E. K. Key Elementary

Student Handbook

Maintaining high expectations and academic excellence for all students

The administration reserves the right to amend any provision set forth in this handbook when it is deemed to be in the best interest of the educational process. Furthermore, the administration reserves the right to prescribe penalties for violations of guidelines not specifically stated here and to alter any assigned penalties as he/she sees fit.

VISITING E. K. KEY

Beth Hooper, Principal
Kim Dowers, Assistant Principal

Parents are welcome guests at E. K. Key. In order to ensure the utmost safety of our students, **all visitors must report to the school office to sign in and obtain a visitor's pass.** When leaving, a visitor must sign out. Classroom visits must be scheduled in advance. Please park in designated visitor parking areas

VISIT OUR WEBSITE

Our website is a valuable resource with the calendar of events, clubs information, and much more! Teacher web pages are updated by the classroom teachers regularly. Parents and students may access our website by going to **http://key.cpsb.org** To visit a teacher's page, click on *Faculty*. Also, you can find us on Facebook under E. K. Key Elementary.

SCHOOL OFFICES

Please feel free to contact us on any problem or concern at (337)217-4660.
Offices are open from 7:10 a.m. until 3:30 p.m.

FERPA

The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords parents the right to have access to their children's education records, the right to seek to have the records amended, and the right to have some control over the disclosure of personally identifiable information (PII) from the education records. When a student turns 18 years old, or enters a postsecondary institution at any age, the rights under FERPA transfer from the parents to the student ("eligible student"). A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student to other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. School official shall be defined as an administrator, supervisor, principal, teacher, support staff, or any person employed by or under contract to the School Board, or authorized volunteer, to perform a function or service on behalf of the School Board. Legitimate educational interest shall be defined as the interest that requires access to educational records and PII for purposes of adding or modifying material, periodic review, filing new student data and/or removing inadequate, ambiguous, no longer relevant data; the interest having the wellbeing of the student in mind for purposes of continuing, improving or changing the educational program, instruction, training, or safety of the student; the need to access and otherwise deal with educational records and PII in order to perform or carry out a person's responsibilities with regard to the Calcasieu Parish School System. The enclosed Calcasieu Parish Policy JR-AP defines directory information and to whom student personally identifiable information may be disclosed. The FERPA statute is found at 20 U.S.C§1232g and the FERPA regulations are found at 34 CFR Part 99. Parents have 15 days from the 1st day of school or the date of enrollment if after the 1st day of school to revoke permission to disclose student information covered by FERPA.

School Day

7:10-7:40 – Breakfast (All students eat free.)
7:45 – Instructional Day Begins
7:50 – TARDY BELL
2:30 – FINAL CHECKOUTS
3:00 - Dismissal
3:20-Car rider gate closes

Arrival and Dismissal

Procedure for Arrival:

- Student drop off is from 7:10 to 7:50. Gates will close at 7:50. Students arriving after 7:50 **MUST** come to the front of the school and be signed in at the front office by parent/guardian before students are admitted to class.
- No student should arrive to school before 7:10 a.m. Students arriving at school after 7:50 a.m. are tardy.
- **For safety reasons, no students may be dropped off in any parking lot or on the side of the road.**
- After entering the building, students will report to designated areas inside the building.

Procedure for Departure from School:

- **Walkers will be dismissed to the back of the school in order to use sidewalks.**
- Students should not return to school once they leave the campus unless they are accompanied by a parent.
- Students are not allowed to go home a different way without notification from parent/guardian in the form of a note or a phone call. Student word will not be taken. If your dismissal arrangements change due to an emergency, please call the office at 217-4660 as early as possible – **NO LATER THAN 2:35 p.m.**
- **Car Riders PLEASE PUT A SCHOOL ISSUED TAG WITH THE STUDENTS NAME CLEARLY PRINTED IN MARKER AND VISIBLE IN THE WINDSHIELD OF YOUR CAR.**

***NO ONE MAY WALK UP TO PICK UP A STUDENT* ALL* STUDENTS WILL BE CONSIDERED CAR RIDERS, BUS RIDERS, WALKERS, BIKE RIDERS, OR EXTENDED DAY.**

ATTENDANCE

- Each student is allowed 10 absences a school year.
- A doctor's note is needed to label an absence as excused.
- Parents will be notified at 3, 5, 7, and 10 absences/tardies in accordance with the CWA policy. (Notification will be in the form of student conference, parent conference, letter, or phone call.)
- Vacations are not excused absences.

CAFETERIA

We are a C.E.P. school which means all students eat free for breakfast and lunch.

