

# LORANGER ELEMENTARY SCHOOL

54101 Martin Street

P.O. Box 530

Loranger, Louisiana 70446

## PARENT AND STUDENT HANDBOOK 2023-2024



At LES, we are committed to providing an environment where everyone is respected, encouraged, and challenged to persevere, every day, to reach their goals.

## CONTACT INFORMATION

|                  |                     |   |
|------------------|---------------------|---|
| Jo Anna Sampson  | Principal           | Phone (985)878-4835<br>Fax(985)878-4864 |
| Averil Turner    | Assistant Principal | (985)878-4835                           |
| Nicholas Varnado | Assistant Principal | (985)878-4835                           |
| Shirell Jackson  | Secretary           | (985)878-4835                           |
| Marlene Ochsner  | Secretary           | (985)878-4835                           |
| Michelle Sharp   | Cafeteria Manager   | (985)878-4835                           |
| Christy Jones    | School Nurse        | (985)878-4835                           |
| Michel Walker    | Librarian           | (985)878-4835                           |

## CUSTODIANS




|                           |
|---------------------------|
| Paul Levi, Head Custodian |
| Glenn Johnson             |
| Jeffery Lewis             |
| Tommie Batiste            |

|                                 |   |
|---------------------------------|---|
| Email                           | joanna.sampson@tangischools.org   |
| Website                         | <a href="https://les.tangischools.org/">https://les.tangischools.org/</a> |
| Tangipahoa Parish School System | (985) 748-7153  |

**\*\* FOLLOW LORANGER ELEMENTARY SCHOOL ON FACEBOOK \*\***



# Introduction

|   |  |
|---|--|
|  | Mission  |
|   | At LES, we are committed to providing an atmosphere where everyone is respected, encouraged, and challenged to persevere, every day, to reach their goals.   |
|  | Vision   |
|   | Our Vision for Loranger Elementary embraces a community of Learners joined together in a nurturing and safe environment supported by committed teachers and staff, devoted parents, a supportive district, and a strong community. We work together to provide students an equitable daily experience that challenges them academically while supporting their social emotional needs. Our teachers and students are striving to become 21st Century Literacies Learners that will be ready to succeed in today's world. |
|  | School Motto & PBIS Theme  |
|   | <i>At LES, we will be respectful, compassionate, and great!</i>  |

Dear Parents and Students,



A warm welcome to the 2023-2024 school year at Loranger Elementary, where our shared goal is to "Elevate Our Impact"! The faculty and staff at Loranger Elementary are brimming with enthusiasm as we anticipate the wonderful experiences and opportunities that lie ahead for our students.

Contained within this packet, you will discover essential information tailored specifically to Loranger Elementary. We kindly ask that you dedicate some time to peruse the contents of this packet. Additionally, our parish handbook is available online. We understand that completing the forms your child brings home may take a moment of your time, but we kindly request that you return them at your earliest convenience. This will ensure that we possess the necessary information, enabling us to promptly reach out should the need arise for communication between your child or the school and you.

Always bear in mind that our purpose is to provide unwavering support to you and your child. Should you require any assistance, please do not hesitate to reach out to us. Effective communication stands as a pivotal factor in guaranteeing your child's success.

Warm regards,

Ms. Sampson, Principal



# *LES Administrative Team*



JoAnna Sampson  
*Principal*



Averil Turner  
*Assistant Principal*



Nicholas Varnado  
*Assistant Principal*



## **ADMISSION REQUIREMENTS**

\*\* As of the 2016-2017 school year, all registrations will be completed through Registration Gateway at <https://www.tangischools.org/district/enrollment>. After successfully completing online registration, contact the Registration Center at (985) 474-8690 or 985-474-8691 between the hours of 8:00 a.m. and 4:00 p.m. to make an appointment with a registrar. Please bring the following documents with you:

- *2 proofs of parent's/guardian's 911 physical address: property tax records, mortgage documents, lease agreements, current utility bills with site location*
- *Photo ID of parent/guardian*
- *student's original birth certificate*
- *student's immunization record*
- *Custody decree if the student is living with a legal guardian*
- *a copy of the IEP or IAP (if applicable);*
- *official drop packet*
- *custody papers if parents are separated or divorced or if the child lives with a legal guardian*

\*\* Parents may report to 1745 S. W. Railroad Avenue in Hammond 985-474-8690 or 985-474-8691 [registrar@tangischools.org](mailto:registrar@tangischools.org) to complete the registration process.

\*\* Students will not be assigned to classes until parents have completed the registration process.

