

R.W. Vincent Elementary Faculty & Staff Handbook 2025-2026



Kristin Brooks – Principal
Carmen Brown – Assistant Principal

History of R.W. Vincent Elementary

1634 Beglis Parkway
Sulphur, LA 70663

The school was built in 1968 and opened for the 1968-1969 school year with an enrollment of 413 students. The school held grades 1 to 6 through 1974-1975 and had an enrollment of 400. During the 1975-1976 school year, the school held grades K to 5 with an enrollment of 437; Pre-K was later added. The school colors are blue and gold. The mascot for R.W. Vincent is the Eagle.

The school was named after Dr. Richard Vincent in 1969. The school was originally named Arizona Street School. The school's original address was 1634 Arizona Street.

Dr. Vincent was a respected medical doctor in Calcasieu Parish and graduated from Tulane Medical School in 1905. He was one of only three practicing physicians in the Sulphur area. He was born in Vincent Settlement. Dr. Vincent was married to Mary Lillian Burton, sister of W.T. Burton.

Dr. Vincent served as president of the Calcasieu Parish City School Board in 1915 and 1916 and was re-elected president in 1919. Before his second term as president, he resigned and moved to Orange, Texas, where he died on August 9, 1920. (LC American Press August 9, 1920)

The school has had 10 principals:

C.T. Campbell –	1968 – 1970
George C. Clyde –	1970 – 1974
Robert A. Hunter, Jr. –	1974 – 1977
William F. Hess –	1977 – 1997
Paul Champagne –	1997 – 2004
Gloria Marcantel –	2004 – 2005
Paul Champagne –	2005 – 2008
Arlene Hobbaugh –	2008 – 2009
Joy Fox –	2009 – 2018
Kristin Brooks –	2018 -

Academic Warning Letter:

Students that are in danger of failing at the midpoint of the school year must have a letter sent to their parents informing them if they are in danger of failing. The teacher must schedule a conference within two weeks of sending the letter. Letters must be given to the principal prior to being sent home. A copy of letters are kept on file at the school and in the Elementary Department.

Arrival:

The school opens to car riders & walkers at 7:15am (early bus arrives at 7:00am). Students are to report directly to the cafeteria to eat breakfast or to the assigned morning area. Students should be in the cafeteria no later than 7:35am to eat breakfast, unless they are bus riders and the bus is late for some unforeseen reason.

Car Drop-Off: All students are expected to be dropped off and picked up only at the designated areas. It is the duty teachers' responsibility to ensure that all students enter the building each morning. Duty teachers should make every effort to keep the car line running smoothly, efficiently, and safely for all students.

Classrooms: Students will report directly to their classrooms if they are not eating breakfast. If they are eating breakfast, they will report to the cafeteria to eat and then report to their classroom. All students will be seated in the hallway outside of their classroom or in another assigned area. Once students arrive at the classroom, they are not allowed to go to the cafeteria to eat breakfast.

Attendance (Student):

Keeping **accurate** attendance is part of your job description. Tardies and early check-outs will be updated daily by the office. All changes to attendance will be handled by the office.

Attendance must be entered by 8:30am each day. You may begin taking attendance at 7:50am.

If a child is absent for three consecutive days, reach out to the parents or notify the counselor.

All medical/parent notes need to be sent to the office daily.

Attendance (Teacher):

As an employee of CPSB, you are allowed a specific number of days for personal/family illness, professional development, personal days, and time off for death in the family. Your available days are updated monthly and listed on your monthly pay stub. It is your responsibility to keep track of your available days. If you have a question about available days, please see Kasen.

A substitute must be secured when you will not be at school. A member of the administrative team must be notified through written communication (see link to form below) when you will not be at school. All absences must be entered into Frontline (AESOP).



