M. J. Kaufman Elementary



Parent & Student Handbook

2026-2027

Jill Deason
Principal

LeeAnn Reon
Assistant Principal

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Kaufman Elementary School
301 Tekel Road, Lake Charles, LA 70607
337.217.4740 | 337.217.4741 (fax)
www.cpsb.org/kaufman

Jill Deason
Principal

LeeAnn Reon
Assistant Principal

Growing Leaders and Learners

Dear Parents and Students,

Welcome to the 2026 – 2027 school year! We are so happy you are here! If you are returning to Kaufman this year, we are thrilled to have you back! If you are new to Kaufman this year, we want to welcome you and your family to our school and we can't wait to get to know you! We pride ourselves on being a family and we hope that you will quickly feel at home here with us. We are looking forward to a new year full of learning and fun!

Our number one focus at Kaufman is the wellbeing of your child. We will work diligently with our families and our staff to foster a positive, loving atmosphere that promotes learning and strives for academic excellence, trust, respect, and communication. We are committed to working in collaboration with all families, district leaders, and community members to develop and implement a shared vision in which we are all working together as a team to push every child forward in their learning so they can be successful in life.

To ensure success in achieving our goals, this handbook is utilized as an ongoing means of communication between the school and home. It is our belief that parents, and students should be knowledgeable of the policies and procedures of Kaufman Elementary and the Calcasieu Parish School Board. It is important that you read this handbook along with the CPSB Code of Conduct to ensure that you are well informed of all policies and procedures that staff and students are expected to follow. **Please read and discuss the information in this handbook and the CPSB Code of Conduct with your child. This book is for you to keep. All pages that need to be signed will be included in a packet given to you by the teacher.**

If you have any questions or concerns, please do not hesitate to reach out. We are looking forward to a wonderful school year!

Sincerely,

Jill Deason

Contact Information

Front Office: 337.217.4740
Fax: 337.217.4741
CPSB Website: www.cpsb.org
Kaufman Website: www.cpsb.org/kaufman
Kaufman Facebook Page: https://www.facebook.com/KaufmanElementary
Online School Payments: https://osp.osmsinc.com/CalcasieuLA/

Kaufman Vision

Growing Leaders and Learners

Kaufman Mission Statement

Our mission is to create a positive student-centered community with high expectations to encourage all students to achieve success.

QR Codes & Quick Links

Kaufman Website

Student Progress Center

OSMS (Kaufman Online Payment System)

Kaufman Facebook Page

Important Times & Bell Schedule	
7:00	Doors Open & Breakfast Begins
7:40	Breakfast Ends
7:40	1st Bell / Students Report to Class
7:45	2nd Bell / Instruction Begins
2:30	Mode of dismissal changes must be made by 2:30
2:30	No checkouts after this time (CPSB Policy)
2:55	Walker Dismissal
3:00	Car Rider / Bus Dismissal
3:20	All students must be picked up
3:25	Parents sign out in office for late pickup

Attendance Requirements

All students are expected to attend class every day that school is in session.

ATTENDANCE
We believe that regular attendance is vital to the learning process of each student. Once a student arrives at school, he/she is expected to remain and attend class throughout the day.

The Law – ACT 745 states that students shall be in attendance a minimum of 167 days a school year. **This means a student can miss no more than 10 school days OR the equivalent loss of time as the result of repeated tardies and/or early checks outs for the ENTIRE school year.**

NOTE: Any out-of-zone attendance request may be revoked or denied due to absences and/or excessive tardies for late arrival or late pickup.

School Hours: Office – 7:30 am to 3:15 pm
Students – 7:45 am to 3:00 pm

ARRIVAL
The school day begins at 7:40 AM. Students should arrive at school between 7:00 and 7:40 AM. A child shall be considered tardy if they are not in school by 7:45 AM. It is the responsibility of the parent or guardian to sign the child in at the office. After 3 tardies, a letter is automatically generated to notify the Child Welfare and Attendance Department. A student may be referred to the Truancy Court if a child has five or more unexcused tardies in a semester.