### **FIRST GRADE**

1. Children must be six (6) years old before October 1<sup>st</sup> of the current school year and/or have successfully completed kindergarten requirements.
2. Children who have not completed kindergarten must meet age requirements and pass reading and mathematics entrance tests.

### **SECOND GRADE**

1. Students transferring from another school must have proof of passing first grade.
2. Current update of address, phone number and emergency information is required for previously registered students.

### **EMERGENCY INFORMATION**

\*Current update of address, telephone number, and necessary emergency information is required at the beginning of each year.

\*If any information changes during the school year, the school should be notified immediately.

**\*Proof of residency is required with any change of address. Please contact the TPSS Registration Center.**

\*The school must be able to reach parents or other responsible party in case of an emergency or

illness. Business and unlisted phone numbers are kept confidential. **If school personnel have no way**

of contacting parents, students will be excluded from school until at least 3 working phone numbers are on file at the school.



### **CLASS ASSIGNMENTS**

The principal makes class assignments using a non-discriminatory, systematic method so that all classrooms contain equal and heterogeneous groups (by gender, race, and academic ability). Requests for changes in class placement are not allowed except under extreme extenuating circumstances.

### **SCHOOL YEAR CALENDAR**

Loranger Elementary School follows the 172 day school session as indicated by the current Tangipahoa Parish School Calendar. Local newspapers publish the calendar to announce the opening and closing school dates plus official school holidays. This calendar is also located on the Tangipahoa Parish School System web site at

<https://www.tangischools.org/district/academic-calendar> . Reminders of official

school holidays are sent home with your child on our monthly calendar, and notes from the teacher.



### **MONTHLY NEWSLETTER**

A monthly newsletter will be sent home with the dates of important events happening in our school.

The newsletter will be sent home the 1st of each month with the link being sent via text to access it.

### **SCHOOL HOURS**

|            |  |
|------------|--|
| 7:20 a.m.  | Supervision begins - parent drop off opens and buses begin to arrive. Breakfast begins (No student can be brought to school prior to 7:20 a.m.). |
| 7:50 a.m.  | School begins ( <b>Carpool gate will be closed promptly at 7:50</b> )  |
| 2:15 p.m.  | End of all early check-outs (No student will be allowed to check out after 2:15 p.m.).   |
| 3:00 p.m.  | School ends, buses load for dismissal  |
| 3:05 p.m.  | Carpool begins   |
| 11:50 a.m. | Half Day Dismissal   |

### **ATTENDANCE**

- ❖ Attendance at school is essential to success in school. **Louisiana State law requires 162 out of 172 school days of attendance to successfully complete a grade.**
- ❖ Written excuses should be brought the day the child returns to school. Please write the child's first and last name on the excuse. The excuse needs to be signed by the parent or guardian with a first and last name, dated, provide a good phone number and include the reason for the absence.
- ❖ Upon your child's return you will have three days in which to send an excuse before the

absence is declared unexcused. Chronic illnesses or extenuating circumstances may be waived with proper documentation from a doctor.

- ❖ Upon your child's return to school after surgery or lengthy illness, a medical release signed by a doctor must be provided to the school with specific instructions and/or restrictions included on the document. The parent/guardian of the child is also required to speak with the school nurse
- ❖ Perfect attendance is defined as attendance at school from bell to bell every day. A student who is tardy will not be eligible for perfect attendance regardless of the reasons.

### **UNEXCUSED ABSENCES**

- ❖ Loranger Elementary considers regular school attendance to be a serious matter. Any student receiving 3 or more unexcused absences will be referred to Child Welfare and Attendance for truancy and/or the 21<sup>st</sup> Judicial Court FINS. After 3 days of absences, we are required by law to refer to their office.
- ❖ Students with excessive absences with only parent excuses may be referred to Child Welfare and Attendance for truancy and/or the 21<sup>st</sup> Judicial Court FINS.

### **UNEXCUSED TARDIES / CHECKOUTS**

- ❖ Students are tardy at Loranger Elementary after 7:50 a.m.
- ❖ **Carpool gate will close promptly at 7:50 a.m.** Once the gate is closed a parent/guardian **MUST** walk the student into the office to them in and receive a tardy slip. There is now a locked walk-in gate, you must press the call button on the keypad to request entry. Students will not be allowed to check in with anyone under the age of 18.
- ❖ When a child is tardy, not only do they miss valuable instructional time, but they disrupt the learning process of other students when they enter the classroom.
- ❖ Tardies are only excused with a medical statement from a doctor. **If your child is being checked out from school to visit the doctor's office, the checkout will be marked as unexcused until a doctor's note is sent back to school.** The written excuse from the doctor must be sent back the next school day.