<https://forms.office.com/r/KUJSbRMZJN>

25-26

A class schedule and lesson plans for the day should be in a folder on your desk or other visible location. Emergency lesson plans must be uploaded to the Emergency Lesson Plan tab in the OneNote. Emergency sub plans should be kept up-to-date for when you are not planning to be out. If you plan for your sub to use technology, make sure they know how and have access. Our subs do not have the same access as a teacher. Subs are NOT teachers; new material should not be covered by a typical day-to-day sub.

Professional Development/School Related Business Absences:

These absences will not count toward your allotted sick/personal days. AESOP must be entered and approved a **minimum of two weeks** in advance of the date; the 7 bullets MUST be listed for approval. Enter these dates as soon as possible: **at least two weeks** is preferred as multiple levels of approval are required.

- 1) Name of Event
- 2) Destination—hotel, city, state
- 3) Date(s) of Trip—Abbreviate months, example—Mar, Nov, Dec
- 4) Indicate Fund number that is paying for trip
- 5) Sub Needed—Yes or No
- 6) If sub is needed—who is paying for the sub, example-School or CPSB or Grant
- 7) Benefit to School System

Personal/Sick Absences:

Each faculty member is responsible for securing their own substitute and entering information into Frontline (AESOP) for personal/sick absences. Complete the absence notification form online, and it will notify Mrs. Brooks, Mrs. Brown, Elise, and Kasen. Be sure to include your sub's name on the form. Please have information on how to access AESOP at home in case of emergency (and your sub list). **It is the responsibility of each faculty member to secure their own substitute.** Enter your absence into Frontline (AESOP) as soon as possible and allow the system to locate a substitute as early as possible. Do not wait if you are having difficulty finding one on the list. Substitute lesson plans for pre-scheduled absences should be left in a visible location on your desk. In the event of an unexpected absence, emergency lesson plans need to be uploaded into the OneNote.

- ANY TIME you will be absent, please remember to complete the following form (no need to e-mail/text us, unless you do NOT have a sub by 7:15am - then TEXT Brooks, Brown, Kasen & Elise!):

[Absence Log Link](#)



- You must input your absence into Frontline prior to 7:00am the day you will be absent. After 7:00am, you will have to contact the office.
- Due to the lack of subs, DO NOT WAIT to enter your absence into AESOP/Frontline.
- If you will need Frontline to locate a sub for you, please enter your absence and select "YES" for sub needed. Please do this AS SOON AS YOU KNOW you'll be absent.

[AESOP/Frontline Login](#)

- If someone on our sub list is available, you are able to edit the absence and assign them.
- If you know you will be absent in advance, **line your sub up as far in advance as possible.**
- If you are not sick and do not have a sub, please come to school!!
- We will have a floating sub again this year, Ms. Melanie "G" Fuselier. She will be assigned to classrooms **only by the office.**
- Teachers/Staff may only take/enter the following types of absences: Personal Illness, Family Illness, Personal Business (2 per school year), Other (only for Jury Duty, must attach copy of summons, & turn in copies of daily excuse for days missed), Professional Development/School Business (Professional Development). If you have any other type of absence, please see Kasen or Mrs. Brooks.

Any teacher leaving during the school day must receive permission from Mrs. Brooks prior to leaving. You will need to complete the absence notification form online for leaving early, arriving late, or leaving during the school day. It will notify Mrs. Brooks, Mrs. Brown, Elise, and Kasen when you leave and when you return. Leaving during the school day should not be a routine procedure. Depending upon the amount of time you will be gone from campus and/or the number of times you have requested to leave during the school day, you may be required to take a half/whole sick day or personal day.

Teachers are expected to remain on campus until 3:30pm each day. Approval from administration may be granted to leave early on an individual basis. Teachers with morning duty may leave after their students have left for the day on their duty days.

Teacher attendance directly affects student success! Please make every effort to be at school!

Conference Room:

Room 109 is a conference room. If you would like to schedule it for a conference, please e-mail Elise. This room is also available to teachers during their planning time to make phone calls to parents if it is not being used for conferences/meetings.

