

# Cypress Cove Elementary

700 Currie Drive  
Sulphur, LA 70665



Phone: (337) 217-4970  
Fax: (337) 217-4971

## Core Values

Character, Community, & Excellence

## Mission Statement

Providing a quality education to all student in a caring environment.

## Vision

To prepare all students to master their grade level standards/objectives.

## School Philosophy

We are an educational institution that places the highest value in our students by establishing high expectations and equal accountability for all stakeholders.

## Focus

Cypress Cove Elementary is a progressive school that provides excellence in education for all our students, evidenced in exemplary learning opportunities, rigorous standards and assessments, and integration of technology. Educators at Cypress Cove are “believers” in success for every student and creating and nurturing a healthy school culture conducive to learning for all.

## Calcasieu Parish School Board’s Student Code of Conduct

Cypress Cove Elementary School follows all guidelines and regulations set forth by the Calcasieu Parish School Board. The most recent version of the Student Code of Conduct can be found by scanning the QR Code. This handbook is designed to be used as a companion document. Clarifying and outlining specific details as it relates to Cypress Cove Elementary School in particular.



# School Calendar

## 2024 – 2025

Students' First Day of School – Friday, August 9, 2024

### School Holidays/In-Services

(Students will NOT attend school on these dates.)

Teacher In-Service	August 5-8th
Labor Day	September 2nd
Teacher In-Service	October 11th
Fall Break	October 14-15th
Election Day	November 5th
Veterans Day	November 11th
Thanksgiving Break	November 25-29th
Christmas Break	December 23rd – January 5th
Teacher In-Service	January 6th
MLK Day	January 20th
Mardi Gras Break	March 3-5th
Teacher In-Service	March 10th
Easter Break	April 18-25th
Last Day for Students ½ Day	May 21st
Teacher In-Service	May 22-23rd

### End of Each Nine-Weeks Grading Period

1st Nine-Weeks Period:	October 9th
2nd Nine-Weeks Period:	December 20th
3rd Nine-Weeks Period:	March 13th
4th Nine-Weeks Period:	May 21st

## Administrative Staff

Maranda Lanham	Principal	maranda.lanham@cpsb.org
Susan Burch	Assistant Principal	susan.burch@cpsb.org
Charnise Johnson	Counselor	charnise.johnson@cpsb.org
Summer Royer	Curriculum Coordinator	summer.royer@cpsb.org

## Hours of Operation

The school office is staffed from 7:15 am to 3:30 pm each school day.

All school business should be conducted during these hours.

School Wide Schedule	
7:15 am	Student arrival begins. Cypress Cove staff will be on duty to assist students arriving by bus and car. Bus riders are unloaded on the east side of the school. Car riders are unloaded on the west side of the school. Breakfast is served in the school's cafeteria.
7:30 am	Students may choose to eat a school provided breakfast if on campus by 7:30 am.
7:40 am	Pre-instructional bell – arrival procedures; students and staff prepare for the school day. Car line gate is closed and locked. Students arriving after 7:40 am must be signed in at the front office.
7:45 am	<b>Instructional day begins</b> Students are marked tardy if arriving after 7:45 am.
2:30 pm	No check-outs or changes to the way a student is going home after 2:30 pm.
2:40 pm	Car line gate opens. Lining up before the gate opens is NOT allowed.
3:00 pm	<b>Instructional day ends</b> – Bus riders are dismissed to load buses
3:03 pm	Car rider and faculty students are dismissed from class.
Approx. 3:05 pm	Cypress Cove staff and students begin procedures to start the car line dismissal process. Staff will assist with loading students into their vehicles.

## Attendance

Attendance expectations adopted by the Calcasieu Parish School Board in alignment with regulations set by the Louisiana State Board of Elementary and Secondary Education will be followed. Please refer to the most recent edition of Calcasieu Parish School Board's Student Code of Conduct.

Students are required to attend school regularly and must attend at least 167 days to earn credit and be eligible for promotion to the next grade. Schools are required to offer 177

days of school, which means a student can be absent for a max of ten (10) school days during a school year.

Every student's absence must be supported by an excuse the first day after the child returns to school. The absence note should include the date, reason for absence, and a signature. A physician's excuse should be sent for absences that required a doctor's visit. All excuses must be received by the school within 5 days of the child's return to school.

When a student misses school, their absence falls under one of four categories:

- **Exempted and Excused:** The student is allowed to make up the missed work and the absence is not counted against the attendance requirements. Examples are illnesses documented by a doctor or celebrating religious holidays.
- **Non-Exempted and Excused:** The student is allowed to make up the missed work, but the absence is counted against the attendance requirement. An example is a personal or family illness documented by a parent's note.
- **Unexcused:** The student is not allowed to make up the missed work and the absence is counted against the attendance requirements. An example is skipping school.
- **Suspensions:** The student is allowed to make up the missed work, but the absence is counted against the attendance requirement.

### *Tardy*

Students arriving after 7:45 am are required to be signed in at the front office and will be marked tardy. The tardy will be noted on the student's official attendance log.