All car riders must be dropped off in the front circle. No road or parking lot drop off is allowed. Bus riders will be dropped off in the front circle. Walkers will enter through the walker gate at the front circle. NO STUDENTS MAY BE DROPPED OFF AT SCHOOL BEFORE THE DOORS OPEN AT 7:00.

Your child should be informed on how he/she gets home before the start of the school day. You are highly encouraged to establish a consistent routine. Children often forget. A note to the teacher is crucial when there is a change in their regular routine. In emergencies, please call the office. We will notify your child of the change. Calling to change or communicate transportation plans should be rare. Calling daily or almost daily creates unnecessary confusion and can results in your child going home the wrong way. The deadline to change the mode of transportation for your child is 2:30 PM. Be consistent!

ABSENCES
Elementary students may not miss more than 5 days during a semester, 10 days during the school term. A child not in attendance for the required days per year will not be given credit unless there are documented extenuating circumstances. Absences are excused for personal illness and death in the immediate family.

Students are responsible for all work missed due to absences. When a student returns to school from an absence, he/she must bring a dated note from the parent or a doctor's excuse stating the reason for the absence. This note must be turned in to the teacher or the front office. (Family trips are recorded as unexcused absences as a school system policy.)

For your child to earn Perfect Attendance for the school year, the child must be in attendance every school day. No half day or full day checkouts can be recorded. A child is considered absent ½ day if he/she arrives to school after 9:30 a.m. or checks out before 1:30 p.m.

EARLY CHECKOUT

Any student leaving school early must check out through the office. Only those persons listed on the emergency card will be allowed to check out that student unless other arrangements have been made with the office. Any student signed out prior to 2:30 PM will receive an early checkout. A student may be referred to the Truancy Court for excessive early checkouts.

DISMISSAL

Dismissal begins at 2:55 PM for students who walk home and 3:00 for car riders and bus riders. All students should be picked up by 3:20. A parent/guardian must sign the late pick-up log in the office for any student picked up after 3:25.

All car riders must be picked up in the back circle car rider line. Parking anywhere on campus and walking to the car rider line is not permitted. Parents may not drive through the front circle for dismissal.

Parents may park in the parking lot if they wish to walk to the designated walker area to pick up their child. All walkers are dismissed at 2:55. Any parent parking to walk and get their child must be waiting outside of the cafeteria doors at the 2:55 bell or students will be sent back to class. Students in PK, Kindergarten, and 1st grade should not be walkers unless they have an older sibling to walk with them or a parent to meet them.

In case of inclement weather, walkers will be kept indoors during dismissal and parents will need to arrange other transportation for them. Students are not permitted to walk in heavy rain and severe weather.

Students in grades PK – 2nd grade will receive a backpack tag labeling how they go home. Please do not remove this tag. This tag is a requirement by the district and will be checked by duty personnel before your child is permitted to exit the building.

****Please make sure that your child's emergency information is up to date. Only names that appear on the emergency information sheet will be able to check your child out of school.****

It is the parent/guardian's sole responsibility to provide and maintain current contact information with the school in order to ensure contact can be made regarding their child. This includes, but is not limited to current phone numbers, mailing address, physical address, custody, and with whom the child resides throughout the school year. If your child gets hurt or is sick and we have no working phone numbers, police will be called to make a home/work visit for notification purposes. Parents are expected to make arrangements for any sick or hurt child to be picked up from school in a timely manner.

Discipline Policy

Kaufman Elementary follows the Calcasieu Parish School Board discipline policies as outlined in the Student Code of Conduct Handbook.

PBIS

Kaufman Elementary uses **Positive Behavior Intervention Support** throughout the school. PBIS provides a positive and effective alternative to the traditional methods of discipline. PBIS methods are research-based and proven to significantly reduce the occurrence of problem behaviors in the school, resulting in a more positive school climate and increased academic performance. PBIS is consistent with the Individuals with Disabilities Education Act, which advocates the use of positive behavior interventions and school-based disciplinary strategies that reduce or eliminate the need to use suspension and expulsion as disciplinary options.

EXPECTATIONS

Kaufman Elementary focuses on positively stated and easy to remember behavioral expectations.