Communication:

Professionalism is always expected.

Please attempt to respond to all e-mails and phone calls within **24 hours**.

Check e-mails **at least twice** a day, before school and after school at a minimum is recommended.

Letters/notes that are to be sent home must be turned in/e-mailed to Mrs. Brooks for approval prior to being sent home. A hard copy of the approved note must be given to **Elise & Kasen** to keep in the office to help parents when they call.

Employees are encouraged to use BComms and PBIS Rewards App to communicate information with parents. Please use phone calls home to discuss discipline issues or other matters that could be misunderstood through e-mail/text. Do not give your cell phone number to parents; use BComms/PBIS Rewards.

Written methods of communication should be proofread, spellchecked and double checked. **NO school business should be conducted through social media or text messages.** All school-related communication should take place through CPSB e-mail, BComms, and/or PBIS Rewards App. Personal social media accounts should not be accessed or posted to during the school day.

The use of cell phones and other "smart" devices by teachers and other instructional staff is prohibited during instructional time and when students are present. Do NOT access your phone when in the hallways, cafeteria, or at recess.

Conferences:

Teachers in grades **Pre-K through 5 are required to hold at least two conferences** with the parents/guardians of each student in their classroom. The first conference should occur during the early part of the first semester, and the second should take place no later than the mid-point of the second semester. Additional conferences may be needed for students that are not progressing satisfactorily or have social concerns.

Contact the counselor, Courtney Guillory, to request a conference for any student with academic or social concerns.

Contact parents immediately with any concerns regarding academics or behavior to allow them an opportunity to participate in a plan of assistance. Do NOT wait for them to initiate contact.

Conference requests by parent/guardians are expected to be scheduled as soon as possible.

It is necessary to document all conferences including formal meetings, dates of phone calls/messages, and dates of e-mails within the Communication – Parent Contact Log in JCampus.

Confidentiality:

Each student's rights must be protected by all staff members. Absolutely no exceptions. Discussing a student's behavior in the hallway, lounge, playground, etc. is not permissible. Each staff member is encouraged to meet with the administrative team, counselor, and/or previous teachers in private to discuss concerns.

Copy Machines:

Copy Machines are in the teacher's workroom, 2nd grade hallway, and 3rd/4th grade cross hall. These copiers are for teacher use. Please use them responsibly as toner and parts are limited. Use the free CPSB Print Shop (WebCRD) when possible.

Corporal Punishment:

The use of corporal punishment is prohibited. As a faculty member, you are further prohibited from using any form of physical contact as a means of punishment or correction of a student.

CPSB Policies:

Each staff member will review and sign acknowledgement of CPSB policies at the beginning of each school year. Failure to comply with these policies will be dealt with by administration and reported to appropriate personnel.

Digital Security:

All faculty members and students MUST sign an Acceptable Use Policy (AUP) before using any computer and be aware that all computers and technology devices are to be used for educational purposes only.

Students are expected to be carefully supervised by a teacher while using computers and technology devices in the classroom or in the computer lab.

Personal passwords should not be shared with anyone. Students should use their own individual logins to log onto computers.

CPSB e-mail is considered a public record and can be viewed by the public if requested. Only school-related business should be conducted through CPSB e-mail, and e-mails should always be professional.

Log-off/lock your computer if you will be away for extended periods of time.

Dismissal:

Parents are not allowed to pick students up from the bus drive.

Students are NOT to be lined up in the hallway to wait for the bell.

Students will be escorted to their appropriate areas during dismissal. Make arrangements within your grade level team to escort students.

ALL teachers will monitor students during dismissal until they have reached the appropriate areas. Teachers that do not have students at dismissal should be in the hallways monitoring students until all students have been dismissed.

Students should not be dismissed prior to the schedule below:

1st Bus: Dismiss to office hall at 3:00 pm (**1st Bell**). Duty teacher will escort students to load the buses.

