k, kindergarten, and first grade students.

- **Socks are required** (or stockings for girls) and should be hunter green, navy blue, khaki, or white with no emblem, logo, or decoration and **must cover ankle and be visible.**
- **Appropriate shoes must be worn and not include hee-lies, clogs, flip-flops, or shoes without a back. Sandals and crocs are not allowed.**
- Acceptable outerwear for classroom is limited to include sweater, sweater vest, sweatshirt, and light jacket. *During class time, jackets are to remain open—not zipped or buttoned.* Colors for classroom outerwear include khaki, navy blue, hunter green, and white. **No hoodies, emblems, logos, words, brands, pictures, or decorations other than solid uniform colors are allowed on classroom outerwear.** The uniform shirt must be worn under outerwear.
- Heavy coats and jackets worn to and from school and/or outdoors are not restricted, but recommended to colors of navy blue, white, khaki, and hunter green. Hoodies may not be worn in the classrooms (refer to outerwear above – must zip or open)
- No headwear shall be worn on campus with the exception of knit caps in extremely cold weather.

Other Dress Code Regulations:

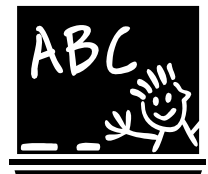
- **Prohibited items** include bandannas, hair rollers, **Mohawks and extremes in hair styles, psychedelic hair colors, lines, letters, or designs shaved in the head.**
- Sunglasses, nose rings, visible body piercing, and excessive or inappropriate jewelry are prohibited. **Boys are not allowed to wear earrings.**
- Prohibited items include makeup, painted faces, and **stick-on tattoos.**
- Clothing worn is not to be suggestive or indecent.
- Clothing, jewelry, and general appearance are not to be of the type that would cause a disturbance or distract or interfere with the instructional programs or constitute a safety or health hazard.

Parents or guardians may request an exemption from the School Uniform Policy by submitting a written request to the principal. Exemptions may be granted for religious reasons, medical reasons, or other justifiable reasons.

Free Dress Days: Occasionally students will have the privilege of free dress. Please remember that school dress code still applies for length of shorts, no spaghetti straps, no inappropriate slogans, spandex or exercise pants, flip flops, or other inappropriate clothing.

The following disciplinary plan will be utilized for students who are non-compliant with the School Uniform Policy.

1 st Offense	Written warning
2 nd Offense	Phone call to parent/guardian
3 rd Offense	Principal, parent, student conference



Friday is Dolby spirit shirt day. Students may wear club shirts or any Dolby shirt.

Academic Information

Curriculum - The elementary curriculum consists of reading, language arts, mathematics, social studies, science, fine arts, and physical education. Spanish is taught to academically able students in fourth and fifth grades. Special education services (for students who qualify) include resource classes, a speech pathologist, SPARK (gifted) classes, REACH (first grade only), and Talented Arts program.

Grading – CPSB has adopted this grading scale to be used by all schools:

A	100 - 93	Excellent
B	92 - 85	Above average
C	84 - 75	Average
D	74 - 67	Below average
F	66 - 0	Failing

Homework - Home learning is an integral part of the learning process to support, enrich, and reinforce subject matter taught at school. Each classroom has developed a homework policy. It is the student's responsibility to complete assignments and turn them in on time. Parents can assist by close communication with the teacher and making sure that homework assignments are completed and accurate.

Report Cards - Report cards are issued after the end of each nine weeks period for grades kindergarten through five. When nine weeks grades are averaged, the overall grade is determined as follows:

A	3.50 – 4.00
B	2.50 – 3.49
C	1.50 – 2.49
D	1.00 – 1.49
F	0.00 – 0.99



Report card envelopes must be signed by a parent and returned to the teacher.

Student Progress - Kindergarten and first grade work is sent home on an almost daily basis. Second through fifth grade papers are sent home on “Take Home” Wednesdays. Interim Progress Reports (IPR) are sent home every three weeks. These progress reports are to inform you of the academic progress of your child in each subject area. Please contact your child’s teacher if you have any concerns about your child’s progress.