**\*\*\*Students are referred to the Tangipahoa Parish School System's Truancy Court System after receiving 3 unexcused absences and/or 4 unexcused tardies. The TPSS Truancy Court Officers work with Judge Blair Edwards to ensure that students are attending school in accordance with the law.**

\*Severe cases of student absences and tardies will be referred to FINS (Families In Need of Services).

### **EARLY DEPARTURES/CHECKOUTS**

- ❖ If a child must leave before school ends, they must be checked out from the office **no later** than 2:15 p.m. **STRICT ADHERENCE TO THIS POLICY IS NECESSARY IN ENSURING A**

**SAFE SCHOOL.** No student may be picked up from a classroom at any time without checking him/her out of the office.

- ❖ Children will be released only to persons who are authorized, in writing, to pick them up. Identification will be requested. Children should only leave early when they have a valid excuse (doctor's appointment, etc.). Send a doctor's excuse with the child the next day. Once your child receives 4 or more unexcused early departures during a semester you will be referred to the truancy court.
- ❖ The person checking the student out must be 18 or older and listed on the student's checkout sheet. Students will not be released to minors due to safety concerns.
- ❖ **Early check-outs are considered tardy. If your child is being checked out from school to visit the doctor's office, the checkout will be marked as unexcused until a doctor's note is sent back to school.** The written excuse from the doctor must be sent back the next school day.

### **CUSTODY/LEGAL DOCUMENTS**

- If there are legal documents concerning the custody/guardianship of your child, it is the responsibility of the parent/parents and or guardians to make sure that Loranger Elementary School has a copy of such papers.
- Loranger Elementary School does not allow custody disputes to interrupt the instructional school day. All custody disputes will be referred to the TPSS Office of Child Welfare and Attendance or the Ponchatoula Police Department.
- If a parent or guardian wishes for a grandmother or another individual to be able to conference with a teacher concerning attendance, academics and other related school issues regarding a student, Loranger Elementary School must have a signed letter by the parent/legal guardian, with the current school year included, indicating that the individual may speak to school personnel.
- "Provisional Custody by Mandate" documents are not accepted as proof of guardianship.

### **COMMUNICATION**

- ❖ Correspondence to parents concerning special events, school closings, discipline, grades, homework, etc. is usually done via notes in each child's red communication folder. Parents should check their child's red communication folder daily.
- ❖ Folders are provided for each child by the school at the beginning of the year. The sole purpose of this folder is to provide consistent communication between the school and home. One side is labeled for materials you may keep at home, the other, for materials that must be returned to school.
- ❖ Each Wednesday your child's graded papers will be sent home in the folder. You are required to return the papers to school after you have reviewed them and signed for them. All tests that come from the textbook series must be kept at school. You will be notified of the grade no



later than one week past the current Wednesday after the test. You have the option of coming to the school and reviewing the test papers.

- ❖ In addition to a note home, you may receive a phone call. School Messenger is an automated phone system to notify parents of school events or closures. Parents must notify the school anytime the home phone number changes.
- ❖ The Principal's Monthly Newsletter will also be sent out the 1st of each month which will contain important information about events taking place at LES.
- ❖ Loranger's website is also used to communicate news about special events, dates, school photos, etc... The web address is <https://les.tangischools.org/>.

## MONEY



\* SchoolCash Online



\* SchoolCash Online will roll out as our online payment platform for the 2023-2024 school year. Get ahead of the game by creating your guardian account today! Once established, we will use this platform to manage the posting and payment of your child's school-related fees.

**\*\*Create Account:** <https://www.tangischools.org/district/school-cash-online>

- \* Cafeteria fees will still be paid through MySchoolBucks
- \* Students who have not paid school supply fees or who owe other debts to the school will not be allowed to participate in school activities until the debt is clear.



## TPSS Has An App!

- ❖ Tangipahoa Parish School System now has a mobile App! Getting information, announcements, and important dates has never been easier! The App is available for Apple devices in the App Store and on Android devices in the Google Play store.

## TRANSPORTATION:

\*Arrival and departure of students may be by bus or automobile.

## TRANSPORTATION CHANGES:

1. Change of dismissal procedure for a child will **NOT** be accepted by telephone or email as there is no way to identify the caller.
2. A written note signed by the parent or guardian, dated, and a valid phone number provided must be sent to the school with the child to change dismissal transportation (from carpool to **assigned bus**

- and/or from **assigned bus** to carpool).
3. If a student does not have a note requesting the change, they will be placed on the regular mode of transportation.