Car Riders: Dismiss to gym at 3:02pm (**2nd Bell**). Students should be escorted by a teacher. Students are to sit in assigned areas. 4th/5th graders should use the cross hall & 3rd grade hallway to walk to the gym.

2nd Bus, Walkers, Extended Day: Dismiss to cafeteria at 3:05pm (**3rd Bell**). Duty teacher will escort students to load the buses.

Walkers: Roll call of walkers will take place at 3:05 pm (3rd Bell) outside of the front office. Students will be escorted to the tree line on the south side (Boiling Point) or north side (CVS) by the duty teacher. ALWAYS make sure there is a parent to PICK UP the child. If there are exceptions, you will be notified.

Car Pick-Up: There will be 4 loaders and 1 caller outside and 2 teachers inside the gym. Pre-K staff members will also be in the gym to assist with the Pre-K students and other students as needed. Students are to be seated by grade in their designated area of the gym. Please do not engage in lengthy conversations with parents. Try to move the cars through as quickly as possible. **Parents are not allowed to walk up to get their child from the gym or any other undesignated area. They must go through the front office if they have a situation.**

Duty:

The supervision of students is required at all times. **Please make sure you are at your assigned duty post on time.** If an occasion occurs where you will be late to duty or must miss, please make arrangements with a partner teacher to ensure your duty is covered. As a last resort let the office staff know you will be unable to be at duty. If you will be absent the day you have duty, it is your responsibility to make sure you have a partner teacher to cover your duty. Your substitute is not to be on duty. At recess, two RWV teachers must be on duty. If a substitute is there for the day, at least one RWV teacher must be on duty with the substitute.

See Duty Schedule in the OneNote.

Failure to Comply:

Failure to comply with expectations in the job description and faculty handbook will be documented. Employees will be notified of each infraction.

Field Trips:

Two (2) field trips per year are allowed for any class during each school year. Only those field trips that originate from the instructional program, or are otherwise related to the program, will be permitted on school time.

All field trips must be approved by Mrs. Brooks prior to any paperwork being submitted. All field trip forms (and professional leave forms) must be approved a minimum of two weeks before the actual trip. **Do not collect money until after the buses have been secured and Mrs. Jackson has approved the trip.** If you haven't heard anything about a trip after a few days, check with Mrs. Brooks. Sometimes there are problems with the field trip software causing the necessary people to not even get the field trip information to be able to approve it.

Please refer to the district field trip calendar for dates that are not permissible for field trips. Please make sure you have enough chaperones to assist and chaperones understand their purpose. Non-school employees are not allowed to ride the buses and must drive their own vehicle. All field trip money collected each day MUST be turned in to the office. Do not hold money in classrooms.

The trained staff member who will be the "medicine person" on the field trip is responsible for securing all paperwork and medicine. This should be done ahead of time, not the day of the trip. It is the responsibility of the staff members organizing the field trip to make sure that necessary checks or other payments are arranged for field trip locations prior to the day of the trip. Please see Kasen to make arrangements.

Before any trip or excursion is taken, written parental permission forms shall be secured for every pupil planning to take the trip. If a child keeps forgetting the permission slip, please call the parent. Except in extreme cases, approved by the principal, private vehicles shall not be used in transporting children on field trips.

Ms. Brandy in the cafeteria must be notified of all field trips in advance and if bag lunches will be needed.

Fixed Assets:

Fixed asset inventories should be completed with fidelity. You are responsible for the fixed assets on your inventory. Proper forms need to be filled out when fixed assets are moved, disposed of, used off-campus, sent for repair, received without CPSB tag, or stolen. Request proper forms from Mrs. Brown.

Fixed Assets are not to be removed from the campus, disposed of, or moved to a different location within the school without permission from Mrs. Brown, Assistant Principal.
Green fixed assets sheets should remain by your classroom door and up to date throughout the school year.