Cafeteria/Food Service Procedures:

1. **Fast food containers are prohibited.**
2. **Glass containers** are prohibited on the school campus.
3. **No visible soft drink cans.**

CANCELLATION OF SCHOOL

1. If school is cancelled, CPSB Facebook, School Messenger, local radio and television stations will notify listeners/viewers. If parents have reason to believe school may be cancelled, they should tune into local broadcast agencies.
2. If the situation does not require evacuation, students will be dismissed according to the normal dismissal procedures.
3. In those cases, requiring evacuation, parents will be notified as to where to pick up students. In some cases, students will be evacuated to a site that will be predetermined by the CPSB Risk Management Team.
4. **A school messenger alert will be sent out via text or voicemail.**

COMMUNICATION

- **BBComms** is our callout system. We will use this system to inform you of special events, emergencies, and activities occurring at E. K. Key. Please ensure that your **phone number is up to date** in our student system so that you can receive these phone messages. If in doubt, check with Mrs. Amy Riley in the front office.
- Follow us on FACEBOOK for the most current information.
- Teachers will send out information about a communication app for daily/weekly updates.

DISCIPLINE

Please refer to Positive Behavioral Interventions and Supports in the Calcasieu Parish Student Code of Conduct, a separate document given to students and published online. PBIS – Positive Behavioral Interventions and Supports - is a state-mandated behavior program, which is implemented at E. K. Key. We offer incentives for those who maintain good behavior throughout the school year. All behavior charts are located in student Binders or agendas which are sent home daily for parent review and signatures. We will be utilizing the PBIS Rewards Digital Platform. Parents will receive sign up information for each child. This will allow parents to track behaviors and rewards for their child(ren).

DRESS CODE

Shirts:
- Navy, white, or hunter green collared shirts with no logos or emblems
- Shirts must be tucked in
- Current year Spirit shirts can be worn any day of the week
- Throwback Spirit shirts can be worn on Fridays
- Club shirts can be worn on club days
- No hoodies in the building

Bottoms:
- Khaki or navy pants, skirts, or shorts & blue jeans/skirts with no tears, holes, or rips
- No cargo pants
- skirts, dresses, & shorts must be 3 inches above the knee

Socks and Shoes:
- Socks must be worn every day
- Only solid-colored socks or tights
- No logos on socks or tights
- Closed toes shoes only
- no light up shoes

Other Restrictions:
- Jewelry must be school appropriate and not a distraction
- No extreme hairstyles or psychedelic hair colors, lines or designs shaved in head
- Headbands/Bows must be appropriate & not distractive
- No inappropriate piercings or stick-on tattoos no light up shoes
- 2nd -5th grade must wear a belt

Free Dress

Occasionally, free dress selections will be offered as an incentive or reward for student achievement or observance of special days. On these days, students may choose to wear appropriate non-uniform clothes rather than their school uniform, provided the students choose clothes appropriate for school. The same *general* standards of the uniform policy will be followed in free dress choices.

Unacceptable clothing is the following:
- Baggy or saggy pants
- Jeggings/ legging/workout pants
- Exposed midriffs or backs
- Looped pants w/o belts
- Low-necked shirts
- Spaghetti straps/tank tops
- "Flip Flops," Shower Shoes, spiked heels or Slip-on shoes
- Skirts or shorts shorter than 3 inches above the knee
- Tight or revealing clothing of any kind
- Skull motif on any item of clothing

GRADES

Use Student Progress Center: https://jcampus.cpsb.org/progress/ Contact Mrs. Amy Riley for login information.
This program will allow parents to check on student progress throughout the year.

The following grading range should be used:

Grading Scale for Regular Courses	
Grade	**Percentage**
A	100-90
B	89-80
C	79-70
D	69-60
F	59-0

Final Grade - The Final Grade will be determined by averaging the students' nine weeks grades, rounding off to the nearest hundredth, and using the above range to determine the grade. For each nine weeks period, teachers must keep appropriate records of student grades in the teacher's grade book.

ELEMENTARY PROMOTION POLICY

The full policy is found on the CPSB website. Placement and promotion guidelines are subject to change. Please consult the school counselor if you have questions or concerns.

IMMUNIZATIONS

All students must furnish a health record from their physician or the health department. Any student who fails to meet the immunization standard shall be prohibited from attending school until immunization standards are met. The school health nurse will check health cards each school year and will notify the parents of any problems with these records. Immunizations include DPT, polio vaccine, MMR.

MEDICATION

Absolutely no medications are given internally, externally, or by injection at school without written instruction from a physician and written permission from the parent/guardian. **Aspirin and Tylenol are medications that are included in this policy. At no time is a student to have any medications in his/her possession (including all over the counter medications.)**

It is the parent/guardian's responsibility to provide an authorization form (obtained from the office) that contains the following information:

1. The student's full name.
2. Clear instructions for school administration.
3. Rx numbers (if applicable).
4. Current date.
5. Name, dosage, time of school administration, and route of medication
6. Physician or dentist's name.
7. The parent/guardian's printed name and signature.
8. Parent/guardian's emergency phone number.
9. Statement granting or withholding release of medical information.