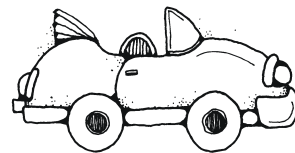
### BUS

\*Tangipahoa Parish School System Department of Transportation is responsible for assigning students to buses based on where a student lives. **Students are not allowed to ride a bus other than the one they are assigned.**

- \*Your child will not be placed on a bus other than the bus that he/she is assigned to ride.
- \*If you tell your child to ride another bus without Special Transportation Request approval, your child will be placed on his/her regular bus.
- \*If there is an emergency situation regarding transportation of a student, please contact the office.
- \*If a child needs to ride a bus different from his/her assigned bus on a regular basis, a Transportation Special Request form must be completed by the parent and approved by the administration. You may request this form from the office.
- \*All students on the bus are under the authority of the bus driver and must obey his/her rules. Inappropriate or unsafe behavior on the bus can result in your child being suspended from riding the bus.
- \*Students who exhibit severe or consistent discipline problems waiting in the bus line will be sent to the office and the parent will have to pick them up from school.

### CARPOOL DROP OFF/ PICK UP

\*Our parent drop off and pick up line can be long due to the number of families who choose to drive their children to and from school rather than utilize the bus. Our teachers do everything possible to speed up the movement of the line and still maintain the safety of our children. It is very important that everyone who drives on our campus follow the procedures in order to keep our children and staff safe.



***Any driver who behaves in an unsafe or uncooperative manner will be reported to the authorities and will lose his/her privilege of driving on our campus. Profanity is never acceptable on our campus.***

## MORNING CARPOOL PROCEDURES

- ★ The carpool line opens at 7:20 each morning and runs in front of the elementary school. LES students may not be dropped off on Allman St. (behind the school cafeteria) or Magnolia Street.
- ★ Please pull as far as possible so that we may accommodate more cars. The teachers on duty will see that your child goes to the proper area.
- ★ No car will be allowed to stop to allow parents to open doors for students. Please have students ready to exit the car when dropping off in morning carpool
- ★ Students **may not use** the teacher's walk-in gate to enter school; they must go through the carpool line.

## AFTERNOON CARPOOL PROCEDURES

- ★ Do not line up before 2:00. Proper authorities will be notified if anyone lines up before the designated time.
- ★ If you only have an elementary student you will come in from Hwy 1062, turn left onto Magnolia Street and turn in front of the school on Martin St (Same direction as morning carpool).
- ★ You will be lined up in double lines initially before you turn in front of the office. You will be directed when to turn and it will form a single file line.
- ★ For the safety of our students, we cannot load students without a carpool tag. You will be directed to veer over, park your car, and go to the office for a carpool tag. We will hold your child in the carpool waiting area until you have secured a carpool tag. If you need one PLEASE come get it in the mornings to avoid this delay in the evenings.
- ★ Each child will be given two carpool tags. Please have your tag displayed in your front windshield. Your child's grade and last name will be written on the tag.

**School begins at 7:50 AM and duty teachers need to take in their classroom students promptly. As soon as the school bell rings, duty teachers will immediately stop receiving students and lock the gates. At that time, parents will need to park in a parking spot and walk their child to the front office to sign in and receive an admit slip.**

## ARRIVAL AND DISMISSAL PROCEDURES

**When arriving at school, students may enter three ways:**

1. On the bus
2. Student carpool gate (open from 7:20 a.m. - 7:50 a.m.)
3. Through the front entrance **escorted by parents** and **checked in** at the office. **Students will then walk to the classroom on their own with an admit slip.**

**At the end of the day your child may get home one of two ways:**

1. Ride the bus home
2. Carpool

In order to pick up your child through the carpool line you **must** have a carpool tag that is displayed in your front windshield. Your child's grade and last name will be written on the tag. (If you need one you can get one from the office.)

- a. You **must** also send a note to the teacher if this is a change from the normal dismissal procedure.
3. Parents are NOT allowed to park their vehicle and walk to the car gate to pick up a student due to safety concerns.
4. Change of dismissal procedure for a child will not be done by telephone since there is no way to identify the caller.

### STUDENT INFORMATION OVER THE TELEPHONE

In order to protect the students at Loranger, absolutely **no** information regarding students will be given out over the telephone since there is no way to identify the caller.

### GRADES

\*The Board of Elementary and Secondary Education (BESE) approved the following grading policy.

|           |   |   |
|-----------|---|---|
| 93 - 100% | = | A |
| 85 - 92%  | = | B |
| 75 - 84%  | = | C |
| 67 - 74%  | = | D |
| 0 - 66%   | = | F |

### REPORT CARDS/PROGRESS REPORTS

- ★ Every 5th week (on a Thursday) a progress report will be sent home for every student. Every 9 weeks (on a Thursday) a report card will go home.
- ★ Report card/Progress report will be sent home in a brown envelope with a signature page on the front. Parent/guardian/person at home should sign the envelope and write any questions they may have in the "comments" section.
- ★ The brown envelope will be placed in your child's red communication folder.