Grading:

Gradebook:

Calcasieu Parish School Board Grading Policy as stated in the Pupil Progression Plan:
The teacher's grade book is the OFFICIAL LEGAL document and must be maintained correctly. The JCampus system is used for online gradebook tracking. If you are new to RW Vincent Elementary, your grade level co-worker or Mrs. Mier, the Curriculum Coordinator, can assist you as needed.

Grading Policy - K-8:

As extracted from the Calcasieu Parish School Board Policy Manual, the following section addresses local grading policy: The School Board directs that evaluation of student progress be based on various aspects of performance as measured against standards for the respective grade or subject. The requirements for evaluation shall take into consideration the ability, aptitude, cultural background, and other characteristics of the student.

Grading shall be based on (1) achievement as it reflects a reasonable and conscientious effort on the part of the pupil to fulfill in quantity and quality the requirements of the course, (2) the ability of the pupil as it relates to the pupil's demonstrated effort, and (3) other criteria as may be developed. In middle school, the last six weeks/nine weeks grade will be partially determined by student projects completed during the last month of school.

Grades shall be determined and reported in accordance with procedures outlined. Teachers shall use letter grades or the appropriate grading scale consistently in all places where marks are recorded. No school employee, including administrative and supervisory personnel shall attempt, directly or indirectly, to influence, alter, or otherwise affect the grade received by a student from his teacher, unless it is determined that the grade is an error or that the grade is demonstrably inconsistent with the teacher's grading policy" as per R.S.17:414.2. The same policy applies to special education students.

Individual assignment grades:

When grading the students' individual assignments, the following grading scale should be used. The letter grade for the individual assignments should be recorded in the teacher's grade book.

K-12 Grading Scale:

100-90%	A
89-80%	B
79-70%	C
69-60%	D
Below 60%	F

Handwriting, Physical Education, Fine Arts, Spanish, Social Living, and Conduct will be graded according the following scale:

O	Outstanding
S	Satisfactory
N	Needs Improvement

Nine weeks and Final grades

Nine Weeks Grade - To determine the students' nine weeks grade, the students' individual assignment grades that are recorded in the teacher's grade book should be averaged and rounded off to the nearest hundredth. The following grading range should be used:

4.00-3.50	A
3.49-2.50	B
2.49-1.50	C
1.49-1.00	D
Below 1.00	F

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.

Grades:

We will follow the Calcasieu Parish School Board grading scale. Group grades are not allowed. Grades are never to be doubled or tripled. Do not send assignments to be graded home; they should be completed in class. When you assign a letter grade on homework, and it leaves this school, you may be grading a parent or grandparent's work instead of the child's work. Record letter grades, not % in gradebook. The use of plus or minus is not permissible.

Grade Reporting:

All schools in Calcasieu Parish adhere to a 9 week grading period. Report cards for all students will be sent home approximately the 3rd day following the end of each 9 week period. Progress reports are sent home at 3 week intervals. Parents/guardians are encouraged to access their child's Student Progress Center account to view current grades. All grades must be recorded and properly identified in the computer system. The date recorded should reflect the date the assessment was given.

Grades are to be entered into JCampus at least weekly. Graded papers are sent home school-wide each Wednesday.

Grades are confidential information. Grades of other students should be covered when conducting a conference. Students should not be allowed to grade important papers of other

students. Grades should not be called out in front of other students. Students should not be asked to call out grades for faculty members to record.

Reteach/Retest Policy

The reteach/retest policy is a strategy to be utilized in working with student mastery of coursework. It is intended to be a complement to the regular instructional day and shall be used to increase student mastery of skills and subject matter. Reteaching and/or practicing by the student is crucial to the success of this policy; therefore, simply correcting the assessment is not acceptable or sufficient.

Requirements:

- Students shall be able to re-test a maximum of 2 assessments/quizzes each Nine Weeks. Students may only retest one time on each retake assessment.
- Any student who makes below a 70/C is eligible to re-test.
- If the re-test grade is lower than the original test grade, the student shall receive the higher of the two grades.
- Students must be given study materials and a date to retest. These materials must be returned completed to the teacher before the student may retest.
- It is recommended that students complete the reteach/retest process within 10 days of the original assessment administration.