### *Student Check Out/Check In*

Students may only be checked out by a parent/guardian or other individual listed on their emergency card/indicated in JCampus. If checking a student out, authorized persons are required to sign the child out in the front office and show proper identification. Students are not allowed to be checked out after 2:30 pm due to preparations for dismissal procedures. Upon returning to school, students must be signed in at the front office by an adult before returning to class.

## **Arrival**

Students are not permitted on campus before 7:15 am.

### *Bus Riders*

All bus riders will be dropped off by their assigned bus at the east side entrance. Only bus drop off is allowed at this entrance. Students will enter the building into the cafeteria. They will either remain in the cafeteria and eat breakfast or report to their assigned classrooms/hallways.

## *Car Riders*

Students who are being dropped off by car are to be dropped off at the west side entrance. The gate is opened at approximately 7:00 am. Students must remain in their vehicles until assisted by duty staff. Students will enter the building through the west entrance and either report to the cafeteria (if arriving by 7:30 am) for breakfast or their assigned classrooms/hallways. The gate will close at 7:40 am. If the gate is closed, students must be brought to the front office and escorted into the building by an adult. An adult must sign in all students arriving through the front entrance.

## **Dismissal**

It is the responsibility of the parent/guardian to clarify to their child's teacher how their child will be getting home and to keep these plans consistent. Remember consistency is the best way to ensure that there are no confusions. All students are given a "how do I get home tag" to be placed on their backpacks at the beginning of the school year. Please assist us in making sure this stays on your child's backpack all year long. If a child's dismissal arrangements need to be changed the front office must be notified by phone (337-217-4970) NO LATER THAN 2:30 pm. We understand periodic emergencies arise, and we make every effort to get messages to students/teachers before dismissal procedures start. Students begin lining up for dismissal at 3:00 pm, and staff must have adequate time to ensure messages are communicated before dismissal procedures begin.

## *Car Riders*

**DO NOT BLOCK THE DRIVEWAY.** Parents of car riders should NOT arrive to the school before 2:40 pm. For safety reasons the car rider gate cannot be unlocked before this time. Arriving early causes traffic issues and blocks one of the school's entrances. If an emergency would occur, parents arriving early could cause unsafe conditions as emergency response teams would not be able to access the school as quickly. We kindly ask everyone to please begin arriving after 2:40 pm and enter directly into the car line on the west side of the building. Please form two lines and merge after the last curve. Car rider tags will be distributed to parents/guardians at the start of the school year or time of enrollment. The tag should be displayed so that duty teachers are able to see the child's name clearly and easily. Parents must remain in their vehicles while waiting on their students. Once the car line begins the loading process, drivers are not allowed on their cell phones as this is a hands-free zone.

At dismissal, students will remain in their designated hallways. They will sit quietly and wait for their name to be called. Student's names will be called over the radio. Then they will report to the duty teachers in the blue hall who will assist students in finding their place in line. Students who ride together will be assigned the same spot number. Students are to quietly wait at their assigned number and move up as the line progresses. A duty teacher

will assist students at the exit doors. Duty teachers will open car doors to allow students to load their vehicle.

All students must be picked up by 3:30 pm.

### *Bus Riders*

All bus riders will report to the gym area at dismissal and line up according to their bus number. Duty teachers will monitor as the students load buses.

### *Extended Day*

Students who have all proper paperwork completed and fees paid may attend our extended day program. Students are dismissed to the library where attendance is taken daily. After students are loaded onto the buses, these students enter the cafeteria area.

## Extended Day Program

Cypress Cove offers an optional Extended Day Program. Our Extended Day Program gives parents an opportunity to utilize onsite after school care, either on a full time or a drop-in basis. The child must be enrolled at Cypress Cove, be at least four years of age, and be able to function in group situations.

Yearly registration is required. This includes a registration fee and an insurance fee. You must select full time or drop in at registration. Full time students are given discounted rates since they attend regularly. Full time tuition payments must be prepaid weekly or monthly. Payments for drop in students may be prepaid if you are sure of the dates your child will be staying. If you do not prepay, you must pay when you pick up your child on the day he/she stays.

All students must follow the same rules that govern students in Calcasieu Parish Schools and students at Cypress Cove Elementary.

More details regarding payment, rules, and regulations as well as program activities can be found in the extended day registration booklet or by calling the school.

## CAFETERIA INFORMATION

Cypress Cove Elementary will once again participate in the Community Eligibility Provision (CEP) program during the 2024-2025 school year. This is GREAT news for our Cypress Cove families as there will be no charge for a daily, healthy breakfasts and lunches. No further action is required of you for your child to receive these meals.

Later in the school year free/reduced lunch forms will be sent home and we ask that everyone still complete these forms as they affect funding for our school in other areas.

## *BREAKFAST*

Breakfast is served every day from 7:15-7:45 am. Students must arrive by 7:30 am and go straight to the cafeteria if they want to eat breakfast.

