

GILLIS ELEMENTARY
2026-27
HANDBOOK FOR PARENTS AND STUDENTS



Gillis Elementary

**916 Topsy Rd
Lake Charles, LA 70611
(337)217-4780
<https://www.cpsb.org/gillis>**

**Jessica Dwight, Principal Ext.6201
Robin Courville, Assistant Principal Ext.6202
Krystal Darte, Assistant Principal Ext.6204**

Dear Parents,

Greetings from Gillis Elementary School! We are looking forward to a happy and productive school year as we continue to grow as a school and community.

It is our hope that this handbook will answer most of your questions. Please call or visit the school's office for additional information. Additionally, information about current events at our school and a copy of this handbook can be found on our school's website <http://www.cpsb.org/gillis>.

Communication and cooperation between school and home will enable us to provide the best possible instructional program for our children.

Sincerely,
Faculty and Administrators

Office Hours
7:30 A.M. – 3:30 P.M.
Telephone
Office..... (337) 217-4780
Fax..... (337) 217-4781
Counselor..... (337) 217-4780 ext 6205, 6206
Extended Day Program. (337) 217-4780 ext 6214

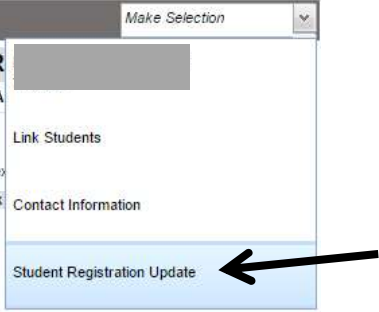
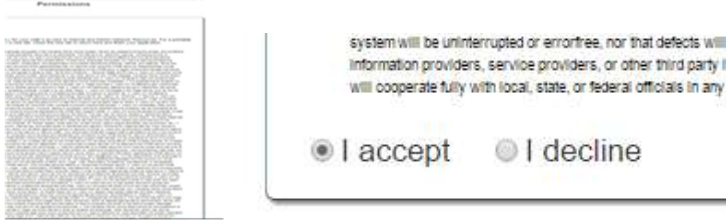
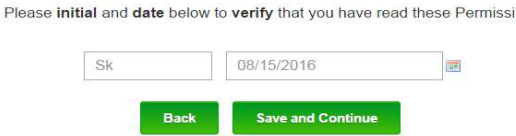
Homework for Parents

As parents, we know how challenging the beginning of school paperwork can be; the more children-the more confusing. There will be a checklist to make sure you have everything for your child/children.

Parents should also go on the Parent Center and update all information and “accept” the Acceptable Use Policy online.

Acceptable Use Policy

Steps	Use Chrome!	
1	www.cpsb.org	
2	Click: A+ grades	
3	Log on to SPC with your parent username and password & “Make Selection”	

4	Select : Student Registration Update	
5	Update information on each screen if needed & Save and continue on each screen. (Note: If you have a change of address, refer to step #4. Report to the CWA office.	
6	Read the AUP Permissions document Click "I accept" at the bottom	
7	Initial and date, click save and continue	

Visiting Our School

In order to ensure the safety of all students on our campus, visitors will be required to scan his/her personal driver's license in the lobby to enter our campus.

Teachers are teaching and students are learning. We will keep interruptions to a minimum.

Contact with students and/or teachers is to be made through the office. Articles brought to students during the school day are to be brought to the school office and dropped off. All parents wishing to pick up students for appointments must report to the school office, show ID, and wait there for their children. No student check-outs are allowed after 2:30 PM.

Appropriate behavior and procedures established by CPSB should be followed at all times. To ensure a safe, respectful, and orderly school environment, all parents, guardians, and visitors are required to follow school expectations while on campus.

Parents and visitors must enter the school dressed in appropriate attire that is suitable for a school setting. Clothing, appearance, and personal conduct should reflect the importance of maintaining a professional and respectful learning environment.

All individuals on campus are expected to communicate and behave in a courteous and respectful manner toward students, staff, families, and visitors. Disrespectful language, disruptive behavior, aggressive interactions, or actions that interfere with the learning environment will not be permitted.

The school reserves the right to address concerns regarding inappropriate attire or conduct and may restrict campus access for individuals who fail to meet these expectations. We appreciate the cooperation of all families in helping maintain a safe, welcoming, and respectful school community.

School Telephone Use

There is a telephone in the office that may be used by students in cases of emergency. This is a business phone and permission from the principal, teacher, or school secretary must be received before a child may use it. Please give messages and make arrangements for daily activities before your child leaves for school each morning. **The office will relay only emergency messages once school has started.**

When changes do need to be made ALWAYS communicate student changes of going home to the office. These changes are communicated to all staff before the end of the day. This procedure is practiced to ensure the safety of the children who attend our school and maximize instructional time with minimal interruptions.

Beliefs and Mission Statement

Mission Statement

The school communicates a vision, statement of beliefs, and mission that provide a focus for improving the performance of both the students and the school.

**Generating
Independent
Life long
Learners
In tomorrow's
Society**

Beliefs

- 1 The achievement and learning of each student is our focused goal.
- 2 All decisions impacting the work of the school should be dedicated to meeting the learning needs of the individual student.
- 3 Students need to apply basic knowledge and skills to solve problems in a clear concise manner.
- 4 The different learning styles of students should be addressed with a variety of learning experiences.
- 5 All students are valued as unique individuals.
- 6 Special services and resources are required for exceptional students.

- 7 Good working relationships and shared respect of students and staff fosters students' self-esteem.
- 8 A relaxed, safe atmosphere enhances student learning.
- 9 It is important for our school to be committed to continuous improvement to enable our students to become confident and lifelong learners.
- 10 If the school's mission is to advance student learning, then teachers, administrators, parents, and the community should share in the responsibility.

Gillis Elementary Learning Expectations

It is the mission of Gillis Elementary School to provide a safe and secure school environment where all of our students will have the opportunity to become confident, self-directed and lifelong learners. We, the students, parents, and school community, pledge to unite in our mission to allow the opportunity for academic success and personal growth.