Student Progress Center - The Calcasieu Parish School System has made available to all parents an online system of tracking your child’s academic progress (grades) and Accelerated Reader performance. Information regarding procedures will be sent home in the first few weeks of school.

Parent/Teacher Conferences - Parent-teacher conferences are a necessary means of communication between school and home. Teachers will meet with each parent at the beginning of the school year. At mid-year we will have school-wide student-led conferences with students leading the process of explaining to their parents the progress they have made so far. Teachers act as facilitators and will arrange for private conferences if necessary. Parents may request a conference at any time throughout the school year.

Promotion - Students will be considered for promotion based on the following conditions:

Kindergarten must:

- earn a passing session grade in both ELA and Math
- meet the criterion score on the District Common Assessments for ELA and Math
- be in attendance a minimum of 167 days

Grades 1-3 must:

- earn a passing session grade in both ELA and Math
- be in attendance a minimum of 167 days

Grade 4 must:

- earn a passing session grade in ELA, Math, and Science or Social Studies
- earn a passing grade on the EOY District Common Assessment in Math and ELA
- be in attendance a minimum of 167 days

Grade 5 must:

- earn a passing session grade in ELA, Math, and Science or Social Studies
- be in attendance a minimum of 167 days

Teacher Requests - Student placement in classes is based upon many factors. The administration and staff at Dolby are committed to making the best academic placement for your child; therefore, we do not honor teacher requests. At the end of the school year we send home a “parent input” form asking for your assistance in describing the learning needs of your child. This form, along with recommendations from the previous teacher and the administration, will determine the class placement for your child for the upcoming school year. **If you have a special situation that we need to be aware of when we make our class assignments (cousins not to be in same class, academic consideration, etc.), please make sure that it is addressed on the “parent input” form.**

Testing – State standardized tests are administered each spring to students in grades 3, 4, 5. These tests are extremely important and are used to gather data about our academic performance as a school and for your child. We will be administering the State test to students in the spring of 2020. Test dates and information will be sent home in the spring.

The Leader in Me - “The Leader in Me” is a simplified version of the principles made famous in Stephen Covey’s book “The 7 Habits of Highly Effective People.” This program teaches students personal leadership and life skills, such as goal setting, time management, teamwork, problem-solving, respect for diversity and life balance. As the year progresses, you will hear your child referencing the Eight Habits:

Habit 1: Be Proactive • *You're in Charge*

Habit 2: Begin With the End in Mind • *Have a Plan*

Habit 3: Put First Things First • *Work First, Then Play*

Habit 4: Think Win-Win • *Everyone Can Win*

Habit 5: Seek First to Understand, Then to Be Understood • *Listen Before You Talk*

Habit 6: Synergize • *Together Is Better*

Habit 7: Sharpen the Saw • *Balance Feels Best*

Habit 8: Find Your Voice • *Share Your Passion*

Accelerated Reader - Dolby students participate in a school wide program that allows children to read at their appropriate developmental level. The Accelerated Reader program permits teachers to monitor student progress while motivating children to read. At the beginning of each school year teachers determine the reading ability level of each of their students. Zones of proximal development are determined and students set individual goals and class goals. Working with students to meet their AR goal is just one way that our school promotes literacy and builds a foundation for lifelong learning. Parents can extend their child’s learning by providing fifteen minutes of reading at home every night. At the end of each nine weeks period, students who met their AR goal will be allowed to attend a special celebration in recognition of their reading accomplishments.

Library - The Library houses a large selection of Accelerated Reader books. Pre-K-5th grade students attend a weekly scheduled Library time. Teachers may schedule the library media center as often as necessary to support and enrich the curriculum.

Art – A certified art teacher provides instruction to students 2 ½ days a week.

Music - A full-time music teacher provides music instruction to all students at Dolby. In addition, fourth and fifth grade students have the option of participating in chorus. The award-winning Dolby



Chorus performs annually at Partners in Education, local nursing homes, and for many school performances.

Physical Education - A full-time P.E. teacher provides instruction for all Dolby students. A focus on health and fitness includes emphasis on proper nutrition and good sportsmanship. Field Day is a culminating event that all Dolby students look forward to every spring.