### HOMEWORK/TESTS/GRADED PAPERS

Nightly homework is assigned to establish study habits and reinforce skills taught in school. It is important for parents to assist their child with the completion of homework. Weekly homework sheets are sent home explaining the required homework for each night. Any questions or concerns about homework should be addressed with the child's teacher.



Each Wednesday your child's graded papers will be sent home in the folder. You are required to return the papers to school after you have reviewed them and signed for them. All tests that come from the textbook series must be kept at school. You will be notified of the grade no later than one week past the current Wednesday after the test. You have the option of coming to the school and

reviewing the test papers.

You may also monitor your child's academic progress through utilizing the online Student Progress Center. Ask your child's teacher to send home the form to be completed or contact the school office.

**Concerns about grades should be discussed with the child's teacher, first.**

**STUDENT PROGRESS CENTER:** Parents of children in the Tangipahoa Parish School System have access to a web application called the Student Progress Center (formerly known as "Parent Command Center") that will provide them with the current student information online. The purpose of the online system is to allow parents a safe and secure means (that protects the data and ensures privacy) to review their child's class assignments, grades, attendance records, discipline, transcripts, fees, and other information in order to monitor their child's progress in school.

Current grades are posted for every subject. Once teachers enter test and assignment grades, the student's average is shown to allow parents the ability to monitor progress in each subject.

The Tangipahoa Parish School System is committed to including parents in the educational process, and this is one way to keep parents connected. For more information regarding the Student Progress Center, parents may contact their child's school. Forms and user guides may be found on the "Parent Resources" page on the School System's website at [www.tangischools.org](http://www.tangischools.org).

**DISCIPLINE**

- ❖ **Please refer to the Tangipahoa Parish School System Student and Parent Handbook for parish policies.**
- ❖ All students at Loranger Elementary are expected to behave in a manner that allows for a safe environment and one that provides all students the opportunity to learn.
- ❖ No child, parent, teacher, or other staff member ever has the right to interrupt the learning environment of our school.
- ❖ Teachers will send home a classroom management plan which outlines the classroom rules and consequences for breaking a rule, as well as rewards for appropriate behavior in accordance with the discipline plan adopted by the Tangipahoa Parish School System.
- ❖ Minor infractions are handled by teachers in accordance with established classroom and school discipline policies.
- ❖ Students are sent to the principal and/or disciplinarian for major or continuous problems.
- ❖ Suspensions are permitted in accordance with the Tangipahoa Parish School Board regulations.
- ❖ **Students are not allowed to bring the following items to school:** toys, cell phones, fidget spinners, Pokemon cards, trading cards, electronic games, iPods, weapons, glass containers, purses, perfume, knives, weapons (including hand-made), tools, make-up, medicines, jewelry, radios, tapes/DVD's of any kind, valuables, hats, ropes, pets, food (unless it is in a lunchbox to be eaten at lunchtime and/or classroom snack time) or any other item deemed inappropriate by the administration.
- ❖ Any restricted item taken from a student will be returned only to the child's parent or

guardian.



### P B I S - Student Incentive Program

#### ***What is PBIS?***

"PBIS" is short for Positive Behavioral Intervention Support. **PBIS** is based on principles of applied behavior analysis and the prevention approach and values of positive behavior support. The broad purpose of PBIS is to improve the effectiveness, efficiency and equity of schools both inside and outside the classroom. PBIS improves social, emotional and academic outcomes for all students.

#### ***What does PBIS look like at LES?***

At Loranger Elementary School, PBIS is used across the campus and in all classrooms. Teachers are trained to notice and reward positive behaviors in every setting. At the beginning of the school year, teachers will thoroughly teach expectations for every setting. When students express the 3 Core Values, which are: Be Respectful, Be Compassionate, and Be Great, in their daily behaviors, teachers will reward them with "Paw Points". As students collect "**Paw Points**," incentives will be available for them to participate in. This year the PBIS team is working hard to open the LES Reward Center every Friday. The Reward Center will have a variety of snacks, trinkets, and coupons (Homework Pass, sit by your friend at lunch, etc.) that students will be able to purchase using their Paw Points. Students may not get more than one mark per week, nor have a reflection recess to be eligible to attend the Reward Center. We are excited about the Reward Center and are positive our students will be too.