As a parent/guardian I pledge to:

- provide an academic environment at home that fosters learning;
- provide a quiet time at home designated for reading and studying;
- support the efforts of the school by attending school functions and volunteering to engage in other school activities;
- promote effective communication with my child's teacher
- talk with my child everyday about his school activities; and
- always BELIEVE that my child will be successful with my guidance and support

As a teacher/staff member I pledge to:

- follow district-approved curriculum
- provide an academic environment that is conducive to learning;
- respect and value the unique characteristics and qualities of all students;
- always assist and support students in their effort to learn;
- promote effective and continuous communication with parents;
- promote parent involvement in school functions;
- demonstrate a professional demeanor that allows me to be a positive role model for our students;
- perform professional duties as required and on a voluntary basis as deemed necessary; and
- maintain high expectations for our students and provide an accurate assessment of students' academic progress

As a student I pledge to:

- BELIEVE that I can learn and be the best person that I can be;
- show respect for myself, my peers, and my school staff;
- obey all school rules and always show good behavior;
- attempt to do my best in all of my classes;
- bring the necessary school supplies to school and complete all assignments

As members of the administrative team, we pledge to uphold the contents of this compact to ensure that each student is provided the opportunity for academic success.

Title One Parent Involvement Policy

Gillis Elementary School believes that parental involvement is a vital step in reaching the instructional goals for our students. The home/school cooperative system will help each child reach his/her academic potential as well as develop student responsibility and self-discipline. This combined effort of home and school assists the student in extending learning beyond the classroom and in improving classroom achievement.

Gillis Elementary has established such programs as the following to encourage strong parental involvement.

- School Compact signed by student, parent, and teacher
- Student Handbook
- Open House
- Grade Level Parent Events
- Field Days
- Literacy Nights
- Meet and Greet
- Veteran's Day Program
- Grandparent's Day Program
- Parent Conferences
- Read-A-Thon
- Awards Presentations

- Special Programs presented school-wide, individual groups, and classes

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

Daily Schedules

No student should be dropped off at school before 7:05 a.m.

The school day begins at 7:40 a.m. and dismissal is at 2:55 p.m. A teacher is **not on duty until 7:05 a.m.** (Supervision for students before school begins at 7:05 a.m.) Your child must not arrive at school before 7:05 a.m.

Students are tardy at 7:45 a.m. Parents **must** accompany children to the office to sign them in after 7:45 a.m. **Habitual tardiness will result in referral to the Office of Child Welfare and Attendance.** This referral can result in parents being assigned a truancy officer and/or required appearance by parents in Truancy Court.

Bell Schedule

7:30 a.m.- Students report to classrooms from gym

7:40 a.m.-First bell rings

7:45 a.m.- Tardy Bell rings

2:55 p.m.- First load bus riders, car riders, and walkers dismissed (A walker is defined as a child who walks off campus without meeting an adult on campus and lives within a one-mile radius from campus.) On rainy days, walkers have two options: 1) parents call school before 2:00 P.M. for student to be a car rider (refer to normal car rider procedures) or 2) students walk across as normal.

3:15 p.m.- Second load bus riders and Extended Daycare students (ext day will be picked up from east side gym door not before 3:40)

Recess

Each grade level schedules a 10-minute recess twice a day or one 20- minute recess.

Lunch

Lunch is served from 10:00 A.M. until 12:30 P.M. daily.

Registration

If a child is new to Calcasieu Parish School system go to this website to register: <https://jcampus.cpsb.org/register/>

Student Transfers

Parents should notify the classroom teacher and the office at least 24 hours in advance when transferring to another school. The following criteria must be met before a student's records can be released:

1. Library books returned or paid
2. Lunch money paid in full
3. Fees paid in full to date

Pre-K Program

<https://www.calcasieu4all.com/>

Students entering Pre-K shall be the age of 4 on or before September 30th of the calendar year in which the school year begins. Parents must register the child using the requirements listed on the above website. Income and residence in-zone for Gillis are considerations. Twenty students will be accepted per class in our LA4 program and twelve (6 regular education and 6 students with IEPs) in our reverse main-stream classes. Due to

federal regulations, preference is given to students qualifying for the free or reduced lunch program. It is a lottery system and notification comes from the Early Childhood Department of Calcasieu Parish School Board.

Kindergarten

The Louisiana Department of Education requires all children turning five years of age on or before September 30th on the calendar year in which the school year begins to enroll in a Kindergarten program. As of June 2021, Kindergarten is a mandatory grade level. We use a staggered start system to acclimate these little ones to school expectations and get to know them.

Legal Custody

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

Transportation

Car Rider Drop Off Procedures

No students are to be dropped off or picked up in the faculty parking lot. Students dropped off after 7:45 **MUST** be checked in at the office by an adult who is in appropriate clothing for our school campus. Pajamas and other sleep attire are not appropriate on school grounds. Failure to accompany your child in and signing them into school puts your child at risk as they will be unsupervised and unable to verify their arrival time resulting in disciplinary action. Car riding students eating breakfast at school must be on campus by 7:25 a.m. to ensure time to eat and be in class on time.

In the mornings to drop off your children at Gillis:

- **Drivers are to enter at the easternmost entrance just past the firehouse.**
- **Line on gravel drive begins as double line and merges into one line with signs to show when to merge.**

- Students should be ready to get out of the vehicle when driver pulls up in front of the gym. (this included out of car seats and back pack on ready to exit the vehicle)
- Students exit vehicles when drivers come to a stop at the numbered poles in front of the gym. Teachers are there to supervise and are not able to unload all students from vehicles.
- There will be NO lit cigarettes, cigars, or cell phone use in the vehicle during drop off. We are a smoke free campus.

Restricted Pickup

To place restrictions upon who can check out or pick up your child from school you must contact the office. To prevent non-custodial parents from checking out students, we must have authorized court documents. Please tell your children who can pick them up and have them alert a teacher or the office when in doubt.

For safety reasons, if a parent wishes to pick up a student waiting in the bus line, he/she must report to the office to have a staff member retrieve the child from the bus line.

Change in after school transportation for a student

At the beginning of school, parents instruct the teacher as to how your child is to go home. **Unless a signed note from a parent/guardian is sent to school, the child will be dismissed using the normal procedure.** Calls to the school to change departure arrangements for your child should be **infrequent**. Students feel much better about the day's activities when those arrangements have been made **before** leaving for school.

If a change must be made, parents must call the front office by 2:00 to change after school transportation for their children. We do our best to take your messages accurately and notify your children and all staff before the end of the day. **Any transportation changes need to be made before 2:00 p.m. each day through the office.** Do not rely on the teacher to check email before dismissal. This will give us time to ensure the information gets to your child's teacher and adjustments are made in time to safely and correctly dismiss your child. Remember, some times there are substitutes in the classrooms and they do not receive teachers' emails. This is another reason it is important to go through the office staff for changes in transportation.