Spanish - Academically able fourth and fifth grade students will receive instruction in conversational Spanish from a certified teacher.

Special Education - Students who qualify for special education services may receive extra help in the following areas:

1. **Speech:** A certified speech pathologist provides services to students who have been diagnosed with a speech or language problem.
2. **Resource:** Three resource teachers provide services for students who have been identified as learning disabled or other health impaired. Self-contained services are also provided for students who need a more restrictive environment.
3. **SPARK:** Classes for students who have been identified as gifted are provided one day a week at Dolby. With seven teachers of gifted education and attendance of over 250 gifted students, Dolby serves as a SPARK Center for Calcasieu Parish Schools.
4. **Talented Visual Arts:** Classes for students who have been identified as visually Talented in the arts are provided two hours of art instruction biweekly at Lake Charles Boston Academy of Learning.
5. **REACH:** Classes for first grade students who have been identified as academically capable are provided one day a week at Dolby Elementary.

Technology

Technology - Dolby Elementary is recognized throughout the state as an exemplary school. Teachers and staff have received numerous grants and awards for technology integration and implementation. Dolby teachers and students have been filmed during model technology lessons for teacher training resources. Numerous educators and international guests visit Dolby regularly to learn about technology integration. Digital cameras, interactive white boards, video-flex cameras, iPads, Q-Balls, and multimedia projectors are utilized by Dolby teachers and students. All classrooms are Internet connected and have five or more multimedia computers.



Acceptable Use Policy - The Calcasieu Parish School System has a very strict Acceptable Use Policy (AUP) for students concerning Internet usage and email. ***Every student must have an updated AUP form signed and on file (student and parent signatures) in their cumulative record before being allowed to even sit down in front of a computer or check out library books.*** Any student found in violation of this policy stands the risk of being suspended from using any computer in the school system for the rest of their school career.

Student Code of Conduct

Student Code of Conduct - At Dolby Elementary we believe that our students can behave in a responsible manner. Every teacher in our school is authorized to hold each student to strict accountability for any misbehavior in school, on the playground, or on the way to and from school.

The CPSB has mandated that all schools implement Positive Behavior Interventions and Support. The district also has a code of conduct that all students and staff are expected to follow. Your child will receive a copy of the CPSB Code of Conduct. It is imperative that you read and discuss these policies with your child. You will need to sign and return the form stating that you have read and discussed these policies with your child.

Student Responsibilities - It is the responsibility of every student to meet school expectations and to behave in an acceptable manner. It is also the student's responsibility to come to school prepared with the appropriate materials and assignments. No student will be allowed to disrupt the learning environment at Dolby.

Student Safety - Students are expected to behave in an orderly, respectful manner at all times when entering or leaving the school grounds. Students may not leave school once they have arrived for the day without permission from the office. Toys, games, trading cards, radios, handheld video games, iPods, and other electronic devices are not allowed at school. In addition, the Calcasieu Parish School System has a very strict zero-tolerance policy regarding weapons, alcohol, drugs, and sexual harassment (see Code of Conduct). Fighting is not allowed at Dolby Elementary.



Student Cell Phones - We discourage parents from allowing their children to bring cell phones to school. If you allow your child to bring their cell phones, Dolby Elementary will not be responsible if it is lost, stolen, or broken. **Cell phones must be turned off and kept in the child's backpack at all times unless instructed to use by the teacher or staff member.** If your child uses their cell phone during the school day in any improper way or inappropriate time, the phone will be confiscated, an investigation will occur, and you will be notified. Please refer to the Code of Conduct for responsibilities and consequences of cell phone use at school.

Conduct Grades – Students will receive a grade of O, S, or N for conduct. This is not a random assignment of a grade but rather a reflection of your child's behavior choices he/she made throughout the course of the nine-week period. You will be notified of behavior infractions weekly through your child's graded paper cover sheet that is sent home each Tuesday (or daily in lower grades). Grades are as follows:

0-5 infractions = O

6-10 infractions = S

11 + infractions = N

In School Isolation – We know children make mistakes and it is our job to help them learn from them so that those same choices are not repeated in the future. Sometimes a child's behavior requires a more severe consequence of in school isolation instead of just loss of privileges. In ISI children spend the day with a certified teacher and are required to complete all school assignments for that day, just isolated away from their classmates and peers. If this becomes necessary, you will receive notification from your child's teacher or the administration.