Pre-K students will go to breakfast as a class at the beginning of their day.

## *LUNCH*

All students must eat in the cafeteria. Students will go to lunch with their classmates at their daily, assigned time. Students may choose to eat a lunch from the cafeteria serving line or bring a lunch from home. No student will be allowed to heat up their lunch.

Thermos bottles are allowed. Carbonated drinks (sodas) and canned drinks are not allowed in the cafeteria. Fast food may not be brought to school in the original bag or packaging.

Throughout the school year we will invite parents/families to have lunch with their child. The cost of the lunch will be \$4 cash. During these events, there will be a limit on the number of meals purchased. Only two guests per student will be allowed to purchase a school lunch. Sign-up sheets will be sent home to pre-register for these events.

## Visitors to the School

The school board and Cypress Cove administration welcomes and encourages parents and approved guests to visit the school at appropriate times; in fact, special programs and visiting days will be planned throughout the school year. Parental, family, and community involvement is strongly encouraged during these times.

A visitor is defined as anyone other than school system personnel on official business. All visitors are required to report to the front office immediately upon coming onto school grounds. Visitors will sign a “visitor’s log” upon arrival including the time, wear an assigned pass, and sign the visitor’s log indicating the departure time.

Cypress Cove’s one main entrance/exit has been designated as the front entrance (entrance facing Currie Drive). There may be times when other entrances/exits are authorized for guest use at the discretion of the principal. In such cases, the principal will communicate prior to the event entrance and exit procedures.

Protecting instructional time and ensuring the safety and well-being of students, teachers, and staff members is always top priority. The busy school schedule does not permit us to interrupt or disturb classes. If your child has forgotten something at home, please drop it off in the office. Label the item(s) using paper and markers provided, and we will see that he or she receives it.

If possible, visits should be pre-arranged. Staff schedules, including teachers’ and administrators’ schedules, are strategically planned out to ensure that student growth is the top focus. Thus, schedules are replanned out often weeks (months) in advance. The

Cypress Cove staff has all intentions of working with families and community members. We ask that if concerns, questions, or issues arise please reach out to schedule a meeting.

## Parent-Teacher Conferences

Parents/guardians or school level staff may request a parent-teacher conference anytime during the school year. Parents/guardians should request a meeting by contacting their child's teacher preferably by e-mail. If further assistance is needed in scheduling a meeting, parents/guardians should contact the school's counselor. Meetings are scheduled during the teacher's planning time, before school, or after school. Conferences or interruptions during class time are prohibited. PARENTS OR OTHER PATRONS SHALL NOT BE PERMITTED TO VISIT THE CLASSROOM DURING THE SCHOOL DAY WITHOUT SPECIAL PERMISSION FROM THE PRINCIPAL. At Cypress Cove we acknowledge the positive benefits on a child's education and well-being when home and school work together in a cooperative manner. We encourage an open line of communication between parents/guardians and teachers.

## Take Home Wednesday

Wednesdays have been identified as the school wide day to send home information. To the best of our ability, we attempt to send school-to-home communication home on Wednesday in every grade level. Things to expect on Wednesdays include graded papers and newsletters.

## Facebook

Cypress Cove Elementary has a social media/Facebook page. Through this means, we post updates, reminders, and share pictures and videos of things taking place on campus. We encourage all Cypress Cove family members to follow us on Facebook. If you need assistance with locating our page, please reach out to your child's teacher or a front office staff member.

## Classroom Parties

There will be two classroom parties per school year: Christmas and Easter. We host an annual Christmas family event outside of school hours. Thus, Christmas class parties are not open to guests. All students are welcomed to attend our Christmas at The Cove event with their entire family. Date and time details will be communicated closer to the time of the event. Guests are invited to attend Easter class parties during the school day. Due to safety reasons, each child is only allowed a maximum of 2 guests. No exceptions to this 2 guests policy allowed. We prefer that siblings not attend class parties.



Refreshments or treats that do not require special attention and that do not disrupt student learning may be brought to school for other holidays (besides Christmas and Easter) and student birthdays. Please communicate with your child's teacher prior to sending any treats to ensure that it will not interfere with the instructional day.

## Deliveries to Students

Cypress Cove will NOT accept deliveries for students from any type of delivery service including but not limited to, UPS, FEDEX, flower shops, or food delivery services (Door Dash). Flowers, balloon bouquets, fast food, etc. may not be delivered to students.

## Student Activity Clubs

We offer a variety of clubs/extracurricular activities for eligible students. Each club will develop their own selection criteria, goals, and regulations including dues and club meeting details. Information about club enrollment will be shared with qualifying students shortly after the start of the school year.

## Field Trips

Throughout the school year grade levels may plan educational field trips. Information including the cost to attend, location, and date will be communicated by classroom teachers. For a student to be able to attend a signed permission slip must be on file. All fees including the cost of the field trip, class fees, and any outstanding balances must be paid prior to the student attending the trip. If a student requires medication due to medically diagnosed conditions such as asthma or allergies, all required medication with the proper paperwork must be taken care of prior to the date of the field trip. We have a NO REFUND policy. We are unable to offer refunds on any paid field trip fees regardless of whether the student attends the trip. Most field trip fees must be paid in advance to book secure trips. The school does not receive refunds from the vendors after reservations are made. Thus, we are unable to offer refunds to parents.