Bobcats "PAWS" before they Act

PRACTICE Safety
ACT Respectfully
WISE Choices
STRIVE for Excellence

RECOGNITION SYSTEMS

Students are recognized for following the Kaufman expectations. Students are recognized with positive praise, "Class Paws", Clipping Up on the Behavior Chart, "O" in Conduct nine-week incentives, Student of the Month recognitions, and End of Year recognition on Awards Day.

OFFICE DISCIPLINE REFERRALS

Kaufman teachers are constantly teaching and reinforcing appropriate behaviors. Should a student choose to violate school behavior expectations, a specific procedure is followed:

1st minor offense: Student gets a verbal warning. Teacher re-teaches expected behavior and clarifies consequences.

2nd minor offense: Teacher changes color on behavior chart. Student receives a consequence. Parent signs and returns behavior calendar.

3rd minor offense: Teacher will call parent and fill out School Discipline Referral Form. Student will receive a consequence. Parent signs and returns behavior calendar.

4th minor offense: Teacher fills out the School Discipline Referral Form and sends the student to the office to see an administrator. Offense will be entered into the JCampus system. A follow-up course of action is taken.

*All major discipline offenses are sent directly to administration and formally documented into the JCampus system.

Evaluation of Students

GRADING SYSTEM

The following grading scale is in effect for all Calcasieu Parish elementary schools for English Language Arts (ELA), Mathematics, Science and Social Studies:

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

Nine weeks grades are an average of daily/weekly assessments. The following scale is used:

A	3.5 - 4.0
B	2.5 - 3.4
C	1.5 - 2.4
D	1.0 - 1.4
F	0.0 - 0.9

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

0	Outstanding
S	Satisfactory
N	Needs Improvement

Grade Reporting

GRADE REPORTING

All schools in Calcasieu Parish adhere to a nine-week grading period. Report cards for all students will be sent home following the end of each nine-week period. Progress reports are sent home at three-week intervals. Parents/guardians are encouraged to access their child's Student Progress Center account to view current grades. The front office and counselors can give student PSN numbers needed to create accounts.

EVALUATION

Students are evaluated both formally and informally. Evaluations may include informal tests, projects, daily class work, classroom observations, and activities designed and administered by teachers to diagnose and assess student performance. *Cheating on any assessment will result in an automatic failing grade for that assessment.

RESPONSE TO INTERVENTION (RTI)

Students who struggle to meet expectations in core content areas may be placed in small and/or individual settings for the purpose of receiving research-based interventions designed to focus on academic areas of weakness. Participation will be flexible, depending on a student's ability to show adequate progress.

Safety Regulations

EMERGENCY INFORMATION

The safety of all students is our priority. Regularly scheduled drills and evacuations are conducted to ensure a definite plan of action in the case of an emergency. These drills are held regularly at unannounced periods throughout the school year. The drills are conducted to teach self-control in times of emergency and to assure quick and orderly evacuation of the school building. You can assist your child by discussing the importance of such drills and the necessity of following the directions and guidelines for the drills.

Parents/guardians will be contacted through the automated school messenger system, and local media will be informed in the event of a dismissal due to an emergency. *No child may be checked out when a school lockdown/shelter in place has been declared. An "all clear" must be approved from the CPSB Risk Management Dept. or law enforcement in order to release students.

LEGAL CUSTODY

Where the legal custody of a student has been judicially assigned to one parent, to a legal guardian, or foster parents, a certified copy of the judgement shall be submitted to the school office. A copy of the judgement will be kept on file. In the absence of a legal document, the child will be released according to the school information card for the current year.

VISITORS

All visitors, volunteers, and substitutes must register in the office upon arrival at school and receive a badge. Visitors are not permitted in classrooms during the instructional day.

Parent & Student Responsibilities

It is the responsibility of each student to:

1. Respect the rights and privileges of other students, teachers, and staff.
2. Arrive at school with the appropriate materials and assignments and follow the dress code.
3. Obey all school rules, respect school property, and behave in an acceptable manner.