### P B I S - Incentive Guidelines & Restrictions

Every student at LES will be given the opportunity to earn "Paw Points" daily. If a student does not earn enough points to participate, students will be highly encouraged to work extremely hard to earn points for the next event. If a student receives **one office referral** and **no more than one minor reflection** in a nine weeks period, they may not be eligible to participate in the upcoming incentive. Students start over each nine weeks with referrals to allow for a redemption period. If a student receives **one or more office referrals** or **more than one reflection** in a semester, they will not be allowed to participate in the semester incentive. These situations will be treated on a case by case basis at the discretion of the principal.

Below is the PBIS/Dojo Point Menu, this is how students will earn points to attend the PBIS Award Center weekly and the PBIS Incentives every 9 weeks.



# PBIS Points



## Daily Points Students Can Earn {1 point each}

### Participation

- ★ On task
- ★ Working hard/persistence
- ★ Not giving up/perseverance
- ★ Quietly Working
- ★ Paying attention

### Following Expectations

- ★ Following ALL school, restroom, lunchroom, classroom rules
- ★ Following Voice Levels
- ★ Doing the right thing

### Core Values (Being Respectful, Compassionate, & Great)

- ★ Being Kind
- ★ Great Manners
- ★ Treating Adults & Classmates with Respect
- ★ Clean Environment, Desk, or Centers
- ★ Team Work
- ★ Helping Others
- ★ Walking in Line Correctly
- ★ Lining Up Correctly
- ★ Above & Beyond

## Weekly Points Students Can Earn {5 points each}

### Being Responsible

- ★ Chromebook Charged Everyday
- ★ Test Folders Signed & Returned
  - ★ Papers Returned
- ★ Homework Completed & Turned In
  - ★ 5 Pencil Friday
- ★ Being at School EVERYDAY



## LES Expectations

- Keep hands, feet, and other objects to yourself
- Voice Level
  - Hallway-Red Zone (No talking)
  - Cafeteria-Red Zone (No talking)
  - Classroom-Yellow Zone (Inside Voice)
  - Playground-Green Zone (Outside voice)
- Treat others and their possessions as you want to be treated
- Follow directions promptly

### Core Values:

Be Respectful, Be Compassionate, Be Great

## LES Consequences

It is our goal to be proactive, and with your help we can ensure all students are successful both academically and behaviorally.

1. Warning
2. Loss of privilege/clip system- allow students to redeem themselves.
3. Restorative Recess
4. Phone call home
5. Parent Conference
6. PAC-Positive Action Class/In School Suspension

## PARENT TEACHER CONFERENCES



***\*Every effort is made to protect the instructional time at our school. If you wish to speak with your child's teacher, please contact her/him by emailing the teacher or sending a note to school with your child so that an appointment can be scheduled. Teachers are not free during the instructional day to conference with parents who have not scheduled an appointment.***

Communication between the home and school is important to your child's success in school. We strongly believe that in order for your child to receive the best education possible, there must be a partnership between our teachers and our students' families.

1. If a parent wishes to request a conference with a teacher, the parent can either send an email, a written request to the teacher, or by calling the office at (985) 878-4538.
2. Teachers are not to be disturbed during instructional time. They will return your call, or schedule a conference time.



3. All visitors must report to the office upon arrival at school to sign in and obtain a visitor's pass.
  - ❖ Anytime a parent has a question or concern about his/her child's progress in school, a conference with the child's teacher is strongly encouraged.
  - ❖ Contacting the teacher to discuss the problem is the first step in resolving any issue.
  - ❖ If a conference with the teacher does not resolve the issue, parents should contact the office to set up an appointment with a member of the administrative team. An appointment will ensure the time and attention your concerns deserve.
4. Parents are not allowed to walk their child to the classroom in the morning, or pick up their child from the classroom in the afternoon, unless previous arrangements have been made with the teacher. All parents/visitors must check in with the office and secure a visitor's badge.

### **TPSS DRESS CODE POLICY**

Loranger Elementary School follows the dress code policy and procedures in the Tangipahoa Parish School System Student/Parent Handbook.

- **Loranger Spirit Shirts may ONLY be worn on Fridays and/or designated "spirit days."**
- **All Loranger students are required to wear a student identification badge as part of the required uniform.** Student ID's will be issued to students at the beginning of the school year, or upon their entry to Loranger, free of charge. These ID's must be worn on the students' shirt collar as part of the uniform. This system will assist to identify students in cases of emergency. The ID badge will be kept at school or sent home in your child's book bag. Teachers will remind students at the end of each day to place their ID in their book bag or in designated area in the class. Student ID's are required to eat breakfast and/or lunch. Students without an ID will be allowed to eat breakfast, but will have to be placed at the end of the line to avoid delaying the line.
- The policy of the School Board shall be that no mode of attire will be considered proper for school wear that disrupts the classroom and/or the school's positive learning environment.
- Hoodies will not be allowed on school campuses or school buses. Navy, white or school-approved color light jackets or sweatshirts without a hood will be allowed for indoor wear, but a regulation uniform shirt must be worn underneath. School-sponsored organization jackets, sweatshirts and/or sweaters (FFA, BETA, athletic, etc.) will be allowed. Heavy coats and jackets of any color and/or style without logos, insignia, or inappropriate language will be allowed outdoors and on school buses, but must be removed upon entering a school building. Dusters or trench coats will not be allowed.
- The principal or his/her designee of each school shall make the final decision as to what is considered proper or improper dress/hairstyles according to the guidelines provided.