School Safety and Security

Safety - The safety of our students is our number one priority. The Calcasieu Parish School Board has mandated three "Drill Days" for all public schools. On these days, all students and staff will participate in Emergency Preparedness and School Drills which include: fire drill, tornado drill, lock down, evacuation, and shelter in place. As we receive information from CPSB outlining additional safety protocols and procedures we will share it with to you.



Security - Our school is rated as a "secure facility" by the CPSB due to the following criteria: fencing around entire school campus with monitored entry points; double security doors to control

entry of visitors and students into the building; video cameras and alarm systems for monitoring after school hours; police and sheriff officers on campus regularly with quick response time when called for emergencies.

Dismissal - New dismissal procedures for all CPSB elementary schools were identified and adopted to assist with a safe and orderly dismissal of students. Please read the new policies in the *Transportation Information – Dismissal* portion of this handbook.

Extended Day

Our school offers an Extended Day Program to provide parents the option of before and after school child care. The goal of the program is to provide a healthy, secure, and educational environment for your child. Hours are from 6:30 AM to 6:00 PM. Please contact the Dolby office for cost and additional information. (#217-4730)

Camp CAN-DO – This summer daycare program provides learning opportunities as an extension of the school year. Students have opportunities to make new friends, read books, improve computer skills, receive instruction in academics, physical education, and teambuilding, and participate in many fun field trips.

Health Services

It is the responsibility of the administration and teachers to protect the health of students while in school. Any student with a condition that is contagious cannot remain at school. The following considerations will be made for a child's return to school:

Communicable diseases -

1. Measles - 7 days after the appearance of the rash
2. Chicken pox - 7 days after the appearance of the vesicle or when vesicles heal
3. Mumps - when the swelling has subsided
4. Conjunctivitis (pink eye) - after receiving treatment from doctor



Skin diseases -

1. Scabies, ringworm, impetigo - a note from doctor stating that the child may return to school.
2. Lice - must show proof of treatment and the hair must be free of "nits".

Fever and/or vomiting-

1. If a child goes home with a fever they must be fever free for 24 hours before returning to school.
2. If a child goes home for vomiting they must be vomit free for 24 hours before returning to school.

Immunizations - All children attending school must have evidence of having been immunized against diphtheria, tetanus, whooping cough, poliomyelitis, measles and other communicable diseases. If booster shots are required those too must be completed or in progress.

Medication at school - Medication may not be administered at school without written instructions from a physician and written permission from a parent on the forms provided by the Calcasieu Parish School System. If it becomes necessary for your child to receive medicine at school:

1. Parents may come to school to administer the medication.
2. With proper forms signed by a physician and properly labeled medication, a 20 day supply of medication may be kept at school to be administered by trained personnel. Medicine must be brought to school and signed for by a parent.

Medication on a field trip - Trained school personnel or parents may administer medication on field trips. Parents may indicate their permission to withhold medication while on a field trip. Serious medical conditions (i.e. asthma) will require doctor's orders for the trip.

School nurse - There is a school nurse assigned to Dolby for consultation when special situations arise. The duties of the nurse include evaluating student health records and setting up hearing and vision screening, which is conducted annually for grades K, 1, 3, and 5. When problems are detected, parents will be notified.

Nutrition

Breakfast - A hot, nutritious breakfast is available to all students each day from 7:15 to 7:40 AM in the cafeteria. The cost for breakfast is 50¢(reduced breakfast is 30¢). **Students must arrive on campus by 7:30** in order to be served breakfast in the cafeteria. The only exception to this time limit is late buses.