Car Pick Up Procedures

Each family with car riders will receive a window sign to display upon picking up of students. This sign should be displayed in the front window daily. It is very important that a sign be displayed to help with the flow of traffic and for safety purposes. If you do not have a sign given by Gillis, you may write information on a sheet of paper for pick up. **If you do not have a sign, you will have to park and show ID to get your child.**

Traffic Pattern for afternoon pick up is as follows:

- **Drivers are to enter at the easternmost entrance just past the firehouse.**
- **Line on gravel drive begins as double line and merges into one line with signs to show when to merge.**
- **Students will be called according to line up and will report to numbered post in front of gym for pick up.**
- **Keep your sign displayed at all times/until child is safely in your vehicle so duty teachers can quickly get students to parents.**
- **There will be NO lit cigarettes, cigars, or cell phone use in the vehicle during pick up. We are a smoke free campus.**

Dismissal- Due to safety concerns for all students, parents will **not be allowed to walk up** to the dismissal line to pick up their child(ren).

Parents are not allowed to pick up walkers in the drive through in front of the office as this impedes buses that load students in this area as well as it stops the flow of traffic from our designated car rider line.

FOR THE SAFETY OF OUR STUDENTS, PLEASE REFRAIN FROM CELL PHONE USE IN THE LOADING AND UNLOADING AREA.

Buses

The bus rider contract should be completed and given to the bus driver at the beginning of the school year. If your address changes and your student must transfer to a different bus, please notify the school office and update information in Student Progress Center. Bus expectations and Discipline Ladder can be found in the CPSB Code of Conduct.

Bus Splits/ Substitute Drivers

During the course of the school year, there are times when your child's assigned bus driver is unable to drive their bus route. This is usually because of illness or personal reasons. The Calcasieu Parish School Board does have a *limited* amount of qualified substitute bus drivers to fill the vacancy.

Unfortunately, there are times when a bus driver is unable to obtain a substitute. When this happens then it is necessary to have a "Bus Split." When a bus split occurs, students are placed on another bus that travels the closest route to your child's home. The determination as to which bus the children are assigned to is made by the Transportation Dept. of the Calcasieu Parish School System. Other times, a regular bus driver will pick up the uncovered route after completing their regular route. In most cases this means that your child will arrive home later than usual. These delays could be anywhere from 30 minutes to one hour.

We, the faculty, staff, and administration of Gillis Elementary, will do our best to inform you of this situation and give you the option of having your child ride with the substitute driver or have your child go home as a car rider that day. The earlier that we are informed of a bus split the sooner we can attempt to inform you (usually via text); however, if we are informed at the end of the day, that may be impossible.

We ask that you keep us informed of any changes to physical address (where the child is dropped off in the afternoon) as well as any changes to your telephone numbers. If we can't contact you then you have no way of knowing about the change. Also, if you have more than one child who rides the bus, please instruct them to be sure that their brothers or sisters are with them on the bus. If they are not, then please have them tell the bus driver before the bus leaves campus.

School Bus Conduct

- Students must comply with the Student Code of Conduct while traveling on a school bus to and from their homes or school-sponsored activities. If a student commits an infraction covered in the Student Code of Conduct on a school bus, the school bus driver/monitor will complete "The Behavior Report" and give a copy of the form to a school administrator.

- An administrator may suspend the privilege of riding any school bus. In all cases of suspension of bus riding privileges, the parent, bus operator, Special Education Department, and the Supervisor of Transportation shall be notified by the principal within forty-eight (48) hours of such a decision, including the facts concerning each suspension, and term of suspension.
- CPSB District Bus Expectations and Discipline Ladder are located in the Code of Conduct for more details.

Traffic Regulations

The safety of every boy and girl is to be a matter of serious concern at all times. To assure the safety of children while attending school or under school supervision, the school has formulated the following guidelines to provide safety conditions most favorable for the children at Gillis Elementary School.

1. No parking on the south side of Topsy Road in front of the school OR in the west parking lot.
2. Maintaining 25 MPH speed in front of the school.
3. Using auto pick-up in front of gym. No pick-ups or drop-offs at bus loading docks.
4. Minimum speed in the pickup areas.
5. Students are required to cross Topsy Road only at the crosswalk with the help of the crossing guard.
6. School is dismissed at 2:55 P.M. **All children riding in cars must be picked up no later than 3:15 P.M.**
7. Riding a bus other than the student's assigned bus is a privilege based on the following conditions:
 - Valid reason i.e. day care or family emergency
 - Available space
 - Bus Driver permission
 - No discipline issues with the child
 - Administrative permission

Parent parking is available in the east parking lot if needed. For safety reasons, if a parent needs to pick up a child from the bus line due to an emergency, the parent will be required to report to the office for a staff member to retrieve the child from the bus line.

Attendance Expectations

In compliance with the Compulsory School Attendance Law (R.S. 17:221), all students between the ages of five and eighteen are required to attend a public or private day school unless the child graduates from high school prior to his/her eighteenth birthday. Any child below the age of five who legally enrolls in school is also subject to the compulsory attendance law.

Attendance Policy for Elementary: Students must be present a minimum of 167 six-hour school days per school year to be eligible for promotion.

The following attendance guidelines apply to ALL students:

- A student who is absent five (5) or more days in any nine-week period shall receive an incomplete grade in all subjects involved if the grade is not made up before the end of the grading period. The student can make up work during the next nine-week period. If he/she fails to do so, the incomplete grade automatically becomes a “F”. It shall be the responsibility of the teacher to inform the student of the deadline for any makeup work.
- Each student who has been suspended for ten (10) days or fewer shall receive the missed assignments from each academic teacher. Once the assignments have been issued to the student; the student shall have one (1) school day for each day out due to suspension to complete and submit the work. The teacher shall assess the student’s work and the student may receive 100% of the score earned on the assignment. If a student does not complete the assignment in the allotted amount of time, the student shall receive a zero (0) for the assignments missed due to the suspension.
- The principal or designee shall contact parents or guardians and ascertain reasons for absences. When a student returns to school after an excused absence the student shall have the opportunity to complete missed assignments. Make-up work shall be permitted only when written excuses from parent(s) or guardian(s) have been received in accordance with this policy.

NOTE: Any Out-of-Zone attendance request may be revoked or denied due to attendance and/or discipline issues that have not been resolved after adequate interventions, by the school, have been attempted and documented. The decision for denial of out-of-zone attendance request may be modified by the superintendent or his designee.