Example: Sammy makes a D on his Topic C Math quiz on Sept. 12th and receives his graded papers on Sept. 14th. Sammy returns the next day (Sept. 15th) and asks to retake the test. You give him the assessment/assignment or study materials back with the due date (Sept. 22nd) for the retake test. Sammy comes to you on Sept. 21st with completed study material. You can allow him to take the test that day or the 22nd. Sammy completes retake and makes B on it. You record a B for his grade in JCampus. You make a note that he has retaken 1 quiz this nine week.

Homework:

Each grade level needs to develop a homework policy for their grade level. The policy needs to be approved by the Principal or Assistant Principal before it is sent home to parents (shortly after school begins). It can be part of your introductory letter explaining discipline, class rules, etc. Work as a grade level to be sure that assignments and tests are scheduled throughout the week. Do not give all tests on Fridays. It is recommended that homework be kept to a minimum and be strictly to reinforce concepts taught or for fluency.

Job Descriptions and Evaluations:

Specific job descriptions are available on the RWV staff OneNote. Read it, sign it and upload to the link in the OneNote.

All teachers will develop an Active Goal in Bullseye as part of the first observation refinement area.

Each staff member is required to be observed during the school year following the CPSB observation guidelines. Snapthrough visits will also be conducted and two SLTs (Student Learning Targets) must be developed by all teachers.

Lesson Plans:

Plans with objectives, procedures, and materials are required for each subject area taught. Plans should be easily accessible for administration to view during the instructional day and upon request. Plans should include high expectations, best practices, and evidence of meaningful standards-based instruction.

Substitute plans must be prepared and available for any instructional days missed. Emergency plans should be uploaded into the OneNote. Pre-scheduled sub plans should be left in a visible location on your desk. Sub plans should NOT be tech heavy as not all subs are able to access the same materials as a teacher and they are not able to monitor student activities on devices always as effectively.

Lunch Guidelines:

Each teacher must submit an accurate “lunch count” to Ms. Brandy in the cafeteria by 8:30 each morning. We will be using the lunch count option in JCampus this year.

Grade level lunch times should be followed for entering/exiting the cafeteria. The lunch period is 30 minutes, this time frame includes your time to walk from your classroom to the cafeteria, enter the cafeteria, eat, use the restroom (if needed) and return to class. Please have students enter the cafeteria quietly and remind them to wash their hands and keep the wash area neat. Student noise/movement within the cafeteria should be kept within acceptable limits. Students are expected to use good manners and clean around their seats before leaving the cafeteria. Teachers should always remain with their classes in the cafeteria. If your class will not be eating in the cafeteria (i.e. going on a field trip), please let the cafeteria staff know in advance.

Lunch Prices:

All students enrolled at RWV are eligible for breakfast and lunch daily for no charge.

<u>Breakfast</u>	<u>Lunch</u>
Child Full Price - \$0.50	Child Full Price - \$1.35
Child Reduced Price - \$0.30	Child Reduced Price - \$0.40
Adult CPSB Employee Price - \$1.50	Adult CPSB Employee Price - \$3.00
Visitors Price - \$2.00	Visitors Price - \$4.00

Mandatory Reporting:

You are a mandatory reporter under state law and are expected to report to the appropriate authority and Mrs. Brooks immediately if a child has alleged abuse or if you have a concern of possible abuse. Do not discuss the situations with others. Each staff member also has an obligation to report any concerns brought to them by any student or parent in any grade level.

Bullying concerns, threats, sexual harassment or any situation that puts the safety and wellbeing of any student or staff member at risk should be documented appropriately and reported immediately.

Meeting Requirements:

Team planning meetings will be held for each grade level during a common planning time. Full participation is expected from all team members.