Lunch - Students are encouraged to participate in the school lunch program which provides well-balanced meals designed to promote good nutrition. The cost for lunch is \$1.35(reduced lunch is 40¢). **CPSB policy states you must prepay for your child's breakfast/lunch fees.** Money should be sent in an envelope labeled with child's name and teacher's name. *You can now also pay your lunch money online! Visit <https://www.schoolpaymentsolutions.com> to learn more and make payments.* **Students whose lunch fees are behind will be denied the opportunity to participate in extra-curricular activities (field trips, clubs, etc.)** Students may also bring a lunch from home. Canned or bottled soft drinks are not allowed and fast food (McDonald's, Popeye's, etc.) cannot be brought into the cafeteria.

Free Lunch Program - Applications for free breakfast/lunch are distributed at the beginning of the year. They are also available in the office and online at <https://www.applyforlunch.com/> Please remember to fill out forms every year in August to ensure timely processing of applications for your family to qualify. Names of children who qualify are kept confidential.

Visitors at Lunch Time - Parents are welcome to eat with their child during lunch time. Please contact the cafeteria (217-4730, ext. 5958) before 9:00 a.m. to make sure our cafeteria staff is prepared to accommodate additional meals. You will be required to sign in through the front office. Cost is \$2.00 for breakfast and \$4.00 for lunch. ***We appreciate you coming to lunch to visit with your child, but visitors will not be allowed to walk back to the classrooms or playground once lunch is over. Please say your goodbyes and allow the children and teachers to go back to class to continue their daily routine. Due to federal and CPSB regulations fast food and carbonated beverages are not allowed in the cafeteria.***

Student Services

Fees and Assessments – Occasionally Dolby asks for fees or assessments for classroom supplies, copy costs, field trip expenses or club dues. New to CPSB this year is an online payment system. All funds except cafeteria charges collected by school can be paid through this system. You may pay online at <https://osp.osmsinc.com/CalcasieuLA/>

School Counselor – Our school counselor, Sandy Stevens, is available to all parents and students for visiting and consultation. Students may visit the counselor's office as a result of teacher/principal referral or student/parent request. Mrs. Stevens can be reached at 217-4730, ext. 5956. Her office hours are 7:45-3:30 daily. An answering machine is available for messages.

Class Parties - There are two approved class parties--Christmas and Easter. Refreshments or treats that do not require special attention may be sent to school for birthdays or other holidays with the permission of the teacher.





Field Trips - Field trips at Dolby are an extension of classroom learning. Parent permission and emergency contact information must be provided before a child can go on a field trip. Parents are encouraged and welcomed to chaperone. Only students in the participating classrooms will be allowed to attend the field trip. **Students who have outstanding fees for lunches, daycare, assessment fees, or lost books will not be able to participate in field trips.**

Lost and Found - Lost and found articles are placed in Lost and Found located on the stage in the gym. To minimize lost items **please label all jackets, lunchboxes, and booksacks.** Items not claimed will be donated to a charity every three (3) months according to the school calendar.

Recess - Every grade level has 2 ten-minute recesses. Each grade will decide upon the time best suited for the age level of their students and academic schedule.

Sports - Dolby Elementary has no organized sports team. All sports fall under the jurisdiction of the Lake Charles Recreation Department.

Student Insurance - Accident insurance covering students on their way to, while attending, and during their return home from school is available to all students. Forms are sent home at the beginning of the year.

Extended Day - Dolby has an excellent extended daycare program to provide for the care of your child before and after school (see extended day services). When signed up for this program, students may be dropped off as early as 6:30 AM and picked up as late as 6:00 PM. Information regarding fees and insurance will be sent home.

Response to Intervention – Response to Intervention (RTI) is a method of academic intervention used in CPSB schools to provide early, effective assistance to children who are having difficulty learning. RTI is data driven, meaning multiple data points are used throughout the year to help meet the needs of individual children. RTI seeks to prevent academic failure through early intervention, frequent progress monitoring, and research-based instructional interventions for children who continue to have difficulty learning.

Tutoring – Many tutoring programs are offered after school for academic assistance for your child. You will be notified as program offerings become available.

Leadership Roles – At the core of the Leader in Me process is providing multiple opportunities for students to act as leaders. Leadership roles in the classroom and throughout the school allow all students to develop leadership abilities, effective communication skills, and promote a positive learning environment for all.