Exceptions:

Children are required to attend school each day scheduled by the school system, except for excused absences listed below. Absences are “temporarily” excused until the school is able to verify a note from the parent/guardian, or doctor explaining the absence. The principal or his/her designee shall contact parents/guardians to ascertain reasons for absences. Temporarily excused absences for students can be made for the following reasons:

Temporarily Excused Absences

1. Personal illness
2. Prior approved travel for education
3. Death in family (not to exceed one week)
4. Natural catastrophe and/or disaster
5. Participation in school-approved activity which necessitates students being away from school. These activities will be reviewed by personnel for educational appropriateness
6. Absence for the observance of recognized holidays of the child's own faith
7. Any of the extenuating circumstances listed below:
 - a. Extended personal illness of a child whose attendance in school would endanger his/her own health or that of his/her classmates, as verified by a physician, dentist, or nurse practitioner licensed to practice in Louisiana
 - b. Extended hospital stay as verified by a physician or dentist licensed to practice in Louisiana
 - c. Extended recuperation from an accident as verified by a physician or dentist licensed to practice in Louisiana • Extended contagious disease within the family as verified by a physician or dentist
 - d. Other extenuating circumstances approved by the Supervisor of Child Welfare and Attendance in consultation with the principal or his/ designee

For any other extenuating circumstances, parents must make a formal appeal by communicating with the Supervisor of Child Welfare and Attendance and request that an absence be excused.

Please note: Family vacations are **NOT** considered excused absences unless approved by the superintendent. An application must be submitted to the superintendent 6 weeks prior to the vacation with documentation showing the trip has educational merit warranting the loss of classroom instruction.

Tardiness

Our computer attendance system tracks and accumulates lost instructional minutes into instructional days. Repeated tardies and early check-outs can result in sufficient number of minutes to equal a day's absence.

Tardies fall into three categories for Gillis Elementary students (Please refer to these numbers when reading the dispositions below):

1. Tardy due to a late arrival bus
2. Tardy due to late parent transportation

3. Tardy due to excessive time in the cafeteria, restroom, and/or being in an unauthorized area.

After the third week of school, older siblings are not allowed to escort/walk Pre-K and kindergarten siblings to their class. We want to ensure that all students make it to class in a timely manner upon their arrival and there is supervision on the sidewalks to assist if necessary.

The school day begins at 7:40 a.m. *Being punctual is very important.* When duty teachers are not present at gym doors, the tardy bell has rung, and students must be escorted into the office by parent/guardian to be checked in and receive tardy slip to be permitted to class. Parents may receive letters automatically generated from the district program that notifies parents of accumulated tardies and absences.

Early Checkouts

The school day ends at 2:55 p.m. Students who are checked out prior to that time are missing important instruction time. These early checkouts will be handled the same as tardies.

Four early checkouts – letter from office

Five early checkouts – referral to the office of **Child Welfare and Attendance**

Ten or more early checkouts – student checkout record sent to **Truancy Court Office**

***No student will be called for early check out after 2:30.**

****Students with perfect attendance from Friday – Thursday of the school week earn a pass to wear pants/shorts choice (*within CPSB length guidelines*) on Friday. This means: no tardies, no early checkouts, no absences.**

Checking Students Out

A parent or other approved adult must sign a student out through the school office before he or she may leave. Procedure for checking out students:

1. **If any person other than the parent is checking out the child, that person must be listed on the student's blue information card.**
2. **Children who are car riders in the afternoon will be picked up in front of the gym at dismissal time.**

*****For the safety and security of our students, there will be NO walk up pick up of students. *****

Health Services & Records

A cumulative health record must be made when a child enters school in the parish. Students are required to have up to date shot record or a signed exemption on file with the school.

Illness or Injury

When a child becomes ill or is injured, the following procedures are followed: Decisions concerning notification of parents in regard to a child's sickness requires judgment based on the child's statement of his feelings and the teacher's and principal's observation of his appearance and behavior. Any child having fever or vomiting shall not remain at school. **Child should be fever-free for 24 hours before returning to school to reduce chance of illness spreading to other students/faculty.**

When a child becomes seriously ill or is seriously injured, school personnel will make every attempt to inform the parents immediately. If unsuccessful, the school will call 911.

Medications

Absolutely no medicines are given internally or applied topically at school without written instructions from a physician and written permission from the parent or guardian. Medication to be taken during the school day must be turned into the main office by the parent. Do not bring more medication than is needed for 20 days at a time. This medication will be taken in the front office under the supervision of a school employee. No student may have any medicine (including over the counter medicine i.e. Tylenol, aspirin, cough drops, topical creams, etc) with them at any time. Please dispense medicine at home rather than at school if at all possible.

Medication policies can be further referenced in the CPSB Code of Conduct for more information.

Communicable Diseases

Children having the following are to remain out of school and may return:

1. Measles -----7 days after appearance of the rash
2. Chicken Pox -----7 days after appearance of the vesicle or when the vesicles are healed or only a few remain that are well covered by scabs
3. Mumps -----when swelling and fever have subsided

Children with any of the following need a note from their physician indicating that it is permissible to be in school:

1. Scabies

2. Ringworm
3. Impetigo
4. Pink eye

Lice Control Policy

1. Any student found to have positive evidence of head lice, either live lice or louse eggs (nits), shall be excluded from school.
2. The student shall be excluded from school until he/she has been treated with a medication that kills lice and until 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.**
3. 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.
4. School personnel shall be responsible for checking the student to be sure he/she is free of nits before the child may return to the classroom. If the student is not free of nits and lice, he/she shall be returned home by the adult who brought him/her back to school.
5. Any student excluded from school for lice infestation shall have an excused absence for a limited time - not to exceed (4) calendar days per school year and shall be allowed to make up class work on that basis.

Student Services

Counselor

Gillis Elementary has two full-time guidance counselors (Mrs. Devillier PreK-2nd & Mrs. Bohannon 3rd-5th). These ladies are here to assist students with the social and emotional challenges that can be part of a child's school experiences. They also provide guidance and assistance with academic concerns that teachers, students or parents may have regarding a student's progress. You may be contacted by one of our counselors should the need arise or to request a conference. 217-4780 ext 6205 (Devillier PreK-2nd) or ext 6206 (Bohannon 3rd-5th)

In addition to helping our students make the most out of their educational opportunities, these ladies facilitate the mandatory state-wide testing of our school and assist with special education placement

Student and Parent Responsibilities

Parent – Teacher Conferences

Your child's teacher will contact you to schedule conferences regarding your child's progress. Parents are also encouraged to initiate conferences with teachers anytime concerns arise. Parents may send a note to school, email counselor, or contact the school office at 217-4780.