## Fees

All students (Pre-K through 5<sup>th</sup> grade) are required to pay a class fee of \$15. Students may not participate in field trips or extracurriculars/clubs until all fees are paid including but not limited to class fees, lost book fees, past due extended day fees, and damaged or lost technology fees. Teachers and club sponsors will verify that all fees have been paid and communicate to parents/guardians if their child owes fees which would exclude them from participating. Parents/guardians will be given a reasonable amount of time to pay the charges incurred.

## Lost and Found

Lost and found is located in the red hallway outside of the cafeteria area. When a student is missing an item, it is their responsibility to check through the items place in the lost and found area. More valuable items such as jewelry and glasses will be turned into the office for safe keeping. To prevent an accumulation of items in lost and found, unclaimed items will be donated at the end of each month to Care Help of Sulphur.

## Prayer in Schools

CPSB shall permit each school to observe a brief time in silent prayer or meditation.

## IDs

Students are issued a free school ID within the first few days of school. These IDs should remain at school. If your child accidentally brings it home because he or she forgot to turn it in at the end of the school day, please ensure that it gets back to school the following day. There will be a \$5 charge for the remake of lost IDs. Students will use their IDs in the cafeteria when eating a school lunch as well as in the library to check out books.

## Homework

Homework should be reasonable and meaningful to students. It should never be used to teach objectives and concepts, but rather to reinforce and apply objectives and concepts already learned during the instructional day. Individual classroom expectations will be communicated to students and parents from the classroom teachers. Parents are encouraged to reach out to their child's teacher if there is ever any concerns or questions regarding home learning. National guidelines recommend that the average student not be assigned more than a total of ten minutes of homework per grade level. (K – 10 mins, 1<sup>st</sup> – 20 mins, 2<sup>nd</sup> – 30 mins, 3<sup>rd</sup> – 40 mins, 4<sup>th</sup> – 50 mins, 5<sup>th</sup> – 60 mins) When a student has been ill for an extended period of time the parent/guardian should reach out to their child's teacher (preferably by e-mail) to communicate about missed assignments and how to assist their child in making up missed work.

## Accelerated Reader (AR)

Students are encouraged to participate in our AR program. Students read AR books and then take online quizzes to test their comprehension of material read. Goals are set by classroom teachers and students are recognized for reaching their nine-weeks AR goal. Rewards are decided by grade level teams. At the conclusion of the school year, we award the student who earns the most AR points out of the entire student body with a trophy. The top AR point students of each homeroom class are also acknowledged at the end of the year awards ceremonies.

## Zearn

Zearn is a computer-based math online reinforce tool designed to help support our Eureka2 math curriculum. Students are encouraged to complete at least three Zearn lessons a week. Zearn lessons can be completed at school or home. Students who meet their Zearn goal for the nine-weeks are recognized at the conclusion of the marking period. At the conclusion of the school year, we award the student who completes the most Zearn lessons out of the entire student body with a trophy. The students in each homeroom class who complete the most Zearn lessons out of their class are also acknowledged at the end of the year awards ceremonies.

## Enrichments

All students in kindergarten through fifth grade rotate through four enrichments weekly – art, STEM, library, and P.E.

### *Art*

Students are instructed in age-appropriate artistic techniques. Students are encouraged to express creativity while practicing introduced techniques. Our full-time art teacher is Ms. Hannah Wyninger.

### *STEM*

Our STEM enrichment is expanding to include students in K-5 this school year. Students are allowed to explore, create, and experiment through hands-on activities. Mrs. Laura Provost is our full-time STEM enrichment teacher.

### *Library*

Students visit the library at least once a week. They participate in lessons and are given an opportunity to check out books. We do not charge late fees. However, if a student has checked out multiple books which have not been returned, they may be restricted from checking out any additional books. Once the other books are returned or paid for, the student may once again check out books. If a student loses a book or damages it beyond normal wear and tear, parents/guardians are required to pay to replace the book. Our full-time librarian is Ms. Bethany Parker.

### *Physical Education (P. E.)*

PE classes are well-structured and provided by our full-time PE teacher, Coach Chet Ellender. Good sportsmanship, skill development, and teamwork are emphasized. Students are graded on their skills, participation, and effort.

## Spanish

Academically able students in upper grades are given the opportunity to participate in a Spanish enrichment class during their Response to Intervention (RTI) block. Mrs. Martha Mayorga-Torres is our part-time Spanish teacher.