Faculty meetings, as needed, will be held on Mondays at 3:15pm. Teachers with duty that day are expected to report as soon as their duty responsibilities are fulfilled. Meetings may be moved to alternate days; notice will be provided.

Leadership team meetings will be held as needed. Advance notification will be provided to team members.

All committee meetings will be held throughout the year as needed. Advance notification will be provided to committee members.

Recess Schedule:

Teachers should strictly adhere to the times allocated within their schedule for recess. Encourage students to also use this time for water and to use the restroom.

Professional Attire:

Professionalism is always expected. Attire on all instructional days should follow the CPSB dress code and reflect respected adults. When wearing dresses, please make sure they are an appropriate length for school. All personal issues regarding attire and presentation should be handled prior to the start of the school day at 7:40. Appropriate jeans can be worn on Fridays during the school year (**no holes/tears**). Modeling what we expect of our students is of the utmost importance.

Schedule - Daily:

7:00	Early Bus Arrives
7:15	Students Begin Arriving
7:15 – 7:35	Breakfast is served
7:30	Teachers Expected on Campus
7:40	1 st Morning Bell
7:45	Tardy Bell
3:00	1 st Dismissal Bell – Buses
3:02	2 nd Dismissal Bell – Car Riders
3:05	3 rd Dismissal Bell – 2 nd Bus, Walkers, Extended Day, Employees’ Children
3:30	End of Day for Teachers

Title (Federal) Programs:

Title I is a federally funded program providing services to schools where there is a higher percentage of children from low-income families. The purpose of this title is to ensure that all children have a fair, equal, and significant opportunity to obtain a high-quality education. RW Vincent is a Title 1 school.

Title II is a federally funded grant for the purpose of increasing the academic achievement of all students by helping schools and districts improve teacher and principal quality and ensure that all teachers are highly qualified.

Title III is the English Language Acquisition grant. Title III is to help ensure that children who are limited English proficient attain English proficiency, develop high levels of academic attainment in English, and meet the same challenging LA academic standards as all children are expected to meet.

Title IV operates under a federally-funded budget granted by the Safe and Drug-Free Schools Act of 1986. The goal of the SDFSC program is that all school environments will be safe, drug-free, and conducive to learning.

Title IX of the Education Amendments of 1972 prohibits discrimination based on sex in education programs or activities which receive Federal financial assistance. It is the policy of the Calcasieu Parish School Board to maintain a learning environment that is free from prohibited sexual discrimination or sexual harassment. All forms of unlawful sex discrimination on the part of an employee-to-employee, employee-to-student, student-to-student, any person to another person or any combination of these relationships are prohibited.

McKinney-Vento (Title VII) helps provide educational stability- stability that is essential for academic success- for children and youth whose lives have been disrupted by the loss of housing. This program is also sometimes referred to as the McKinney-Vento Program. Please make sure to check with Mrs. Courtney Guillory when scheduling field trips, as this program covers the cost for students that are enrolled.

Work Day: 7:30am – 3:30pm

Teachers are expected to be in their classrooms **prepared** for the day and ready to greet their students no later than 7:30am and may leave at 3:30pm, unless it is their morning duty day, and arrival/departure times must be adjusted to be on duty. Teachers must sign in at the beginning of each day and out at the end of each day through the Sign in/Sign out form online or in the office. See links below. Any teacher leaving during the school day must sign out in the front office when they leave and sign in when they return. This departure from school must be approved by the principal or assistant principal prior to the teacher leaving. Leaving during the school day should not be a routine procedure. Teachers are expected to remain on campus until 3:30pm each day. Approval from administration may be granted to leave early on an individual basis.

[25-26 Staff Daily Sign in / Sign out](#)



****This handbook does not replace CPSB policy and is not all-inclusive. As situations arise, there may be cause to reevaluate procedures outlined within this handbook. If you have questions regarding something in this handbook or something not mentioned in this handbook, please ask an administrator.**