It is the responsibility of the parent/guardian to:

1. Ensure the student arrives at school on time and meets the attendance requirements for promotion.
2. Establish open communication with school personnel to provide a team approach for success.
3. Support the learning goals of the curriculum and encourage the student to do their best.

To effectively maintain an environment conducive to learning, the following guidelines are in place:

COMMUNICATION

It is important that all contact information for each student is always kept up to date. Parents/guardians can update personal information and make changes with the front office.

1. Important messages issued from the school will be sent periodically through the automated system. Contact the office to confirm the phone number(s) that will receive these messages if you have questions or concerns.
2. E-mail addresses requested on the student information cards will be used strictly for teacher communication and school business.
3. Conveying Messages to Teachers: Teachers may be contacted most efficiently via their CPSB email account. If you are unable to email a teacher, please contact the office. Please respect the personal time of teachers. Conducting school business by contacting staff members through social media accounts or texting is not permitted. All school business should be conducted through CPSB e-mail.
4. Conveying Messages to Students: We value and protect instructional time. Immediate messages will only be relayed to students in the event of an emergency. Changes of transportation messages need to be called to the office before 2:30 to ensure the message reaches your child. Transportation changes should be a rare event.
5. Conveying Messages to Parents/Guardians: Students are responsible for relaying school notes and graded papers to their parents/guardians. Systems are in place in each classroom to assist with organization and efficiency of these materials. Parents are also encouraged to establish a routine for this at home.
6. We encourage a team approach to ensure success for each child. Please feel free to set up a conference, contact our counselor, or meet with your child's teacher(s) any time to address concerns.

HOMEWORK

Homework is designed to support the learning process and reinforce subject matter taught at school. It is the student's responsibility to complete all homework and turn it in as assigned.

LIBRARY BOOKS

Student are permitted to check out library books. It is the responsibility of the student to return the same library books checked out in acceptable condition by the end of the school year. Lost or damaged books must be paid for at the close of the term.

MONEY ENVELOPES

When sending money to school for various purposes, please place the money in a sealed envelope or zippered bag with the child's name, teacher's name, amount enclosed, and the specific use intended.

LOST AND FOUND ARTICLES

Parents/guardians are urged to put names in all jackets, coats, lunchboxes, etc. brought to school. The Lost & Found area is located near the cafeteria. Students are encouraged to look for lost items on the hooks. Unclaimed items will be donated to charity at the end of the term.

PERSONAL ITEMS

Electronic devices and toys of any type are not permitted at school. Any item that becomes a distraction will be confiscated. "Smart" watches/devices that are a distraction and/or used inappropriately will be confiscated. Disciplinary action may be used at the discretion of the administration and in accordance with CPSB policy. Toy weapons of any kind brought to school can results in suspension and/or expulsion from school.

CHECKING SCHOOL BAGS/FOLDERS

It is important that students' book bags and folders are checked each and every day. Graded papers will be sent home each Tuesday and must be returned with a parent signature each week. Parents/guardians are encouraged to promptly respond to a teacher's request for signatures, conferences, supplies, etc.

****Backpack checks should be conducted regularly by the parent/guardian to ensure that any items from home are left at home and not brought to school. Students who bring inappropriate non-school related items to school can result in immediate suspension and expulsion from school.****

Health Services

MEDICATION AT SCHOOL

Absolutely no medication is dispensed at school without the proper documentation. Forms are available in the school office. All medications must be signed in by the parent/guardian in the office. Medication will not be accepted from a child.

If medication is required at school, a parent/guardian may:

- Come to school and administer the medicine, or
- Secure a form for medication to be given at school. This form requires the signature of a physician. The medication must be properly labeled.

*Aspirin, cough drops, and other over-the-counter drugs are considered medication and will be handled in the same manner.

ILLNESS AT SCHOOL

Parents/guardians will be notified if a student becomes ill at school. Fever, vomiting, loose stools, or other such symptoms demand that students be removed from school. Students must be symptom-free for 24 hours before returning to school. Decisions concerning notification of parents/guardians requires a judgement based on the student's statement of feelings and the observation of appearance and behavior.

