



**L.P. Vaughn Elementary School / Pre-K and Kindergarten**

*“Home of the CUBS”*

1500 Gold Street

Natchitoches, La 71457

Main Office: 318-352-2369

Fax #: 318-357-0565

Student Handbook

2018-2019

**Principal: Natalie Ducote**

Assistant Principal: Carissa Davis

*This agenda belongs to:*

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_

## **VISION STATEMENT**

Home, School, Community – We care about education!

## **MISSION STATEMENT**

L.P. Vaughn’s mission is to work with the parents and community in developing the skills and character necessary for student success academically and socially in an ever changing world.

## **SCHOOL PHILOSOPHY**

We, the faculty and staff of L.P. Vaughn, believe the purpose of this institution of learning is to provide an environment in which all children can develop to their potential. We believe that each child has different aptitudes and attitudes and that the staff is responsible to provide for these individual differences. Our goal is to make it possible for each child to meet the challenges in a rapidly changing society.

## **POSITIVE BEHAVIOR INTERVENTION SUPPORT**

Good behavior and discipline of students are essential pre-requisites to academic learning, the development of student character, and the general, as well as educational socialization of children. All school in Natchitoches Parish participate in training for Positive Behavior Intervention Support in compliance with the Juvenile Justice Reform Act (R.S. 17:252) and the BESE Model Master Plan for Discipline.

As a result, our school has developed a Positive Behavior Intervention Support Team who meets regularly to monitor, evaluate, and modify our school’s discipline plan. It is important for parents/guardians to work closely with our school as we implement these positive behavior interventions and supports to improve school climate.

**School-Wide Behavior Expectations:** Behavior expectations for all students, faculty, and staff are expressed in the acronym CUBS – **C**areful **U**nderstanding **B**rave **S**afe

## **ORGANIZATIONAL PATTERN**

The L. P. Vaughn campus has approximately 850 students divided into two schools; Pre-Kindergarten / Kindergarten and 1<sup>st</sup> and 2<sup>nd</sup> Grades. L. P. Vaughn Elementary/Middle School was selected by Northwestern State University as the first Professional Development School in Natchitoches Parish.

## **SCHOOL OFFICE**

Please feel free to contact the school office at 318-352-2369

Cheri Elie, secretary

Carla Logan, secretary

Cafeteria: (318) 357-0539 Ms. Jackie Lawson – Manager

## **TELEPHONE POLICY**

Parents are requested to call the office in cases of emergencies. All transportation arrangements should be made with your child before school. **Written notification must be sent to your child's teacher if changes in dismissal routines are needed.**

## **SCHOOL HOURS**

Classes begin at 7:50 AM. Therefore, anyone arriving after 7:55 AM will be counted as tardy to class. **Students arriving after 7:55 AM must be brought to the office by an adult for check-in.** The school day ends at 3:15. Dismissals: Early Bus – 3:20 PM, Car/Van – 3:20 PM, Walkers – 3:25 PM.

## **ARRIVAL AND DISMISSAL**

School hours are from 7:55 AM to 3:15PM. **Students should NOT arrive earlier than 7:00AM. SCHOOL DOORS WILL NOT OPEN UNTIL 7:00AM EACH DAY. Supervision WILL NOT be provided for students who arrive on campus before 7:00 AM. Students WILL NOT BE ALLOWED TO CHECKOUT AFTER 2:15PM. THIS CREATES SERIOUS SAFETY ISSUES, AS WE HAVE STUDENTS TRANSITIONING AT THE END OF THE DAY.**

## **TRANSPORTATION**

The bus driver is in full charge of the bus and the students. Students must follow the directions of the driver at all times. The standards are established for the students' benefit and safety. Please also refer to the Natchitoches Parish District Handbook for transportation and bus rules and regulations.

## **TARDIES**

Students are tardy if they arrive after the 7:55AM bell. If a student is tardy, he/she must report to the office for a tardy slip signed by the secretary or administrator. If a student is tardy, a parent **MUST BE PRESENT TO SIGN THE STUDENT IN UPON ARRIVAL TO SCHOOL.** Excessive tardiness will result in your child being referred to the Supervisor of Child Welfare and Attendance. This referral may result in your child being summoned to Truancy Court.