Special Events

Accelerated Reader Celebrations – Each nine weeks students who meet their AR goal are recognized and participate in special activities to celebrate their achievements.

Birthdays – Please contact your child’s homeroom teacher if you would like to provide a special snack for your child’s birthday.

Family Nights – We will be hosting Family Nights focusing on academics and student performances throughout the school year. We look forward to seeing you and your family on these occasions!

Field Day - Students have the opportunity to participate in Field Day, which gives them a chance to participate in a non-competitive way in various physical events. All families are invited to attend this annual even each spring!

Honors Day - At the end of the year students are recognized for their academic accomplishments during a special school assembly. Our honors program is the culminating event for the Accelerated



Reader program and are individual grade level assemblies. All parents and families are invited to attend.

Veterans Day – This day we gather together to recognize and show our support for the veterans and troops who serve in the military, as well as those who lost their lives on September 11. All are welcome to attend these ceremonies at 8:30 AM under the playcourt.

What I Want to be When I Grow Up Day – Each year students are allowed to dress up as a favorite career professional that interests them. This school wide event occurs on Halloween day and encourages students and teachers to focus on future career choices. During the week, parents are invited to visit their child’s classroom to discuss their own career.



Extra-Curricular

Art Club - Fourth and fifth grade students who have been recommended by the art teacher are offered the opportunity to participate in the art club, which participates in numerous contests and events.

Chorus - Fourth and fifth graders have the opportunity to participate in the Dolby Chorus. The Chorus performs annually at Christmas and the District Chorus Festival.

Student Leadership Team - Third, fourth, and fifth grade students elect officers and class representatives to this organization, which provides leadership opportunities for our students. Participation promotes student leadership and community service while giving students an active voice in their school.

Garden Club – 4th and 5th grade students are invited to practice their gardening skills in our own Dolby garden. Students enjoy salad parties and cooking recipes for the fruits and vegetables they grow.

Jr. Beta Club – Each year eligible 4th and 5th grade students are invited to join our Jr. Beta Club an affiliate of the National Beta Club. Our Beta club competes on a state level and they have received numerous awards for their work.

Engineering Club – A limited number of students in grades 3-5 are invited to be a part of the engineering club. This group focuses on STEM (Science, Technology, Engineering, & Mathematics) principles and works on various projects. Admission is based on test data and teacher recommendation.

PLEASE NOTE! We appreciate your cooperation and understanding in following the club guidelines for participation. Your child will receive a “behavior contract” when they participate in any organization that **must** be signed by you and the child. This contract is an agreement that your child follows the expectations of the club, participates in events, shows good conduct, and is picked up by the parent/guardian at the designated time. *If your child’s behavior becomes an issue, or their conduct grade for the nine week period is an N, they may be removed from the club.* Also, if students are not picked up on time after the club dismisses from the meeting, they may be removed due to lack of parent support and following the club guidelines. Please remember this is always a last resort, and our teachers and staff volunteer their family time to offer these wonderful opportunities for your children. Thanks in advance for your cooperation, understanding and support!

School Support

Fundraisers - Fundraisers are a necessary means of providing funds to our school for the purposes of maintaining copying machines, teacher supplies, furniture/equipment, technology, and many other needs. Participation in fundraisers is optional.

PTO - The Dolby Parent Teacher Organization is an integral part of Dolby Elementary.

PTO provides volunteers who assist in school events, sponsor various fundraisers including the annual dinner and auction, supports school volunteers, and Teacher Appreciation Week.

All Pro Dads - is the father involvement initiative of the National Center for Fathering that organizes fathers and father figures to provide positive male role models for all students and enhance school security. If you are interested in joining, please contact Mrs. Comeaux, the Assistant Principal.

Partners in Education - The goal of the Partners in Education program is to improve the quality of education through the direct involvement of business with school. *Chase Bank, Home Furniture, McDonalds, Pizza Artista, Junior League of Lake Charles, & The Therapy Center* are all partners in education with Dolby. These businesses provide various services that enhance the academic program at our school. If you are interested in becoming a partner with Dolby, please contact Mrs. Phenice at 217-4730, extension 5952 or email at Laura.Phenice@cpsb.org.