## Special Education Services

Special education services are provided to identified students as detailed in their Individual Education Plans (IEPs) or 504 Individual Accommodation Plans (IAPs). Some of the services provided at Cypress Cove Elementary include but are not limited to:

- SPARK/Gifted Classes – SPARK stands for Seeking Purposeful Analytical Realistic Knowledge. Identified students are bused one day a week to R. W. Vincent Elementary for classes. Students are responsible for all work missed at Cypress Cove while attending their SPARK class.
- REACH – 1<sup>st</sup> grade students who meet eligibility requirements can attend REACH classes. Students who qualify and attend REACH are not classified as having an exceptionality but will be screen at the conclusion of the course to determine further eligibility. These students are bused one day a week to R. W. Vincent Elementary for classes. Students are responsible for all work missed at Cypress Cove while attending their REACH class.
- Speech/Language Therapy – Students who have been identified as having difficulty with speech, language, voice, or fluency may be provided speech Response to Intervention (RTI) services. Students who have been identified as having a Speech and/or Language Impairment exceptionality are able to receive services on campus during the day by our trained therapists, Tiffany Arrant (full-time) and Mindy Benoit (part-time).
- Inclusion/Resource/Self-Contained – Students who have been identified as having an exceptionality receive services based on their individual needs. In our upper grades, we utilize an inclusion model where special education teachers push into the regular education setting to provide in the moment support and instruction in conjunction with the regular education teachers. We also utilize the resource setting/special education setting as well to provide support and instruction on a student's individual level outside of the regular education setting. When forming plans, we always consider the least restrictive environment. All students are exposed to the regular education setting and curriculum as much as appropriate.

## Grading Scale

Letter grades of A, B, C, D, & F will be used at each grade level (K-5). Nine weeks grades will be an average of daily/weekly tests and assignments. Cypress Cove students are exposed to high quality advanced work and assessments are aligned to the Louisiana Department of

Education grade level Achievement Level Descriptors. Thus, classroom grades should align to state testing achievement levels.

Act 428 was recently (2024) passed requiring a uniform 10-point grading scale for each public-school governing authority for students enrolled in any grade for which letter grades are used.

Grading Scale				
Letter Grade	Percentage	Quality Points	Achievement Level	GPA
A	100 – 90	4	Advanced	3.5 – 4.0
B	89 – 80	3	Mastery	2.5 – 3.4
C	79 – 70	2	Basic	1.5 – 2.4
D	69 – 60	1	Approaching Basic	1.0 – 1.4
F	59 – 0	0	Unsatisfactory	0.0 – 0.9

Handwriting, physical education, art, and conduct will be graded according to the following scale:

Letter Grade	Achievement Level
O	Outstanding
S	Satisfactory
N	Needs Improvement

For students who receive modified grades from their special education teacher(s), report cards will reflect that the subject’s level has been modified by an asterisk (\*).

### *Banner Roll / Honor Roll*

In all subjects not graded by O, S, or N, students are eligible for banner roll recognition if they make grades no lower than an “A” and honor roll recognition if they make grades no lower than a “B”.

## Response to Intervention (RTI)

The progress of all students is closely monitored by grade level RTI committees. School staff meet frequently to analyze data and to communicate about individual student performance. Students are placed into strategic RTI groups based on data and teacher input. All students receive some type of RTI support. During the RTI portion of our school day, students who have been identified as students needing additional support beyond the

Tier I curriculum are provided instruction in small group settings by qualified school personnel. Their progress is closely monitored, and adjustments are made accordingly.

## Monitoring Student Performance

### *Student Progress Center*

Parents/guardians may monitor their child’s progress at any time during the school year by accessing the Student Progress Center. While on the Calcasieu Parish School Board’s main website ([www.cpsb.org](http://www.cpsb.org)) click the A+ symbol on the right side of the screen. If log on assistance is needed, please contact the school.

### *Interim Progress Reports (IPRs)*

A progress report is sent home every third and sixth week of a nine-weeks marking period.

### *Report Cards*

Report cards are sent home at the conclusion of each nine weeks (final report cards are mailed in May). Report cards are sent home in an envelope. Parents/guardians are asked to sign on the applicable line (1st, 2nd, or 3rd nine weeks) and return the envelope only. Reports do not need to be returned.

### *Academic Warning Letters*

Halfway through the school year each student’s progress will be reviewed including grades, attendance, and any other relevant data. If a student is at risk for not meeting minimum standards needed to be promoted to the next grade, parents will be notified in writing. In addition, teachers will attempt to contact parents/guardians to set up a phone or in person conference to discuss their child’s data, current level of performance, and intervention plans.

### *Promotion Policy*

For guidance on promotion and retention please refer to the most recent version of the Calcasieu Parish School Board’s Pupil Progression Plan.

## Student Recognition

In addition to individual classroom recognition throughout the school year, at the end of each nine weeks, we will celebrate these achievements schoolwide. Based on each nine weeks.

Honor Roll

Banner Roll

All O’s in Conduct

Perfect Attendance

Excellence in Attendance

Student of the Nine Weeks

Reaching AR Goal

Reaching Zearn Goal

per Homeroom Class

At the end of the school year, we will celebrate these achievements schoolwide. Based on the entire 2024-2025 school year.