Parents are encouraged to refer to the school's website at <http://www.cpsb.org/gillis> Parents can also reach teachers via email (firstname.lastname@cpsb.org)

Promotion

Grades K – 5

Promotion from one grade to another is based on the policies and regulations of the Calcasieu Parish School Board in compliance with standards cited in Bulletin 741. Pupil Progression Requirements (updated 2025-26 school year):

- Kindergarten: 3 Quality Points in ELA and Math and the student attends 162 days (No more than 10 days absent).
- Grade 1, 2, 4 & 5: 4 Quality Points in ELA, Math, Science, and Social Studies with 1 quality point in all 4 subjects for the 3rd or 4th nine weeks and 10 or LESS Absences.
- 3rd Grade Special Requirements:
 - 4 Quality Points in ELA, Math, Science, and Social Studies with 1 quality point in all 4 subjects for the 3rd or 4th nine weeks and 10 or LESS Absences.
 - Below, At, or Above Benchmark on EOY DIBELs. For any student to be considered for promotion, they must be present a minimum of 160 days.

Report Cards

The grading period for elementary schools will be a nine-week period. Therefore, report cards will be issued every NINE WEEKS. Progress reports (IPR) are also sent home every three weeks.

The report cards are designed to inform you of the progress made by your child each nine weeks period. Please read the report cards carefully. If a conference is desired, please send a note to your child's teacher, email, or call the school office at 217-4780.

CALCASIEU PARISH GRADING SCALE

90 - 100	A	3.5 - 4.0	A
80 - 89	B	2.5 - 3.4	B
70 - 79	C	1.5 - 2.4	C
60 - 69	D	1.0 - 1.4	D
66 and Below	F	Below 1.0	F

Student Progress Center

In addition to information found in your child's folder each week on Take Home Tuesday, parents can also track their child's grades and attendance through the Student Progress Center online. To access this resource, parents must complete an application through the school. Custodial information must be verified before username and access codes are issued. These accounts are specific to each child and can only be viewed by using assigned information.

CAFETERIA

Students are encouraged to participate in the school lunch program, however lunches from home are allowed. Students who do not drink milk should bring their beverage in a plastic container that the child can open.

Breakfast will be served from 7:05 A.M. until 7:35 A.M. for all students. Only late bus riders will be allowed to eat breakfast after the 7:40 bell. Walkers and car riders MUST be in the cafeteria by 7:30.

Carbonated drinks are not allowed. Cold drinks must be in a thermos or plastic container if they are brought in with a bag lunch. Fast food may not be brought into the cafeteria. No foods will be microwaved at school.

Special Dietary Needs

Please note the information provided by our School Lunch Department: Schools may make substitutions for individual children who are not handicapped but are unable to consume a food item because of a medical or other special problem. Such substitutions may be made on a case-by-case basis only when supported by a statement signed by a recognized medical authority.

A recognized medical authority may include physicians, physician assistants, nurse practitioners, licensed or registered dietitians, or other professionals specified by the State Agency.

Supporting statements shall include: an indication that the medical or other special dietary needs restrict the child's diet, **and** the food or foods to be omitted from the child's diet and the food or choice of foods that may be substituted.

STUDENT DRESS

Dress and Grooming—Please follow District Policy for Dress Code in the Code of Conduct.

Students should maintain appropriate hygiene. Cleanliness is most important. Guidelines for acceptable grooming should be taught and enforced in the home by the parents as part of their responsibility in training their children for responsible citizenship.

The Calcasieu Parish School Board Policy shall be that no mode of attire will be considered proper for school wear that distracts or disrupts classroom and school decorum. Cleanliness shall be a basic consideration. Research indicates that student dress helps set the pattern for classroom behavior and academic performance. Clothing that distracts or disrupts normal classroom routines are not permitted. Oversized T-shirts and clothing should not be worn as this does present a safety concern. Parents' cooperation is expected and appreciated.

School Uniform Code

Students attending Pre-K-12 schools in Calcasieu Parish Public Schools shall be required to wear official school uniforms. Uniforms shall be the same for all schools as follows:

- Uniform shirts will be white, hunter green, navy blue, or purple polo/golf style shirts (short or long sleeves with a collar) or shirts that button down the front with a collar. **No emblem, logo, decoration, or decorative trim** is allowed.
- White, hunter green, navy blue, or purple turtlenecks with **no emblem, logo, decoration or decorative trim** are acceptable. Turtlenecks can be worn separately or under uniform shirts.
- T-shirts (solid white, navy, hunter green or purple) will be allowed under the uniform shirt.
- Gillis spirit shirts may be worn any day of the week. Gillis House shirts are to be worn on Fridays.

- Gillis Grade level shirts may be worn on Mondays and field trips.
- Khaki (shades may vary), black, or navy blue pants, skirts, shorts, skorts, or jumpers must be uniform style and color (no corduroy or wind-suit materials, no sweatpants, no stretch pants or leggings, no jeggings, no spandex, no ankle slits, no baggy pants, no bell-bottoms, no carpenter or cargo styles, no hip-hugger, no side-knee pockets). **Emblems, logos, or decorations are not allowed.**
- Black or Blue jean pants only have been added to uniform attire (shades of blue may vary) and shall not have any holes, rips, or tears. No blue jean shorts permitted.
- Pants, shorts, and skorts must measure (front and back) no shorter than three inches above the knee. Skirts and jumpers must measure no shorter than three inches above the knee.
- Belts should be black, brown, navy blue, hunter green, or khaki with no emblem, logo or decoration and must be worn with slacks and shorts that are designed to have belt loops. Belts must be visible and worn around the waist. Belts are optional for Pre-K, Kindergarten, and First Grade students.
- **Socks** (or stockings for girls) **are required** and should be hunter green, navy blue, khaki, black, or white with no emblem, logo or decoration and **must cover ankle and be visible.**
- Appropriate closed toe shoes must be worn every day. **Sandals are not allowed in elementary grades. Crocs of any shape or comparable styles are not allowed. Shoes must be closed in the front and back. High heels are NOT allowed at any time.**
- Acceptable outerwear for classroom is limited to include sweater, sweater vest, sweatshirt, and light jacket. Colors for classroom outerwear include khaki, navy blue, hunter green, purple and white. **No emblem, logo, or decoration** is allowed on classroom outerwear. The uniform shirt must be worn under outerwear.
- Heavy coats and jackets worn to and from school and/or outdoors are not restricted, but recommended to colors of navy blue, hunter green, white, and khaki.
- No headwear should be worn on campus except for knit caps, in extremely cold weather and should be removed when indoors.

Other Dress Code Regulations:

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

Principals may declare spirit or club days and allow students to wear school spirit shirts, or dress up days (i.e., when school pictures are scheduled) or allow students to wear other uniforms such as Boys Scouts, Girl Scouts, cheerleaders, band, chorus, etc. Other questions about uniforms should be referred first to the school authorities, then to the central office staff.