COMMUNICABLE ILLNESSES

A student with any condition that is contagious must be excluded from school and may return with a doctor's note.

Students with skin diseases, including scabies, ringworms, impetigo, or unidentified rashes, must secure a note from a physician stating the child can return to school.

Parents/guardians are notified if head lice are found on a student, and the student will be excluded from class immediately, according to the guidelines set by CPSB. Students should be treated with a medication that kills lice and eggs, and all nits must be removed from the hair. Proof of treatment is required before returning to school. School office 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. All students must be checked in through the office with the parent present before being cleared to return to class.

IMMUNIZATIONS

All children attending school must have evidence of being immunized. If such proof cannot be provided, the child will be restricted from school until validation can be given.

VISION AND HEARING SCREENING

CPSB nurses complete screening on students in grades K, 1, 3, and 5 each school year. A parent/guardian will be notified of any concerns in these areas after the screening.

MEDICAL EXCUSE POLICY

An excuse is required if a student should be excused from recess, going outside, or Physical Education due to an injury or illness. A parent/guardian note is allowed for up to three consecutive days of excused participation. A doctor's note is required after the third day. Notes should be brought to the office or may be faxed to 337.217.4741.

SCHOOL NURSE

The school nurse is an employee of the Calcasieu Parish School Board and manages multiple schools. The nurse is on campus at Kaufman only part time. Any illness or injuries occurring at school when the nurse is not present will be managed by the front office staff. Since the nurse is part time, it is highly encouraged that all students have a signed parent consent for our on-site health clinic.

SWLA CENTER FOR HEALTH SERVICES (SCHOOL BASED CLINIC)

Kaufman Elementary is partnered with SWLA to provide a full-time school-based clinic. Students needing wellness checks or who are not feeling well can be seen at our on-campus clinic at any time. Our clinic is staffed with a Licensed Physician, Pediatric Nurse Practitioner, Registered Nurse, and a Licensed Professional Counselor for all medical and mental health services.

All parents are encouraged to sign a consent form for their child to be treated at our school-based clinic in the event of an emergency. Students with signed consent may also be seen when they are sick and/or need a regular checkup, immunizations, or refills on prescribed medications. All forms of insurance and Medicaid are accepted at our clinic. **NO FEES OR CO-PAYS OF ANY KIND ARE COLLECTED FROM ANY CHILDREN/STUDENTS ATTENDING A CALCASIEU PARISH SCHOOL.**

If you have other children in your home needing medical or mental health services, they can also be seen without fees at our clinic. Adults are seen on Tuesday and Thursdays by appointment. All forms of insurance and Medicaid are permitted, and adults will be required to pay the normal co-pay associated with their insurance.

If you would like to request an appointment for your child, you can contact the clinic directly at 337-439-9983 or you can contact our school's front office and they can make an appointment for your child.

Student Services

ENRICHMENT

The following Enrichment classes are offered for Kaufman students:

- Physical Education, Art, Library, After school clubs for 3rd-5th grades
- French 2nd Language for 4th-5th grades (placement based on grades and test scores)

SERVICES

Speech is offered to any student who has been diagnosed as needing assistance in this area.

SPARK and REACH classes are offered for students that qualify for the program. Contact the school counselor for additional information.

School Policies

DRESS CODE

Each student should arrive at school properly dressed and well groomed. Guidelines for acceptable, traditional, good grooming should be taught and enforced in the home by the parents/guardians as part of their responsibility in training their children for responsible citizenship. Cleanliness shall be a basic consideration. The dress code policy of Kaufman is used in conjunction with CPSB dress code expectations. The latest information can be accessed on the CPSB website at www.cpsb.org.

Spirit shirts can be purchased through the school, at the beginning of the year. The link to purchase can be found on our website. Spirit shirts can be worn any day. Club shirts can be worn on the day designated by the club sponsor.

Shirts: Shirts must be solid navy, hunter green, purple, or white. Shirts must have a collar and no logo.