- The Board's position is that it wants to teach each student to use good judgment in his/her total appearance so that the attention of others is not distracted from the purpose of the school. Cleanliness and the values of the community shall be a basic consideration.
- The dress and grooming of the students shall be that which, in the opinion of the ordinary reasonable person, contributes to the health and safety of the individual and which is **non-disruptive** to the educational activities and processes of a school.

### **General**

- Write your child's name on sweaters, jackets, book-sacks, lunch box, supplies, etc. This is helpful if items are lost.



- All shoes must have closed back and front. No sandals, wedged soles, crocs, shower shoes, cleats, flip-flops, high heels, boots, skate shoes, or platform shoes may be worn.
- Hats and caps are not allowed.
- No hairstyle should distract from the learning environment of the school.
- Students must wear their ID's at all times during the school day.

### **LOST AND FOUND**

Lost and found items are placed in the brown storage boxes in front the fourth grade and Pre-K buildings. Parents are welcome and encouraged to look for items their child has lost. All personal belongings (book sacks, lunch boxes, jackets, sweatshirts, sweaters) should have the child's name written on it.



### **BIRTHDAY PARTIES/CELEBRATIONS**

Birthday parties cannot be held at Loranger Elementary School. If you wish to make arrangements with your child's teacher to send in cupcakes or treats on your child's birthday, please communicate with the teacher. You may bring the cupcakes/treats to the office and we will make sure that the items are delivered to the teacher. **\*\* Absolutely no balloons, floral arrangements, or birthday gifts may be brought/sent to the classroom.**



### **FIELD TRIPS**

\*Information on scheduled field trips and parental permission forms will be sent home in advance of the trip.

\*Written permission must be given before any student is allowed to attend an off-campus activity.

\*Parents are encouraged to chaperone most trips, BUT any adult who accompanies the child on the trip must be listed on the child's office card as having permission from the legal guardian to have contact with the child. If the person is not listed on the office card, the child will not be allowed to be with that person. This is for the safety of your child and all of the children at our school.

\*Chaperones are NOT allowed to bring any child on a field trip that is not a student at our school. This is for the safety and supervision of our students. Chaperones must be able to give their undivided attention to the children placed in their care.

\*Chaperones are expected to dress appropriately while supervising students on field trips and may be asked to change clothes.

\*While supervising students on field trips, please refrain from smoking, talking on cell phones and texting.

\*Since field trip money is often mailed in advance to wherever the class is going, field trip money is non-refundable if your child is absent or cannot attend the day of the field trip.

\*Students who consistently present behavior problems at school may not be allowed to participate in a field trip unless they are accompanied by their parent or legal guardian listed on our official office card.

\*Students must ride the Tangipahoa Parish School Bus to and from the field trip to be considered part of the school trip. This is an important part of the field trip experience and serves as a way to promote social interaction with peers in a non-school setting.

\*Students who have not paid school supply fees or who have other debts to the school will not be allowed to participate unless payment arrangements have been made and permission is given by the administration.

### **Supply Fee**

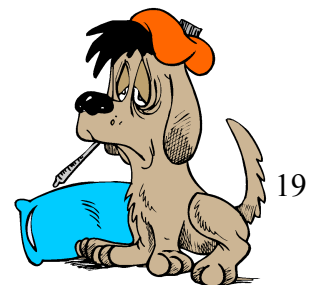
A **\$15.00** supply fee will be assessed on all students. This is used to purchase materials that enhance learning. It is preferable that the fee be paid the first week of school. If needed you may make arrangements to pay in smaller installments. Speak to your child's teacher concerning a plan. Students who have not paid fees will not be allowed to participate in field trips or other activities requiring money.

### **Textbooks/ Chromebooks**

The policy of the Tangipahoa Parish School System is that children who are assigned textbooks/Chromebooks are responsible for reasonable care of these items. Students who lose or damage textbooks must pay for the book before being assigned a new book. Before receiving a Chromebook a device agreement must be signed by the legal guardian.