More Dress Code reference can be made in the CPSB Code of Conduct on CPSB website.

Technology Resources

Your child's ability to understand and utilize technology will be a major factor in his/her success as an adult. To better prepare our students to be life-long learners in such a society, teachers incorporate technology into daily teaching and learning. A 1:1 Technology Resource Booklet will be sent home for review and a signature page for the device expectations, protocols, and fees etc. For a student to have access to technology resources in CPSB, **three** items must be completed. We must have a current, signed copy of the district's **(Student)** Acceptable Use Policy (AUP). The signature page will be sent home from CPSB to be signed and returned to school. the 1:1 signature page completed and returned to school, **(Parent)** Acceptable Use Policy (AUP) should be completed online through Student Progress Center @ cpsb.org **(refer to page 4 for directions)**

Acceptable Use Policy concerning Technology and Internet information

Internet access is available to students and employees in the Calcasieu Parish School System. The School Board is very pleased to bring this access, and believes that the Internet offers vast, diverse, and unique educational resources to all participants.

The Internet is an "electronic highway" connecting billions of computers and individual subscribers all over the world. The School Board's goal in providing this service to students is to enhance innovative education for students through access to unique resources and collaborations. Furthermore, employees will improve learning and teaching through research, teacher training, communication, collaboration, and dissemination of successful educational practices, methods, and materials.

Terms and Conditions in a user's agreement are provided so that Internet users are aware of the responsibilities they will assume when using this Calcasieu Parish School Board (CPSB) resource. Responsibilities include efficient, ethical, and legal utilization of the network resources. All users, including students, employees, or any other users of School Board computers, hardware, and Board network shall abide by all policies of the School Board and any applicable administrative regulations and procedures.

Each user shall sign an Internet and District Network Resources Contract which shall be legally binding and indicates that he/she has read the Terms and Conditions carefully and agrees to abide by them.

The School Board shall incorporate the use of computer-related technology or the use of Internet service provider technology designed to block access or exposure to any harmful materials or information, such as sites that contain obscene, pornographic, pervasively vulgar, excessively

violent, or sexually harassing information or material. Sites which contain information on the manufacturing of bombs or other incendiary devices shall also be prohibited. However, the School Board does not prohibit authorized employees or students from having unfiltered or unrestricted access to Internet or online services, including online services of newspapers with daily circulation of at least 1,000, for legitimate scientific or educational purposes approved by the School Board.

Age and grade appropriate classroom instruction shall be provided regarding Internet and cell phone safety. Such instruction shall include appropriate online behavior, interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response, as well as areas of concern as authorized in state and federal law.

In addition, the School Board, in conjunction with local law enforcement agencies, shall develop and distribute age and grade appropriate information to each student regarding Internet and cell phone safety and online content that is a threat to school safety. The information shall include the following:

- Instruction on how to detect potential threats to school safety exhibited online, including posting on any social media platform.
- Visual examples of possible threats.
- The process for reporting potential threats, which shall be in accordance with the procedures referenced in policy EBBB, School and Student Safety.

Such information shall be either distributed to or explained to students and school personnel at the beginning of each school year and shall be posted on an easily accessible page of the School Board's website and the website of each school.

School Parties:

The Calcasieu Parish School Board approves class parties for Christmas and Easter only. Refreshments or treats that do not require special attention, such as refrigeration, may be sent to school for other holidays, provided arrangements are made with the classroom teacher. Please contact the teacher if you wish to volunteer your services.

EXTENDED DAY PROGRAM

Gillis Elementary has a wonderful extended day program available after school. This structured program allows the child time to complete homework assignments, enjoy snacks, play supervised games, and interact with other children. A registration fee, insurance fee, weekly payment, snack fee are required for participation in this program. Applications are available through the school. More information can be obtained by contacting 337-217-4780 ext 6214 or cell phone 337-263-8283.

***Students must maintain appropriate behavior in order to participate.**

Items Collected

The following items are collected to raise funds for our school. If you would like to contribute, please send them with your child to his/her teacher.

Community Coffee Labels – turn into the library

Box Tops for Education – download the app and scan for our school

Several businesses allow you to select a school and a percentage of your purchase are donated to that school. We participate in the Target and Office Depot programs.

CLUBS AND CO-CURRICULAR ACTIVITIES

Physical Education

All children will be enrolled in P.E. as required by the State Department of Education unless a written excuse is obtained from a physician stating the nature of the disability. A note from the parent will excuse a child from P.E. for temporary injury or illnesses of short duration not to exceed 2 days.

French Immersion

Gillis is one of the oldest French Immersion sites in the state. Students begin their French Immersion studies in Kindergarten and can continue through 5th grade. These students are taught core subjects in French by certified bilingual teachers. Students spend 70% of their day in this setting.

Gifted and Talented

SPARK (Seeking Purposeful Analytical Realistic Knowledge) is the local name for the program for academically gifted/talented students in Calcasieu Parish. The identification of gifted/talented students begins with a referral by a teacher, friend, or parent of the student with approval of the local school committee (SBLC). A screening test is given and if a student scores high enough on this, then a full evaluation is given by a Pupil Appraisal team. Once a student is classified as academically gifted/talented, an individual Education Program (IEP) conference is held, and the student is placed in the program. Evaluations by local psychologists are accepted for review by Pupil Appraisal. Gillis Elementary also houses a class of the **Talented Art Program**. Participation in this program begins with a recommendation from the child's classroom or art teacher.

4-H

Students work with local 4-H offices to complete project books. They will also work on a GREEN team and recycling for the school. Meetings are held once a month during school. This club is only offered to 5th grade students. **Sponsor – Alison Hebert**

Student Council

Members are selected by student vote. Elections are held during the first nine weeks of the year to select one boy and one girl from each homeroom in grades 3-5. These students work as a service club for the school and community. **Sponsors – Kaitlyn Miller and Sheryl Gormanous**

Beta Club—Members are selected from 5th grade students who maintain a high grade point average. **Sponsors- Ashley Taylor and Megan Treme**

Art Club – Students in 5th grade can participate. Sponsors – Erin Casteel and Elizabeth George

Broncos SOS – Students in 3rd-5th grade participate in creating and presenting a program honoring veterans; as well as other service projects. They also spend time and learn from our local VFW **Sponsors: Jessica Castille and Nicole Viator**

KGES

Kids of Gillis Elementary School is our in-house daily news program. Using technology resources, students go on the air each morning to provide news and information about activities at school, PBIS, weather, birthdays, study and testing tips, etc. KGES is staffed by selected 5th graders. **Sponsors—Crystal Beard and Micah Dunahoo**

Kids 4 Christ Club: Students in 1st- 5th will meet on Thursday mornings from 7:15-7:40. Students will have Bible lessons, be involved in dramas, skits, and community activities. **Sponsors: Amanda Lejeune and Angel Farque**

ONGOING PARENT/TEACHER COMMUNICATION

All graded papers will be sent home for parent review on **Take Home Tuesdays**. However, it is most important that you check your child's book bag or folder **each** and **every day**. If at all possible, please respond the next day to a teacher's request for information, signatures, conferences, supplies, etc. Requests for field trip permission, money, etc. should be sent back **immediately**. **No fees will be taken after deadline.**

Conveying Messages to Students

Because of a disruption to classroom instruction, messages will be given to students only in case of an emergency. Students will not be called to the telephone. **All important information should be given to your child before they come to school.** Please help us prepare our students to become responsible, organized citizens by modeling this skill.