## **ATTENDANCE**

Students who fail to meet the attendance requirements (180 days) for the State Board of Elementary and Secondary Education will be retained regardless of the number of prior retentions. No students will be considered for promotion or placement unless state attendance requirements are met regardless of grades, scores on state tests, or number of prior retentions. Reminders will be sent home on the 3rd, 5th, 10th, 10+ absences. All students should make every effort to attend school daily. When returning to school, a student should bring a doctor's excuse explaining the reason for his/her absence.

## **STUDENT CHECK-IN/CHECK-OUT**

All students must be checked-in or checked-out through the front office. Students will not be called to the office to be picked up without the parent coming into the office. **STUDENTS ARE NOT ALLOWED TO BE CHECKED OUT AFTER 2:15PM.**

## **VISITORS/PARENTS**

Visitors and parents are always welcome at our school. All visitors and parents must check in at the office and receive a Visitor's pass before entering any buildings. All visitors must return to the office and check out before departing. Conferences with teachers will be available during teacher's planning time or scheduled appointment before or after school.

### **PERSONAL DATA INFORMATION**

All students of L. P. Vaughn must complete a registration at the beginning of each school year. The purpose of the registration is to verify residency in the L. P. Vaughn School District. Please notify the school immediately if you have changed your address, home, work, or emergency phone numbers. The school records need to be kept up-to-date. In case of emergencies, we **MUST** have a current phone number through which you may be contacted.

### **MEDICAL INFORMATION**

L. P. Vaughn has a full-time nurse on staff. Please make her aware of any medical problems your child may have or acquire during the school year. **ALL MEDICATIONS MUST BE CHECKED IN BY A PARENT WITH THE NURSE.** If medications must be administered at school, the nurse must have orders from the doctor. No child may be in possession of medication at school.

### **SCHOOL LUNCHES**

All children are encouraged to eat cafeteria lunches. The meals are planned by a fully certified nutritionist and cooked by highly capable personnel. If your child has special dietary needs, a doctor's statement must be provided each year to the lunchroom manager and school nurse. All pre-kindergarten students will eat breakfast in their classroom.

### **STUDENT PERFORMANCE AND EVALUATION**

The following outlines the grading practices of Natchitoches Parish Schools.

Grading Scale:

Students in grades K-2 have a standards performance based report card:

4=Advanced; 3 = Proficient; 2 = Developing; 1 = Emerging

### **REPORT CARDS**

Report cards are issued at the end of each nine weeks grading period. Interim grades are issued every four and one-half weeks.

### **HONOR ROLL**

K-2 Standards Based Report Card (per District Coordinator)

Principal List – All 3's and 4's

A Honor Roll – All 3's and one 2

Honor Roll – Combination of 2's, 3's, and 4's (no 1's)

### **PTO**

L. P. Vaughn has a very active Parent/Teacher Organization, because we recognize the vital role that parents play in the success of their child. Meetings are held every month. Be an active supporter of our school.

### **CONDUCT**

Student behavior and conduct are monitored and maintained through the use of the student agenda. Parents will receive these conduct reports daily or weekly. Student rewards and privileges will be granted or denied based on the student's behavior/conduct. Parents should check agenda/planners daily for teacher communications/notes.

### **DRESS CODE**

L.P. Vaughn students are required to follow the district dress code. Shirts are to be red, navy, or white with no trademark logo. Pants/shorts are khaki or navy. Students will not be allowed to wear light up shoes and all sandals must have a back.

### **CRITERIA FOR PROMOTION**

Refer to the Natchitoches Parish Pupil Progression Plan.

## School-level Parent and Community Engagement (P.A.C.E.) Plan

School Year: 2018-2019

**School:** L.P. Vaughn / PreK & Kinder

**Principal:** Natalie Ducote

Patti Breland

June 1, 2018

**Parent Engagement Contact Person**

**Date of Approval**

Student Agendas

June 1, 2019

**Method of Distribution**

**Planned Date of Evaluation**

### VISION STATEMENT

Home, School, Community – We care about education!

### MISSION STATEMENT

L.P. Vaughn’s mission is to work with the parents and community in developing the skills and character necessary for student success academically and socially in an ever changing world.