Honor Roll All Year	Banner Roll All Year
Perfect Attendance All Year	Excellence in Attendance All Year
Top Zearn Student per Homeroom	Top AR Student per Homeroom
Top Zearn Student Whole School	Top AR Student Whole School
Stormy's Character Award per Grade Level	Stormy's Community Award per Grade Level
Stormy's Excellence Award per Grade Level	
Top Boy and Top Girl per Grade Level per Enrichment (Library, PE, Art, STEM, Spanish)	

## Emergency Preparedness

To ensure the safety of all students and staff in the event of an actual emergency, emergency procedures are practiced regularly and at unannounced times throughout the school year.

### *Lockdowns*

Lockdowns occur when internal or external threats exist. Exterior and interior doors remain locked at all times during the normal school day. In the event of a lockdown, staff and students will remain in secure locked areas until an all clear is given. If possible, signs are posted on the main entrance/exit of the school to alert parents and visitors about the lockdown.

### *Shelter-in-place*

When alerted that hazardous materials may have been released into the atmosphere and evacuation or dismissal is not advisable student and staff safety will be assured. Safe areas are identified in the school where refuge can be taken until it is safe to release students or return to normal activity.

### *Evacuation*

If the school must be evacuated for any reason including a fire, pre-defined evacuation routes are followed by all students and staff members to ensure a safe and quick evacuation of all individuals from the school building and/or grounds. If an alternate location is required to be used until students can be reunited with their parents/guardians, parents will be directed through the news media, district website, or other means of district and school communication methods to a specific location where they will be required to show proper identification such as a driver's license or other photo identification before students will be released.

## *Recovery*

In the event of an emergency, recovery is the longest phase of emergency management, lasting until the physical environment, students, and staff have returned to a sound physical and emotional state. Trained school and volunteer community mental health professionals will assist students, staff, and families in the event that a school emergency occurs.

## Change of Contact Information (Student Demographics)

If a student's place of residence, mailing address, telephone number, or legal/court documents change after enrollment and/or differ from what is on file at the school, a parent or guardian must report this change to the child's teacher and the school office immediately. If the address is outside of Cypress Cove's school zone bus transportation will not be provided and special permission from the Calcasieu Parish School System's Office of Child Welfare and Attendance may be needed for the child to remain enrolled at Cypress Cove Elementary.

## Health/Illnesses

The following is based on CPSB policy and procedures. Principals and school staff shall cooperate with the school nurse to protect the health of students while in school by excluding the ill and by preventing the return to school of those not yet recovered from an illness or communicable disease.

It is extremely important to keep emergency contact information up to date. The following accurate information must be kept on file at all times:

- Phone number where parents can be reached.
- Phone number and names of relatives, neighbors, or friends who can assume responsibility for the child if a parent/guardian cannot be reached.
- Physical Address.

## *Communicable Diseases*

Skin Diseases: Scabies (itch), Ringworm, and Impetigo (Indian Fire)

Eye Diseases: Pink Eye

Children with one of the above skin or eye diseases must be referred to a physician, and a note must be obtained from the physician indicating if it is all right for the child to remain in school. Proof of treatment must be shown upon child's return to school.

Other Communicable Diseases: Measles, Chicken Pox, and Mumps

Children with these other communicable diseases are to be excluded from school and may return when:



- Measles – 5 days after rash has disappeared
- Chicken Pox – 7 days after appearance of the vesicle
- Mumps – when the swelling has subsided

Pediculosis: Lice (live lice or nits)

If a student is suspected of having head lice, the student is referred to the office/nurse. The student is confidentially checked. If head lice are found, the parent is notified, and the student is excluded from his/her class immediately.

- The student shall be excluded from school until he/she has been treated with a medication that kills lice and **UNITL ALL NITS HAVE BEEN REMOVED FROM THE HAIR**. Upon returning your child to school, as verification of treatment, please present the label from the medication used and/or a statement from your physician.
- Any student who is excluded from school because of lice infestation must be accompanied by his/her parent or by a responsible adult when he/she returns to school.
- School personnel shall be responsible for checking the student to be sure he/she is free of nits and lice. If he/she is not free of nits and lice, then he/she shall return home by the same adult who brought him/her back to school.
- Any student’s absence from school for lice infestation shall be excused for a limited time. Not to exceed four (4) calendar days. The student shall be allowed to make up classwork.

*Individual Student Emergencies/Illnesses*

Minor injuries and common/minor illnesses:

Parents/guardians are notified if their child becomes ill or is injured at school. In the event of an injury, only simple first aid will be administered at school. For minor injuries parents will be given the option to come to the school to personally assess their child.

- Any child having fever, vomiting, and/or diarrhea is not allowed to remain at school.
- A child must be symptom (fever, vomiting, and/or diarrhea) free, without the aid of medication, for 24 hours before returning to school.
- Students with severe colds, sore throats, and coughs should not stay at school.
- Sniffles, reddened eyes, headaches, and abdominal pain may be signs of acute communicable diseases. Parents will be notified if their child expresses such symptoms as the child may require medical attention.