Bottoms: Tan, khaki, or navy-blue pants, skirts, shorts, or jumpers must be traditional uniform style and color. No corduroy, wind-suit material, sweatpants, stretch pants, leggings, spandex, baggy pants, carpenter or cargo styles, or side-knee pockets are allowed. Denim pants and skirts (without frays) are permitted. Denim shorts are not permitted.

Shoes: Appropriate shoes must be worn that allow students to actively participate in physical education. Athletic shoes with foot and ankle support are required. Students should not wear boots/shoes with heels. Sandals are not allowed. All shoes must be closed toe with a back.

Clothing, jewelry, or color of hair should not distract or disrupt classroom instruction or the school environment. Hair color must be a natural color. Jewelry must not be a safety hazard. Large hoops and earrings with chains are not permitted. Sticker tattoos are not permitted.

Apple Watches or Smart Watches which record sound or take photos are prohibited.

Appropriate dress is required for free dress days, picture days, Fab Fridays, etc. The length of all shorts/skirts/bottoms should follow the CPSB guidelines and reflect respectable students.

Undershirts, tights, compression shirts, and/or pants should be uniform colors. Note: Royal blue and Red are not approved uniform colors for Kaufman.

Socks (or stockings/tights for girls) are always required and may be any color/style and must be appropriate for the school setting. Students with distracting tights/socks will be asked to remove them.

No headwear shall be worn on campus, with the exception of knit caps in extremely cold weather. Acceptable outerwear for the classroom is limited to include sweater, sweater vest, sweatshirt, or light jacket.

Jackets are to remain open, not zipped or buttoned. The colors for classroom outerwear include khaki, navy blue, hunter green, and white. The uniform shirt must be worn under outerwear. Any other parkas or heavy jackets will be removed when the students enter the classroom.

School Policies

CLASS FEES

Fees are designated for classroom supplies and are collected at the beginning of the school year. These fees allow for the purchase of classroom needs, art supplies, and technology not furnished by the school system.

FIELD TRIPS

Kaufman students are afforded the opportunity to participate in numerous field trips. These trips are an extension of the curriculum for each grade level. The appropriate fees must be paid before a student is allowed to attend a field trip. The student must also have a permission slip signed by a parent/guardian. The school office cannot accept verbal permission over the phone for a child to attend a field trip. All students in the class must travel on the bus with the teacher to the field trip.

Chaperones for field trips are occasionally required. In this case, it is most often asked for parents/guardians to provide their own transportation. Please do not bring other family children on the trip, especially if they are enrolled in school.

Once the cost of the trip has been figured, notes sent home, and fees collected, money may not be able to be returned should the student/parent not attend.

CLASS ROSTERS/PARENT REQUESTS

Placement of students is based on the needs of all children in each grade level. We work tirelessly to create a balanced classroom to ensure the highest possible levels of academic and social development for all children.

CAFETERIA

Our cafeteria provides well-balanced and tastefully prepared meals to promote good nutrition. Breakfast and lunch are served daily. Breakfast is served until 7:40 each morning. Students may bring their own lunch to school, and it must be eaten in the cafeteria. If a student forgets their lunch a school lunch will be provided at appropriate cost. No soft drinks or logo wrappers are permitted.

CLASS CELEBRATIONS

Refreshments or treats that do not require special attention may be sent to school with permission of the teacher. These treats will be shared by the class at recess or under the direct supervision of the classroom teacher. Treats must be store-bought and sent to school in the original packaging. Homemade treats are not allowed.

Birthday parties for students or teachers will not be permitted during the school day. Cupcakes or cookies in observance of a birthday are acceptable and will be distributed at recess or in class. Please do not send flowers, plants, and/or balloon arrangements, party supplies, etc. to school for your child. Delivery for these items will be refused. Invitations for parties should not be distributed at school to a select group of students. The whole class, all girls, or all boys must be included to distribute invitations at school.

District & State Policies

SEXUAL HARASSMENT POLICY

The School Board recognizes that peer sexual harassment is a form of prohibited discrimination and can contribute to an unacceptable educational environment. The Board, therefore, will not tolerate any sexual harassment on the part of any student towards another student. All reports of such behavior shall be received and properly and adequately investigated. Students in violation will be subject to disciplinary action. For more information or to report sexual harassment, you may contact Dr. Felicia Coleman, Title IX Coordinator.