Conveying Messages to Teachers

Because of a disruption to classroom instruction, messages will be given to teachers only in case of emergency. Teachers cannot be called to the telephone. If you need a teacher to get a message by a specific time please provide the office with that information when you leave the message. Please be reminded that teachers are in class, so an email or message that you send/leave at 9:00 A.M. may not be checked until the end of the day.

FIELD TRIPS

Parent chaperones are a very important part of any field trip. Your help is most appreciated. Please be aware of the following information concerning field trips:

- Students must ride on the school bus to the field trip destination.
- Parents may bring their children home from a field trip in their car. However, prior to the field trip, they must provide a written request to be approved and signed by a Gillis Administrator.
- Parents chaperoning field trips may **NOT** bring children who are not in the student's class on the field trip. i.e. siblings, family, neighbors, etc
- In order to keep down the cost of transportation on field trips, priority seating on buses goes to students and teachers. It is very likely that you will be asked to provide your own transportation. Additionally, due to lack of parking, parents are asked to park at Gillis First Baptist Church.
- ALL chaperones must have signed up for the field trip with the child's teacher. Anyone not registered before the deadline will not be

included in the field trip activities.

*Fees for field trips must be paid by the deadline given.

*Chaperones for field trips will be scrutinized by checking their names against the Calcasieu Parish Sheriff's Office Sex Offender List.

*No chaperone substitutions will be allowed the day of the field trip. All chaperones must be checked against the Sex Offender List

NO EXCEPTIONS. We will not be able to check the morning of the field trip.

Medication Administered on Field Trips

CPSB Policy Manual File: JGCD IX

If the parent/legal guardian of a student normally on medication does not request in writing that medication be administered on a pending field trip then no School Board employee shall be responsible for administering medication to the student on the field trip. If the parent/legal guardian does not provide the required paperwork and medication (whether at school/home or both) to the school prior to the field trip, then the student cannot attend the field trip.

If the parent/legal guardian of a student requests in writing that medication be administered on a pending field trip then:

1. a person certified to administer medication must go on the field trip; and
2. a nurse must be on call while the field trip is being taken.

In the event that a certified School Board employee is not available, the parent/legal guardian or non-School Board employee designee (designated in writing by the parent/legal guardian) should attend the field trip to administer medication.

In the event that a certified School Board employee is not available, and neither the parent/legal guardian nor their designee can attend the field trip to administer medication, then the field trip cannot be taken.

School-Wide Discipline Plan

Positive Behavior Intervention Support (PBIS)

Positive Behavioral Interventions and Supports (PBIS) is a collaborative, assessment-based approach to developing effective interventions for problem behavior. It emphasizes the use of proactive, educative, and reinforcement-based strategies to achieve meaningful and durable

behavior and lifestyle outcomes. It aims to build effective environments in which positive behavior is more effective than problem behavior. Students at Gillis Elementary School are expected to exhibit appropriate behavior at all times in all areas of the school property.

***“Your strong team reflects your commitment to supporting student success in alignment with school improvement efforts.” –
Evaluation Team***

Expectations

- Be Safe
- Be Respectful
- Be Responsible

School-Wide Rules

1. Respect adults and peers.
2. Keep hands, feet, and objects to yourself.
3. Walk face forward.
4. Take care of your property and school property.
5. Refrain from profanity, yelling, or verbal abuse.
6. Use quiet voices.
7. Bring to school only items necessary for class assignments and activities.
8. Follow the school-wide dress code

Prohibited items

Any item that would be considered illegal for a child to possess such as lighters, medicines, matches, knives, etc. are not allowed. Bay Blades, finger boards, yo-yos, tops, fidgets, etc. are not to be brought to school. No electronic devices are allowed. The school is not responsible for loss or damage to any of these items.

ELECTRONIC TELECOMMUNICATION DEVICES

No student, unless authorized by the school principal or his/her designee, shall use or operate any electronic telecommunication device, including any facsimile system, radio paging system, mobile telephone system, intercom, or electromechanical paging device in any elementary, middle, or secondary school building or on the grounds during the instructional day or in any school bus used to transport public school students. A violation of these provisions may be grounds for disciplinary action, including but not limited, to suspension from

school. Cell phones and all other telecommunication devices must be turned off, stowed away, out of sight and not used while on school campus or while riding a school bus. CPSB cell phone policy is found online in the Code of Conduct.

All confiscated phones/electronic devices shall be returned to a parent or guardian when a request has been made and a release form provided by the school has been signed. Parents must sign the release form in person. Ref: La. Rev. Stat. Ann. "17:239, 17:416, 17:416.1

Discipline

In accordance with state law, every teacher is authorized to hold every student to a strict accountability for any disorderly conduct in school or on the playground of the school, on the street or road while going to or returning from school, or during recess or on a school bus. School principals may suspend from school any pupil who is guilty of willful disobedience.

Although the ultimate responsibility for student conduct rests with the student and his parents, discipline is a part of the daily responsibility of school personnel. While the school is concerned with the individual and his welfare, it must also be concerned with the group and its welfare and in preserving the proper atmosphere for teaching and learning.

Administrative procedures for suspension may be initiated by the principal or assistant principal when the efforts of all concerned fail to modify the child's behavior.

Please note the Calcasieu Parish School System Administrative Procedures on the CPSB Code of Conduct at www.cpsb.org.

In dealing with discipline using the PBIS approach, behaviors must first be identified as major or minor infractions. Once identified, the behavior can be addressed using a clear, concise method to change that negative behavior.