Serious injuries and/or illnesses:

When a child becomes seriously ill at school or is seriously injured, a parent/guardian will be notified immediately. If no one can be reached, an ambulance will be used if deemed necessary to transport the child to the hospital. Responsibility of payment services rendered lies with the parent/guardian.

## Use of School Phone by Students

Students are not permitted to use the office telephone except in cases of emergency, and only after obtaining permission from their teacher. Calls are limited to cases of illnesses or emergencies. Arrangements for transportation, books, homework, lunches, etc. are not valid reasons for using the phone. Students will not be called out of class to receive phone calls except in cases of emergencies.

## Cell Phones/Smart Watches

No students shall use any electronic telecommunication device including cell phones and/or smart watches (any watch capable of texting and/or taking pictures) during the school day. This includes while riding the school bus to and from school. We will follow CPSB guidelines as detailed in the Code of Conduct when a student has one of these devices.

## Dress Code

Cypress Cove Elementary follows the Calcasieu Parish School Board Dress Code Expectations as outlined in the Student Code of Conduct Handbook.

- Current and past Cypress Cove Elementary spirit and club shirts may be worn any day of the week.
- Uniform shirts must 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.
- Khaki or navy-blue pants, skirts, shorts, skorts, or jumpers must be uniform style and color.
- Blue jeans, pants or skirts, that do not have any holes, rips, or tears may be worn.
- Shorts, skorts, skirts, blue jean skirts, and jumpers must not measure shorter than three inches about the knee (front and back).
- Appropriate shoes must be worn at all times.
- Outerwear for classroom use is limited to **khaki, navy blue, hunter green, white, black, or gray** sweaters, sweater vest, sweatshirts, and light jackets.
- Heavy coats and jackets worn to and from school and/or outdoors are not restricted.
- No headwear of any kind is to be worn in the school building at any time.

## *Not allowed*

Blue Jean Shorts	Corduroy	Wind-Suit Materials
Sweatpants	Stretch Pants or Leggings	Jeggings
Joggers	Spandex	Baggy Pants
Bell-Bottoms	Carpenter or Cargo Style	Hip-Huggers
Side-Knee Pockets	Capris	Flip Flops
Sandals	Hoodies	Rubber Boots

- Emblems, logos, and/or decorations are not allowed on any clothing items.
- Items that distract from the learning environment including bandannas, hair rollers, extreme hairstyles, unnatural hair colors, lines, letters, or designs shaved in the head are not allowed.
- Sunglasses, nose rings, visible body piercings, and excessive or inappropriate jewelry are not allowed.
- Excessive or inappropriate makeup, painted faces, and/or stick-on tattoos are not allowed
- Suggestive or indecent clothing is not allowed.
- Clothing, jewelry, and general appearance shall not be of the type that would cause a disturbance, distract, or interfere with the instructional programs.
- Clothing, jewelry, and general appearance shall not be such as to constitute a health or safety hazard.

## Water Bottles

Students are allowed to drink water throughout the day. **PLASTIC, NON-SPILL** water bottles may be brought to be used in the classroom and outside. Bottles can only be filled with **Water**.

## Behavior

Cypress Cove Elementary follows the Calcasieu Parish School Board's discipline policies as outlined in the Student Code of Conduct.

### *Positive Behavior Intervention Support (PBIS)*

Cypress Cove Elementary uses Positive Behavior Intervention Support throughout the school. PBIS provides a positive and effective alternative to the traditional methods of discipline. PBIS methods are research-based and proven to significantly reduce the occurrence of problem behaviors in the school, resulting in a more positive school climate and increased academic performance. PBIS is consistent with the Individuals with Disabilities Education Act, which advocates the use of positive behavior interventions and

school-based disciplinary strategies that reduce or eliminate the need to use suspension and expulsion as disciplinary options.

### *Minor Infractions*

Staff members are constantly teaching and reinforcing appropriate behaviors. Should a student choose to violate school behavior rules, specific procedures are followed:

- 1<sup>st</sup> Minor Infraction: Teacher fills out the infraction sheet and sends home a copy to communicate the infraction details including the intervention/consequence to the parent/guardian. Parent signs and returns the form.
- 2<sup>nd</sup> Minor Infraction: Teacher fills out the infraction sheet and sends home a copy to communicate the infraction details including the intervention/consequence to the parent/guardian. Parent signs and returns the form.
- 3<sup>rd</sup> Minor Infraction: Mandatory parental contact from the staff member. Infraction sheet is filled out and sent home to communicate the infraction details including the intervention/consequence to the parent/guardian. Parent signs and returns the form.
- 4<sup>th</sup> Minor Infraction: Teacher completes the infraction sheet and sends it down to administration. An administrator will meet with the student. Offenses will be entered into the system. A follow-up course of action/consequence is taken.

### *Major infraction*

Students who commit a **major offense** will be sent immediately to the office or an administrator will be called down to the student's location.