#### Introduction

**L.P. Vaughn Elementary School for Pre-Kindergarten and Kindergarten students will provide academic and other supporting school activities to ensure that parents play an integral part in their child’s education as evidenced by the school-level family and community involvement policy.**

#### Parental Involvement Standard 1: Welcoming All Families

**NPSB is committed to creating a welcoming school climate and building a respectful, inclusive school community.**

Activities/Strategies	Timeline/Evidence
<p><b>a. The PACE District Council will develop customer (parent) service guidelines to be used by school staff.</b></p> <ul style="list-style-type: none"> <li>• Open House-Introduction of teachers, planned events of the year, opportunities to participate in volunteering, teachers’ expectations of students, sign up for Parent Command Center online on August 7, 2018. This will also be Title I Information Night.</li> <li>• PTO-Monthly before planned activities to inform parents of ways to assist at school, upcoming activities/needs.</li> </ul>	<p>August 7, 2018 @ 6:00 – 8:00 PM</p>
<p><b>b. Schools will hold annual meetings, at convenient, flexible times, for the purpose of keeping family members informed and involved in school planning as well as their child’s education process.</b></p> <ul style="list-style-type: none"> <li>• Conduct <b>Grandparents Day Celebration</b> September 7<sup>th</sup>, 2017 from 8:00 - 10:00 AM.</li> <li>• Host a <b>Literacy Night / Book Fair Parent Expo Night</b> – October 4<sup>th</sup>, 2017 @ 5:30 PM – 6:30 PM. Students and parents can come out and enjoy a fun educational atmosphere of games along with teachers offering parents information regarding curriculum content areas: literacy, science, and social studies.</li> <li>• Host a Fall Carnival November 15<sup>th</sup> @ 5:30 – 7:00 pm where parents and students can come out and play games and learn more about their child’s teacher and classroom environment.</li> <li>• Conduct a family Christmas program December 20<sup>th</sup>, 2017 @ 1:00 PM.</li> <li>• Host a <b>Math Night</b> on March 21<sup>st</sup> @ 5:30 PM</li> </ul>	<p>Sign-in sheets</p> <p>Sign-in sheets</p>
<p><b>c. Conduct Parent Surveys two times per year and provide parents and staff with feedback from surveys.</b></p> <ul style="list-style-type: none"> <li>• October 18, 2018</li> <li>• January 17, 2019</li> </ul>	<p>October 2018 and January 2018/ sign-in sheets</p>
<p><b>d. Provide opportunities for family and community members to volunteer in the school.</b></p> <ul style="list-style-type: none"> <li>• Help organize materials for family PTO nights and various parent days, ceremonies, and other special events (i.e., EOY Celebrations, PBIS Celebrations, Teacher Appreciation Week, etc.)</li> </ul>	<p>PTO Volunteer Letter</p>

**Parental Involvement Standard 2: Communicating Effectively**  
**NPSB is committed to providing effective two-way communication with parents.**

Activities/Strategies	Timeline/Evidence
<p><b>a. Each student will receive a parent/student handbook with school/district rules, procedures, school/district policies, calendars and school parent involvement plan in a student planner/agenda.</b></p> <ul style="list-style-type: none"> <li>School will develop an Agenda/Handbook Implementation and Usage Plan and communicate the plan to parents.</li> </ul> <p><b>b. School staff will maintain/update the Parent Command Center and host Parent Command Center (PCC) Parent Training Sessions with parents.</b>            Parent Command Center Training Session Dates</p> <ul style="list-style-type: none"> <li>August 7, 2018 @ 6:00 PM</li> <li>October 18, 2017 @ 6:00 PM</li> </ul> <p><b>c. Principal will be accessible to parents.</b>            Any parent wanting to conference with the principal simply needs to call the school's secretary and set up a conference time and date.</p> <p><b>d. School will collect unresolved school-wide parental concerns and share these concerns with the regional Parent Advisory Concerns Committee.</b></p> <ul style="list-style-type: none"> <li>Parents with concerns may fill out the School-Level Concerns form that may be obtained from the secretary.</li> <li>All concerns will be reviewed and the delegated contact person for the Parent Advisory Council Parental Concerns Committee will be contacted, so he/she can review the complaint.</li> </ul> <p><b>e. School shall provide, to the extent possible, full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children including providing necessary information and school reports related to school and family programs in an understandable language and format.</b></p> <ul style="list-style-type: none"> <li>Migrant tutor is available to assist families with information concerning school.</li> <li>ESL materials will be provided and sent to families as needed.</li> <li>Classroom agendas provide vital information for parents in a viable manner.</li> </ul> <p><b>f. Describe method to ensure that information and materials are provided to those family members who cannot attend meetings and/or conferences.</b></p> <ul style="list-style-type: none"> <li>Communicate activities through the local newspaper, school newsletter, telephone logs, agendas, mail-outs, calendars, and the school website.</li> <li>Flyers and information is also sent to local churches and placed on local store bulletin boards.</li> </ul>	<p>August/signatures</p> <p>August/ October sign-in sheets</p> <p>August /sign-ins</p> <p>August-May Secretary logs</p> <p>Agendas, School Newsletters &amp; Calendar, Teacher Communication Logs,</p>