Minor infractions examples include but not limited to:

- Disruption (noise making, tapping, humming)
- Inappropriate verbal language (low intensity)
- Inappropriate physical contact
- Playing around on the sidewalk
- Property misuse
- Unprepared for class

Major infractions examples include but not limited to:

- Arson
- Threat
- Students in possession of objects capable of causing bodily harm and/or property damage
- Defiance, disrespect, insubordination, non-compliance
- Severe class disruption(repeated disruptions that impede instruction)
- Fighting
- Forgery or theft
- Harassment/Teasing/Taunting
- Lying/Cheating
- Drugs or Tobacco
- Property Damage
- Skipping Class/Truancy
- Vandalism
- Possession of Weapon

**More details of the CPSB Code of Conduct can be found at CPSB.org under the parent tab.

Dangerous Weapons

The Board shall authorize the Superintendent or designated official to immediately suspend and recommend expulsion for any student found in possession of a dangerous weapon. A dangerous weapon may be defined as a knife, club, gun, chain or any other object deemed dangerous on the school grounds, on school buses and/or at any school-sponsored event during or after regular school hours. When the student is found in possession of a weapon, the Superintendent shall be immediately notified and the principal shall take appropriate disciplinary action.

Objects

Any object that interrupts the education process should not be allowed. (example fidget spinners, whistles, etc.)

All school policies follow CPSB guidelines and can be referenced in the Code of Conduct.

PRAYER IN SCHOOLS

The Calcasieu Parish School Board shall permit school authorities of each school to allow an opportunity, at the start of each school day, for those students and teachers desiring to do so to observe a brief time in silent prayer or meditation.

Public schools shall be prohibited from adopting or using any official or standard prayer. Voluntary, student-initiated, student-led prayer in accordance with the religious views of the student offering the prayer may be permitted, however. No student attending the school shall be required to participate in any religious activity at school.

No law, rule or policy shall deny to any student attending a public elementary or secondary school the right to participate in voluntary, student-initiated, student-led prayer during school or on school property, before or after school or during free time. Athletic teams shall not be prohibited from engaging in voluntary, student-initiated, student-led prayer.

No law, rule or policy shall prevent any student who attends a public elementary or secondary school and who is responsible for or presiding over a meeting of a school organization or assembly from calling upon a student volunteer to offer an inspirational quotation or statement, offer a voluntary prayer, or lead in silent meditation, at the sole option of the student volunteer.

A student organization shall not be denied recognition or any privilege or benefit solely because it is religious in nature, has a religious affiliation, or has no religious affiliation.

School officials shall be prohibited from censoring for religious content the speech of a high school student invited to speak at a commencement ceremony at the school he/she is attending.

When student volunteers are called upon to offer an inspirational quotation or statement, offer a prayer, or lead in silent meditation, such students shall be selected at random by a student from among student volunteers without respect to their individual religious beliefs or lack thereof. No student shall be called upon to offer an inspirational quotation or statement, offer a voluntary prayer, or lead in silent meditation unless the student chosen has volunteered to do so.

Revised: June, 2002

Ref: La. Rev. Stat. Ann. §§17:2115.1, 17:2115.2, 17:2115.3, 17:2115.4, 17:2115.5, 17:2115.6, 17:2115.7, 17:2115.8, 17:2115.9, 17:2115.10; Board minutes, 9-17-02.

Parental Involvement Opportunities

At Gillis we recognize the importance of the school and home working together as partners in the education of each child. We encourage the involvement of all families.

PTO (Parent Teacher Organization)

PTO consists of parents and teachers working together to promote open communication between parents and staff of Gillis Elementary School. Our dedication is to enhance and maximize the education of every child while aiding them in achieving their highest potential.

ATP (Action Team Partnerships)

The ATP, part of the Title I Federal Program, consists of faculty, staff and families for the purpose of providing input for developing programs and activities. Please check with our school office for contact and meeting information.

Federal Programs Information

Parents and Guardians may access information about Federal Programs and State Accountability by visiting the CPSB website.

<http://www.cpsb.org> Under the Parent/Student tab, information may be found under Resources by going to Accountability and/or NCLB Parent Notification. Also under the Parent/Student tab, information may be found under Departments by going to Federal Programs.

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 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"). The FERPA statute is found at 20 U.S.C. 1232g and the FERPA regulations are found at 34 CFR Part 99

Fund Raising

We believe you want the same advantages for your child that other children have and because we are not satisfied with just the minimum, it is often necessary to raise money. Raising funds for various projects allows Gillis Elementary School an opportunity to have the very best. It also minimizes the cost and expense of certain activities for your child. We want our teachers to receive the best training, equipment, supplies,

etc. So fund-raising is a necessity. We do try to hold fund raising to a minimum. It is certainly your privilege not to participate in any fund-raiser.

Parents are responsible for any money owed to the school with regard to fundraising. The school board attorney and the District Attorney work closely with schools in collecting outstanding debts.

The school does have the right to not allow a student to participate or to continue to participate in a fund raiser when an outstanding debt is owed to the school. Never, at any time, allow your child to go door-to-door to sell or collect money. Your cooperation regarding these efforts is always appreciated.

Money

From time to time we will send notes home requesting picture money, workbook fees, field trip money, etc. All of these will need to be paid online through the OSMS system. Please make note of deadlines – money may not be accepted after a deadline. We want to model for our children the responsibility required for good citizenship.

Online fees website: <https://osp.osmsinc.com/CalcasieuLA/> Please set up your personal account and record your username and password down in a safe place. We cannot see your passwords when you can't remember them.

Awards and Recognition

Various awards and recognitions are given to deserving students. At the beginning of the school year and throughout the year, the teacher outlines specific requirements to earn special school awards, recognition, and honors. Various groups may give other awards.

Students are encouraged to participate on an individual basis in various contests held by a number of different organizations in our area.

If your child receives an award or is given an honor, please provide the school office with the information and we will be happy to make the school announcement. We are always proud of our students but especially proud when they earn the recognition of others.

Helping Others

Many of our parents are unable to pay for their child's classroom fees in a timely manner. If you would like to help or assist those who find it difficult to pay for workbooks, school supplies, purchase items at book fairs, or pay for (or help pay for) field trips by providing a monetary

donation, please feel free to call the school office. The school administrators, counselors, and teachers will make sure it is given to those truly needy.

At the end of the school year, we will also collect good, used, clean school uniforms. Those will be redistributed during the next school year.

End of the Year

Parents are reminded that a number of activities are planned at the end of the year. Please refer to the May calendar sent home on or before May 3, 2027 which will give you a schedule of events.

Parents should be reminded to make sure all student records have been cleared before the end of the school year:

- Cafeteria charges have been paid by mid-May.
- All library books have been returned.
- Picture money has been paid or the pictures returned.
- Workbook fees/Classroom fees paid.