PRAYER POLICY

CPSB 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. 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.

CELL PHONE POLICY

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 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 during the instructional day or while riding a school bus. For the purpose of this policy, the instructional day will be defined as the time students arrive on campus in the morning until the time they are officially dismissed in the afternoon. On field trips, telecommunication devices may be possessed/used at the discretion of the principal or his/her designee.

Use of cell phones by an elementary student shall result in:

- Confiscation of the cell phone and parent called.
- Option to use ISI for repeat offenders.

All confiscated phones 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.

BULLYING

Reporting an Act of Bullying

Each school's principal/designee is responsible for receiving complaints alleging violations of the bullying policy. All school employees and parents chaperoning, or supervising school-sponsored functions and events are required to report alleged violations of this policy to the principal or the principal's designee. A verbal report must be reported on the same day as the employee or parents witnessed or otherwise learned of the incident, and a written report must be filed no later than two days thereafter.

The victim of bullying, anyone who witnessed the bullying, and anyone who has credible information that an act of bullying has taken place may file a report of bullying.

Retaliation and False Reports

Retaliation against any person who reports bullying in good faith, who is thought to have reported bullying, who files a complaint, or who otherwise participates in an investigation or inquiry concerning an allegation of bullying is prohibited conduct and is subject to disciplinary measures. Intentionally making false reports about bullying to school officials is prohibited and will result in appropriate disciplinary measures.

TITLE IV SAFE AND DRUG FREE SCHOOLS AND COMMUNITIES

NOTICE TO PARENTS AND STUDENTS OF CALCASIEU PARISH

The Calcasieu Parish School Board and the Louisiana State Department of Education have directed that each student and his parents/guardians be told that, without exception, a student shall not be under the influence of, bring on, consume, or have in his/her possession on a school bus, on school premises, or at a school function away from school, any narcotic drugs or controlled dangerous substance as defined by State law, unless dispensed by a licensed physician as allowed by law. Any student of the Calcasieu Parish School System found to be in violation of this policy will be subject to expulsion as provided in the Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226. Terms of the law are mandatory and include a statement that referral sources are available to parents/guardians.

Act 909—1990 Louisiana Legislative Action

1. Mandates that any student, sixteen (16) years or older, found guilty of knowledge of and intentional distribution of or possession with intent to distribute any controlled dangerous substance on school property, on a school bus, or at a school event shall be expelled from school for a minimum of twenty-four calendar months.
2. Mandates that any student who is under sixteen (16) years of age and in grades 6-12 and who are found guilty as in (1.) above shall be expelled from school for a minimum period of twelve (12) calendar months.
3. Mandates that any student who is kindergarten through grade five and who is found guilty as in (1.) above shall be referred to the local school board through a recommendation for action from the superintendent.
4. Specifies procedures for review or appeal as follows:
   A. The parent or tutor of the pupil may, within five days after the decision is rendered, request the school board to review the findings of the superintendent or his designee.

B. The parent or tutor of the pupil may, within ten days, appeal to the district court for an adverse ruling of the school board/superintendent.

5. Requires that upon recommendation by a principal for the expulsion of any student referred to above, a hearing shall be conducted by the superintendent or his designee to determine whether the student shall be expelled or if other corrective or disciplinary action shall be taken. Until such hearing, the student shall remain suspended from school.

6. Mandates that no student expelled pursuant to this act shall be readmitted to any public school in the state except upon the approval of the school board system to which he seeks admittance.

Additionally, school official reserve the right to report suspected impairment to local authorities. For the safety of the children, students will not be immediately released to a parent if impairment is suspected.