Transportation Information

Important Notice---Please **DO NOT** park in the teachers parking lot in any space other than the ones designated as VISITOR as well as the front circle drive between 8:30 a.m. and 2:00 p.m. You may use the church parking lot across the street at any time.

Walkers - Students who walk to school are expected to walk straight home upon dismissal. All walkers exit through the East doors on Jefferson Dr. **Please** have a plan in place with your child for transportation during inclement weather.

Bicycle Riders - Students who ride their bikes to school are to park them at the bicycle racks provided. Students are expected to remain on the sidewalks as they ride their bikes to and from school.

Crossing Guard - Two crossing guards are provided to cross the children on University Boulevard and Jefferson Drive. All students crossing Jefferson in front of the school must be crossed at University and Jefferson.

Bus students - Buses provide transportation for students who live beyond a one-mile radius from the school. Students are under school supervision while on the bus. Misbehavior on the bus can result in the loss of privilege of riding the bus.

Car Riders

Arrival - ALL students who are transported by car are to be dropped off in the circle drive in front on Jefferson Drive. The back gate on Washington St. will be locked in the mornings. Duty teachers will help open car doors to make the line go as quickly as possible. Older students may open the doors to help speed up the process. Please allow your student to exit the vehicle when you stop do not wait to pull up to the door.

Dismissal - PreK, Kindergarten, and 1st graders who are car riders will be dismissed through the back on Washington Street. Outback dismissal ends at 3:20. Second through fifth grade students will be dismissed through the front of the school in the afternoon. You will be given a sign to print your child's name so that the duty teachers will be able to call your child quickly. These signs must be visible and in your front window daily!





ALL PARENTS MUST STAY IN THEIR VEHICLES AND REMAIN IN LINE FOR THEIR CHILDREN TO BE CALLED FOR DISMISSAL! DO NOT GET OUT OF YOUR CARS AND WALK TO MEET YOUR CHILDREN – PLEASE STAY IN YOUR CAR AND IN LINE!!!! ****Dismissal goes smoothly when everyone follows the rules!****

***** CPSB DISMISSAL POLICY *****

The Calcasieu Parish School Board is continuing with the implementation for dismissal procedures at all elementary schools across the district. This policy includes three provisions:

1. All students in grades PK-2 will be “tagged” to indicate their route home. Students will be given a Velcro “tag” of a bus (bus rider), car (car rider), walker (walking or biking home), or school house (daycare). This will allow adults on duty to identify children’s routes home to ensure a smooth exit. These dismissal tags must be returned to school daily!
2. **Parents will not be allowed to call the office to change to the student routes home after 2:30. Transportation plans must be set in place and communicated to students prior to that time for a smooth and safe dismissal.**
3. Parents will not be allowed to check out their students past 2:30. This causes disruptions with schoolwide dismissal plans.

Dolby Elementary staff will do our best to have all students exit the building in a safe and orderly manner. You can help by following the district and school guidelines listed above.

******Adults in the car lines may be asked to come in and sign out your child if you do not have tag in window with student name and/or not recognized by staff! This is for the safety of all of our students and staff!!!***

Colored Tags will indicate after school location:
 Yellow Bus = school bus
 Green Car = outback
 Yellow Car = up front car rider (gym)
 Red Schoolhouse = daycare
 Blue Shoe = walker / teacher kid



***** DOLBY POLICY REGARDING LATE PICK UP *****

Please be advised that all students are dismissed at or before 2:50. Teachers and staff are on duty to monitor children until **3:15**. At that time, our work day ends. However, many students are not picked up by 3:20 and this places additional burdens on teachers and staff to monitor these students. While we understand emergencies happen, we realize that they don’t happen *EVERY* day. If you know you are going to be late, please enroll your child in Dolby Daycare. Children picked up after **3:20** must now be signed out as documentation that you are not following school policy. This document will be turned in to the Office of Child Welfare and Attendance and may result in additional consequences. Please respect the duty teachers and the end of their work day.