### **ILLNESSES AND ACCIDENTS**

\*Parents are contacted immediately when a child becomes ill or is injured at school. Sick or injured children are made as comfortable as possible until a parent or other responsible party arrives to check the child out.



\*In extreme emergencies, the administration, the teacher, or school nurse may administer first aid. The Fire Department, Emergency Medical Team, or 911 will be contacted if necessary.

\*It is extremely important that all parents have completed an "Emergency Treatment" form so that immediate attention can be given to your child in the event of a medical emergency. If you have not done so, contact your child's teacher immediately.

\*The school must have emergency phone numbers for every student. It is the responsibility of the child's parent or guardian to inform the school of any changes in phone numbers. This can be done with a phone call to the office (985) 386-6449 or by sending a note to the child's teacher.

\*Any child who does not have a working phone number where a responsible adult can be reached in case of emergencies will be excluded from school until such numbers are available.

### **MEDICAL**



\*Refer to the Tangipahoa Parish School System Student & Parent Handbook for complete parish policies regarding the administration of medicine.

\*Students are never allowed to transport medication to or from school.

\*Students are not allowed to have any type of medication (prescription or non-prescription) in their possession on school grounds.

\*Parents may bring medicine to school to administer to their own child.

\*Medication forms may be obtained from the office to gain permission for treatment of chronic disabilities or illness.

\* When a student is prescribed a new medicine to take at school, or when there is a change in dosage, etc..., it is the responsibility of the parent to contact the nurse so that the nurse may schedule a meeting to receive the medicine or change in prescription.

\*Only trained personnel are allowed to give medication with specific instructions from a physician and a signed permission form from the parent.

**\*PARENTS MUST INFORM THE SCHOOL NURSE CONCERNING ANY MEDICAL CONCERNS THEIR CHILD MAY HAVE.**

**\*IF A CHILD IS OUT FOR AN EXTENDED PERIOD OF TIME DUE TO A MEDICAL ISSUE AND/OR DUE TO SURGERY, IT IS THE PARENT/GUARDIAN'S RESPONSIBILITY TO MEET WITH THE SCHOOL NURSE BEFORE THE STUDENT RETURNS TO SCHOOL.**

### **EMERGENCY PROCEDURES (FIRE/TORNADO/EXTREME WEATHER/LOCKDOWN/INTRUDER/BUS EVACUATION)**

\*Tangipahoa Parish School System's Superintendent will make decisions regarding the early dismissal or emergency closing of schools. In the event of an emergency situation, announcements will be made through the local news media (television, radio, newspaper), School Messenger and/or the TPSS website.

\*Students are instructed and participate in emergency drills monthly. Escape routes



are posted in every classroom.

\*When the weather is threatening, parents are asked to listen to the local radio station. Local stations broadcast any early local school dismissals.

\*It is imperative that parents return the form outlining early dismissal instructions for their child. It is impossible to call parents individually, since schools have only two phone lines.

\*In addition to fire and tornado drills, students will also practice bus evacuation, lockdown and intruder procedures.

### **Parent Volunteer Program**

Volunteering is an excellent way to keep involved in your child's education! Volunteers are always wanted and needed. Please review the PTO member and Volunteer Guidelines contained in the handbook. If you would like to volunteer, please contact your child's teacher or the PTO.

### **VISITING THE SCHOOL**

Visitors are always welcome and encouraged to visit our school. We ask that you please follow the procedures below in order for us to maintain maximum safety of our students.

1. All visitors and volunteers are to enter the school only through the front doors. TPSS Board policy requires that all visitors of a school building must report to the office before visiting any area of the campus.
2. Sign in with the secretary and obtain a visitor's pass.
3. Sign out with the secretary when you are ready to leave.
4. If you do not have a visitor's pass, you will be asked to return to the office.
5. You will not be allowed to go to your child's classroom unless previous arrangements have been made with the teacher.

We greatly appreciate your cooperation with this matter for the maximum safety and security of your children.

**Teachers will not be interrupted during instructional time.** If you wish to request a conference with a teacher, please call the office and leave a message for the teacher to return your call. You may also send a note to the teacher with your child or email the teacher to request a conference.

\*All visitors on our campus are expected to conduct themselves in a civilized manner that does not interrupt the learning environment. Any threatening, violent, obscene, or other disruptive behavior on our campus will result in the visitor being asked to leave campus. Proper authorities will be notified if necessary.

\*Visitors are expected to adhere to parish policies that our school is tobacco free.

\*Weapons of any type are never permitted on our campus.

**If you have any questions regarding the policies and procedure in Loranger Elementary School's Parent and Student Handbook, please contact the administration at (985) 386-6449.**