### *PBIS Rewards Program*

Starting during the 2024-2025 school year, students will be awarded positive points electronically for displaying the core values of Cypress Cove (Character, Community, and Excellence) through the PBIS Rewards Program. Students will be allowed to redeem points from the school's prize store multiple times during the school year.

### *Behavior Response to Intervention (RTI):*

Students who are significantly struggling in the behavior domain will be referred to the school's behavior RTI committee. An individual plan will be created to assist the student with student specific goals developed based off relevant data. Each student's progress will be monitored, and adjustments made as necessary.

# Cypress Cove Elementary Learning Agreement

Our goal is to continue to improve our students' academic performance through the implementation of PBIS and Louisiana State Standards to successfully prepare our students for college and careers. We rely heavily on involvement of all stakeholders and invite them to become active partners in maintaining a healthy culture for our students, staff, and community.

Staff Expectations: I understand my responsibility to create a positive learning environment where students receive high quality instruction. Therefore, I agree to carry out the following responsibilities to promote your child's quality education:

1. Provide a safe and caring learning environment.
2. Keep you informed of your child's performance on a regular basis and maintain open lines of communication.
3. Help your child develop responsibility for his/her own behavior and learning.
4. Utilize student data to meet the needs of ALL students.

Student Expectations: In order to support my learning in school, I agree to the following:

1. Do my schoolwork to the best of my ability.
2. Set aside time after school to study and complete my homework.
3. Respect and cooperate with other students and adults.
4. Follow procedures to create a safe learning environment.
5. Arrive on time each day for school.

Parent/Guardian Expectations: In order to assist and promote my child's learning I agree to be an active participant in both academics and school partnership. I agree to:

1. Attend/Engage in parental involvement events/programs whenever possible.
2. Monitor my child's progress and ensure that my child does his/her schoolwork at school and home.
3. Have high expectations of my child as an individual.
4. Make sure my child arrives to school on time each day.
5. Keep healthy, open lines of communication between myself and staff members.

## Parental Involvement Policy

Cypress Cove Elementary recognizes that parental involvement is a key factor in the success of our students' education. We believe that when teachers, parents, and students commit to and strive toward the common goal of quality education that together we will produce not only quality students but qualify citizens.

Throughout the school year we will provide a variety of opportunities to encourage strong parental involvement. The following are a few examples of activities that are designed to encompass the involvement of parents of all students attending Cypress Cove Elementary (Pre-K through 5<sup>th</sup> grade).

One-on-One Meet & Greet	Book Fair	Newsletters
Christmas at The Cove	Night at the Museum	Fundraisers
Websites/Facebook	PBIS Celebrations	Miscellaneous Projects
Family Luncheons	Student Clubs	Field Trips

Teachers, parents, and administration will work cooperatively together to plan these and other activities to ensure the success of the Parental Involvement Program.

All activities will be held in compliance with the Calcasieu Parish School Board Parent Involvement component and with those of the Louisiana Department of Education.

## Acknowledgement

As students and parents/guardians, we have read the information in this handbook and agree to comply with attendance and classroom/school regulations and requirements as stated. We also agree to attend all required parent/teacher/principal conferences as requested.

Students and parents/guardians will sign the Cypress Cove Elementary Student Handbook Student and Parent/Guardian Acknowledgement page and return to the school. This acknowledgement page will indicate that parents/guardians have read and will follow guidelines of the following documents:

- Cypress Cove Elementary Student Handbook (including all policies and procedures)
- Cypress Cove Elementary Learning Agreement
- Parental Involvement

# 2024-2025 Cypress Cove Elementary Student Handbook

## Student and Parent/Guardian Acknowledgement

1. Scan the QR Code to access the most recent version of Cypress Cove Elementary's Student Handbook.
2. With your student, review and discuss the information detailed in the handbook. Confirm that your student understands that he/she will be held accountable for complying with district and school rules and procedures.
3. If you have any questions or concerns reach out to your child's teacher or the school administration.
4. Acknowledge that you have read, understand, and agree to abide by the information detailed in Cypress Cove Elementary Student Handbook. Please initial & have your child initial in the blanks. Sign below and have your child sign below.
5. Return the initialed, signed paper to your child's teacher.

**I have reviewed, understand, and agree to the following:**

**Parent  
Initials:**

**Student  
Initials:**

Cypress Cove Elementary's Student Handbook

\_\_\_\_\_

\_\_\_\_\_

Including but not limited to policies regarding the following:

Field Trips

\_\_\_\_\_

\_\_\_\_\_

Change in Contact Information

\_\_\_\_\_

\_\_\_\_\_

Fees

\_\_\_\_\_

\_\_\_\_\_

Cypress Cove Elementary Learning Agreement

\_\_\_\_\_

\_\_\_\_\_

Parental Involvement

\_\_\_\_\_

\_\_\_\_\_

---

Print Student's Name

Student's Signature

Date

---

Print Parent/Guardian's Name

Parent/Guardian's Signature

Date