THE SCHOOL IS TO HAVE NO MORE THAN A 20 SCHOOL DAY SUPPLY OF MEDICATION IN A PROPERLY LABELED BOTTLE. PARENTS ARE REQUESTED TO BRING MEDICATION TO THE OFFICE FROM 7:15 A.M. UNTIL 9:30 A.M.

*** Only those persons on a child's emergency card may administer medication at school to that child.**

PARENT – TEACHER CONFERENCES

Conferences may be arranged by contacting the child's teacher. Parents are encouraged to contact the teacher with concerns prior to contacting administration. Parents have access to student grades and/or progress using the Student Progress Center.

PARTIES

Holidays - Each grade is permitted to have two parties per school year. These will be held at Easter and Christmas. We ask that siblings, cousins, or other children not attend the parties. This can become a hazard due to size of the classroom area. *Birthdays* – Individual birthday parties are not allowed and party invitations will not be given out at school unless there is an invitation for every child. Flowers, balloon bouquets, etc. sent to students are NOT allowed to be delivered to classrooms. These items will stay in the office until the end of the school day. Please be advised that none of these items are allowed on buses. Someone will need to come and pick them up.

TAKE HOME THURSDAYS

Graded papers, most notices, including *Twister Tribune (monthly publication)*, will be sent home school wide on Thursdays. Please check your students' papers and backpacks on Thursdays for important papers. This quality procedure allows parents/guardians and students the opportunity to discuss student behavior and academic progress as well as school activities on a weekly basis. If a parent/guardian finds he/she is not receiving these important assessment documentations and notices on Thursdays, he/she should contact your child's teacher for further direction.

WATER BOTTLES

Water bottles with screw tips will be the only water bottles allowed. No Stanley cups or cups with straws will be allowed. Water should be the only liquid included in the bottles. The school has 2 water bottle filling stations.



E. K. Key

CITGO Innovation Academy

1201 East Burton Street
Sulphur, LA 70663
Phone: (337) 217-4660 Fax: (337) 217-4661
https://www.cpsb.org/key

The CITGO Innovation Academy offers a STEM-integrated curriculum with a focus on engineering design projects, hands-on learning, and science investigations. This is a magnet program where students must take an entrance exam and maintain a 2.5 GPA. Any Calcasieu Parish student zoned to the following high schools: Sulphur, Vinton, Starks, Dequincy, and Westlake entering grades kindergarten through fifth grade may register to be tested for admission into the E.K. Key CITGO Innovation Academy.

E. K. Key CITGO Innovation Academy students are E.K. Key students. Students attending the Academy that are not zoned for E. K. Key must fill out an Out of Zone form with CPSB Child Welfare and Attendance. All Academy students are classified as E.K. Key students. **Academy students will follow all CPSB policies and procedures as outlined in the student handbook and CPSB Code of Conduct. Students will have to follow the guidelines and policies as outlined below.**

Registration & Entrance Exam

Registration will take place in February and March each year for the next year's available spots. Registration information will be sent out by the school office, website, and on our media sites. A $20 testing fee will be collected at the time of registration. Students that register will be given an entrance exam provided by the CPSB Assessment Department. Student scores will be ranked and the top 24 students for kindergarten that meet the baseline will be admitted into the CITGO Innovation Academy. Limited spots are available for 1st-5th grade. **Elementary students in good standing will not have to reapply each year once they have been accepted into the E. K. Key CITGO Innovation Academy.**

CITGO Innovation Academy Sites

At the end of 5th grade students will have to apply for a spot at the LeBlanc Middle School CITGO Innovation Academy. The application process starts over as students move from elementary to middle and then middle to high school. Each site will review applications and make acceptance decisions based on their own criteria. It is each CITGO Innovation Academy site's decision of how the program is conducted at their location.

Academic Probation

Academy students will be placed on Academic Probation if a student's GPA falls below a 2.5 in core curriculum in the following subjects: English Language Arts, Math, Science, and Social Studies. A parent-teacher conference will be held at the time the student is placed on academic probation. At that conference a plan will be put in place for the student. **At the end of the year if the student's GPA falls below 2.5 then the student will not be permitted to stay in the Academy. The student will return to his or her zoned school.**

State Testing

Students must participate in all school, district, and state assessments to continue enrollment in the E. K. Key CITGO Innovation Academy. Students must score at the basic level or above on the end of the year state assessment (LEAP 2025) to maintain enrollment in the Academy. Performance in all subjects on the state assessment is used to determine necessary interventions if needed.

Attendance

Academy students will follow the CPSB attendance policy as outlined in this student handbook. **Any Academy student may be removed from the Academy for excessive tardies and/or absences. The student will return to his or her zoned school.**

Behavior

Academy students will follow the CPSB behavior policy as outlined in this student handbook. **Any student that receives a third suspension at any point in the school term for unacceptable behavior (ISI or out of school suspension) will not be allowed to remain in the Academy.**

Beth Hooper, Principal **Kim Dowers, Asst. Principal**

CITGO, Partner in Education