Who do I contact about my concerns?

I have a concern about my child's medical condition or medication.

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Contact your child's teacher or the school nurse at casey.fuselier@cpsb.org

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If further action is needed, contact the principal at jill.deason@cpsb.org

I have a concern about my child's behavior or another student's behavior at school.

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Contact your child's teacher about the concern. The teacher will inform the Assistant Principal as needed.

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If further action is needed, contact the assistant principal directly at leeann.reon@cpsb.org

I have a concern about my child's bus driver/behavior on the bus.

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Contact your child's bus driver about the concern. The bus driver will inform the assistant principal/ write up as needed.

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If further action is needed, contact the assistant principal directly at leeann.reon@cpsb.org

I need my child to ride a bus but I'm not sure what to do.

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Contact the front office to see if your child is registered for a bus.

337-217-4740

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Wait until you receive confirmation that your child is listed on the roster.

*We cannot give students permission to ride a bus they aren't assigned to.

I need help with personal issues/services for my child (speech, testing, homeless, counseling, etc.)

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Contact your child's teacher with the concern or you can contact the counselor directly at megan.shillow@cpsb.org

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If further action is needed, contact the principal at jill.deason@cpsb.org

You can get quick answers to many frequently asked questions by checking our website https://www.cpsb.org/kaufman and our Facebook page https://www.facebook.com/KaufmanElementary for information regarding our school and upcoming events.

Parents,

Please see the flow chart on the reverse side when needing to address issues. We ask that you contact the **teacher first** before contacting administration and allow them to help. Because they are with your child all day, they typically have the answers you need. While a teacher has around 20 students and 20 sets of parents to work with, the administration currently has over 300. Most of our day is spent observing in classrooms and working with teachers and students. If you would like to talk to an administrator, please give us a call and we will get back to you as soon as possible. If you come up to school to speak to one of us without calling to schedule, **please be prepared to wait**. There are days that we have IEP meetings, teacher meetings, and classroom observations that are scheduled back to back and we are not in the office for several hours at a time. In addition to calling, you can also email us at jill.deason@cpsb.org (Principal) and leeann.reon@cpsb.org (Asst. Principal) and we will be happy to assist you. Thanks in advance for your help!

Information at a Glance

Calcasieu Parish School Board
3310 Broad Street, Lake Charles, LA 70615
337-217-4000

Child Welfare & Attendance
2423 6th Street, Lake Charles, LA 70601
337-217-4230

Bus Transportation
337-217-4330

Kaufman Elementary School
301 Tekel Road, Lake Charles, LA 70607
337-217-4740 (phone)
337-217-4741 (fax)

Kaufman Office Staff:

Secretary: Nicole Romero (ext.6005): nicole.romero@cpsb.org

Bookkeeper: Robin Oquain (ext. 6004): robin.oquain@cpsb.org

Nurse: Casey Fuselier: casey.fuselier@cpsb.org

Cafeteria Manager: Trina Nixon (ext. 6009): trina.nixon@cpsb.org

Counselor: Megan Shillow (ext. 6006): megan.shillow@cpsb.org

Curriculum Coordinator: Sarah Bankens (ext. 6007): sarah.bankens@cpsb.org

Assistant Principal: LeeAnn Reon (ext. 6003): leeann.reon@cpsb.org

Principal: Jill Deason (ext. 6002): jill.deason@cpsb.org