**NPSB Parental Involvement Standard 3: Supporting Student Success**  
**NPSB is committed to sharing information about student progress and supporting learning by engaging families.**

Activities/Strategies	Timeline/Evidence
<p><b>a. Hold family conferences regularly.</b></p> <ul style="list-style-type: none"> <li>Parent Teacher Organization</li> <li>Annual Title I Conference</li> <li>Regional Parent Resource Fair</li> <li>Nine Weeks Progress Reports Conferences</li> <li>Monthly phone calls/positive notes</li> </ul> <p><b>b. Develop with family members a home-school compact that would involve the student, teacher and parent.</b></p> <ul style="list-style-type: none"> <li>Parent, teacher, student compacts in the student agendas provide expectations for each group to fulfill in order to promote student achievement.</li> <li>Conduct parent needs assessments annually using a parent survey and Parent/Teacher Conferences to revise the compact-Spring 2018.</li> </ul>	<p>Quarterly/sign-ins</p> <p>Quarterly sign-in</p>

<ul style="list-style-type: none"> <li>• Revisions to the compact will be made by faculty at Grade-Level Meetings in the Spring of 2019.</li> </ul> <p><b>c. Provide assistance to family members in interpreting and understanding the new Louisiana Standards, Grade Level Expectations (GLEs), and benchmarks, the Louisiana State Accountability System, and Louisiana High Stakes State assessments.</b></p> <ul style="list-style-type: none"> <li>• Distribute student agendas with the <b>Louisiana State Standards</b>. These will be explained at Open House, PTO Meetings, and Parent/Teacher Conferences.</li> </ul> <p><b>e. Offer meetings and trainings to help family members work with their children to improve their child(ren)’s school achievement.</b></p> <ul style="list-style-type: none"> <li>• <b>Literacy Night -October 4<sup>th</sup> @ 5:30 PM</b></li> <li>• <b>Math Night - March 21<sup>st</sup> @ 6:00 PM</b></li> </ul> <p><b>f. Provide family members with their child’s required school performance profiles and assessment results including interpretation of the results.</b></p> <ul style="list-style-type: none"> <li>• Students’ report cards are provided every nine weeks and interim grades every 4 1/2 weeks. The dates are listed in school newsletters and the school’s calendar.</li> </ul> <p><b>g. Provide family members with a description of the curriculum in use and the forms of assessment used to measure student progress.</b></p> <ul style="list-style-type: none"> <li>• Grade specific planners/agendas) provide state academic content standards and grade level expectations to parents.</li> <li>• Student academic achievement policies and Criteria for Promotion are outlined in agendas.</li> <li>• Student academic performance is discussed and helpful study tips are provided at --Parent/Teacher Conferences.</li> <li>• L.P. Vaughn Newsletters and month calendar of events provide parents with grade level -activities and upcoming events</li> </ul> <p><b>h. Report frequently to family members about their child’s progress.</b></p> <ul style="list-style-type: none"> <li>• Parents will receive conduct reports weekly.</li> <li>• Conduct Parent/Teacher Conferences during the first and second quarter Provide opportunities for parents to use the computer lab monthly to check Parent Command Center for their child’s progress.</li> </ul>	<p>Grade-Level Meeting sign-ins</p> <p>Sign in Sheets</p> <p>Sign-ins for each</p> <p>Quarterly/sign-ins</p> <p>Sign-in sheets, evaluations, surveys</p>
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**Parental Involvement Standard 5: Sharing Power**  
**NPSB is committed to strengthening the family's voice in shared decision making.**