TITLE IX

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. Inquiries about or complaints of violation of this policy or of Title IX of the Education

Amendments of 1972 may be submitted to: Personnel, 3310 Broad Street, Lake Charles, LA 70615, 337.217.4040 or as provided in the Calcasieu Parish School Board complaint and grievance procedures (Formal Procedure for Sexual Harassment Complaints and Formal Procedure for Student-to-Student Sexual Harassment Complaints), copies of which may be obtained from the Calcasieu Parish School Board's main office at: 3310 Broad St., Lake Charles, LA 70615 337.217.4000

TITLE VII - MCKINNEY-VENTO HOMELESS

<u>Education of Children and Youth in Homeless Situations</u>

The federal McKinney-Vento Act protects the rights of children and youth in homeless situations to attend and succeed in school, including pre-school. The McKinney-Vento Act applies to all children and youth who do not have a fixed, regular, and/or adequate residence, including children and youth who are: staying with friends or relatives because they lost their housing; awaiting foster placement; or living in emergency or transitional shelters, motels, domestic violence shelters, campgrounds, inadequate trailer parks, cars, public spaces, abandoned buildings, and bus/train stations. If you think you may qualify for the Title X program, please contact your school counselor or the school's Title X contact person.

Johnethia Bellard, District Liaison, Title X McKinney-Vento Homeless

2423 6th Street, Lake Charles, LA 70601, Phone: 337.217.4170 Ext. 2408

FERPA

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.) Visit www.cpsb.org, OUR DISTRICT, Annual Parent Notifications for a complete list of rights and additional details.

FAMILY-SCHOOL COMPACT

The Family-School compact outlines how parents, school staff, and students will share responsibility for improving academic achievement. This compact describes how the school and parents can work together to help students achieve the state's standards. Together we are stronger and can provide a team that helps each child reach his/her maximum potential. This compact outlines the promises expected by each part of the team.

District Goals

To increase % of students scoring proficient in ELA and Math, K-12.

We will get there by:

- The district will support school leadership teams as they analyze data from District Common Assessments, LEAP 2025, DIBELS, and other assessment tools, to develop a greater understanding of student needs while creating Student Learning Targets (SLT).
- The district will provide professional development for teachers and administrators in best practices at all levels (K-12).
- District leaders will monitor and support the Teacher Collaboration Meeting focus of schools to ensure alignment to the district goals.

School Goals

To increase % of students scoring proficient in ELA and Math PK-5.

We will get there by:

- Developing curriculum and lessons based on the Louisiana state guidelines in ELA and Math utilizing Tier 1 curriculum.
- Helping each individual student achieve potential utilizing small groups and embedded RTI in daily instruction.
- Data analysis and decision making during scheduled weekly PLCs for all faculty and staff.

In the Classroom

- Use of Louisiana Tier 1 curriculum in ELA, Math, Science, and Social Studies.
- Highly certified teachers in every classroom.
- Response to Intervention Program utilizing research-based strategies for students to achieve their highest potential.
- 1:1 tech ratio with access to Zearn and Reading Eggs.
- Technology infused lessons with Promethean boards, iPads, computers, and document cameras in every classroom.
- Partnerships with McNeese State University for student teachers.
- Professional Learning Communities (PLC's) with job embedded professional development time for every teacher.

At Home

- Make reading a daily part of family time.
- Review graded papers and assignments with your child each week.
- Student handbook and school/district policies are provided to each student.
- Help to ensure students are in attendance daily 7:40am-3:00pm.
- Help with homework daily and provide guidance for your student.
- Attend conferences scheduled by teachers or administrators.
- Attend school events and support school fundraising efforts.

Students

- Do your best each day to arrive at school on time ready to learn.
- Listen to adults, be respectful, and complete all work assigned.
- Behave properly and in a manner that reflects the safety, interests, and rights of all people at school.
- Accept personal responsibility for academic growth and do your best to make and meet goals.
- Complete homework assignments and be responsible for bringing home all items needed to complete homework.
- Recognize that we are each a leader responsible for ourselves and how we treat others.

Kaufman Elementary Family-School Compact

<u>Keep the handbook for you and your family</u>.

As students and parents/guardians, we agree to comply with discipline and attendance regulations as stated in this handbook, to be on time, and diligently working toward completion of class and homework assignments.

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

_____ _____

Parent/Guardian's Signature Date

_____ _____

Student's Signature Date