Activities/Strategies	Timeline/Evidence
<p><b>a. Principal will organize at least one parent organization that represents all families. (e.g. PTO, PTSO, PTA, PTSA, PIE)</b></p> <p><b>b. School Parent Advisory Council (PAC) will annually review, revise and evaluate the School's Family Engagement Program using the <i>National Standards for Family-School Partnerships Assessment Guide</i> and produce a Report to the Community from findings.</b>                      Yearly meetings will be held with the Parent Advisory Council to review information.</p> <p><b>c. Our school will operate an active School Improvement Team (SIT) including parents.</b></p> <ul style="list-style-type: none"> <li>School is committed to involving families in policy development and decision-making.</li> <li>Our school Advisory Councils will support NPSB on educational programs and activities, advise the Superintendent on parent concerns, support development of strong parent organizations and provide input to District Family Engagement Policy and Plan.</li> </ul> <p><b>d. Involve parents in an organized, ongoing way in the planning, review and improvement of Title I programs, (if applicable).</b></p> <p>e. Parents will serve on the School Improvement Team, and the organization, planning, and reviewing of all school programs will take place at these monthly meetings.</p> <p><b>f. Describe how parents are involved in the decisions regarding how funds are allotted for parental engagement activities.</b></p> <ul style="list-style-type: none"> <li>Leaders review and discuss parental involvement activities with school administration monthly.</li> <li>The Title I budget is discussed at the Parent Informational Meeting and suggestions are considered.</li> <li>Parents are informed that 1% of each school's allotted Title I budget must be spent for Parental Involvement Activities.</li> <li>School needs/suggestions taken from the Annual Parent Surveys are considered.</li> </ul>	<p>Sign-in sheets</p> <p>May 2019/sign-in sheets</p> <p>Monthly/sign-in sheets</p> <p>Monthly /sign-in sheets</p> <p>August 2018/sign-in sheets</p> <p>August 2018/ sign-in sheets</p>

**NPSB Parental Involvement Standard 6: Collaborating with Community**  
**NPSB is committed to connecting the school with community resources.**

Activities/Strategies	Timeline/Evidence
<p><b>a. Develop appropriate roles for community-based organizations.</b></p> <ul style="list-style-type: none"> <li>Sororities/Fraternities volunteer tutoring</li> <li>Boys and Girls Club-After-school tutoring</li> <li>Rotary Club-dictionary donations</li> <li>Knights of Columbus-student needs funding donations for uniforms and test monitoring</li> <li>MidSouth Bank-sponsorship for PBIS activities, student needs, and test monitoring.</li> </ul>	<p>Ongoing 2018-2019</p>

- Provide opportunities for parents to volunteer and participate in their child's class and observe classroom activities.
- Provide an environment conducive to learning.
- Respect the student, their parents and the diverse culture of the school.
- Provide feedback to student about his/her progress.
- Communicate with parents using planners, emails, phone calls, newsletters, and conferences.

School/Teacher signature \_\_\_\_\_ Date \_\_\_\_\_

**Parent/Guardian Agreement**

I want my child to reach his/her full academic potential, therefore I will do the following to support my child's learning:

- Have on-going communication with my child's school; including parent-teacher conferences, visiting the classroom, and reviewing my child's planner daily.

- See that my child attends school regularly and is punctual.
- Reinforce school expectations and Student Code of Conduct.
- Establishes a time and place for homework and checks it regularly.
- Monitor television and movie viewing.
- Encourage good, healthy eating regimes and study habits.
- Model respectful behavior and good manners.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**Student Agreement**

It is important that I do the best that I can; therefore I will do the following.

- Come to school each day on time with my homework completed and have the supplies that I need.
- Always try to work to the best of my ability.
- Believe that I can learn and I will learn.
- Conform to the rules of conduct at my school including the District Uniform Policy.
- Show respect for my school, myself, and other students, and have consideration for cultural differences.
- Ask my teacher questions when I don't understand something.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please tear out this page and return to your child's teacher.**

**L. P. Vaughn Elementary School / Pre-Kindergarten and Kindergarten**  
**2018 - 2019**

Teacher \_\_\_\_\_ Grade \_\_\_\_\_

I have read and discussed the information in the L. P. Vaughn Elementary School Handbook located in my child's agenda/planner with my child. We agree to adhere to the policies and procedures as outlined in this handbook.

I have received and reviewed the School-Level PARENT and COMMUNITY ENGAGEMENT PLAN for 2018-2019.

\_\_\_\_\_  
 Student's signature & Date

\_\_\_\_\_  
 Parent's signature & Date

PARENT COMMENTS: