



# EAST NATCHITOCHEs ELEMENTARY SCHOOL

Students, Teachers, Families, and the Community

**STRIVING**

**for excellence through Hard Work, Dedication, and High Achievement**

**I am an EAGLE.**

**I will SOAR.**

**I will be Safe, Organized, Attentive, and**

**Respectful to myself and others.**

***This agenda belongs to:***

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_

STUDENT NO. \_\_\_\_\_



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# *East Natchitoches Elementary School*



August 1, 2019

Dear Parents and Guardians,

On behalf of the HOME OF THE EAGLES, I welcome both new and returning parents and students to East Natchitoches Elementary School. We are extremely excited about this upcoming 2019-2020 school year. Our 5<sup>th</sup> and 6<sup>th</sup> grade students will join an awesome school community. I am deeply committed to making a positive difference in the lives of our children. It is with great pleasure that I present to you the 2019-2020 East Natchitoches Elementary School Handbook.

The East Natchitoches family is committed to providing quality education for all students in a caring and collaborative environment. During your child's elementary school experience, he/she will master essential knowledge and state standards, develop critical and creative thinking skills, and develop strategies for managing his/her life. It is our goal that, at the end of your child's experience with us, they are prepared and ready to be extremely successful in junior high.

As we begin the new year, I encourage you to become familiar with the information provided in the handbook. This handbook provides you with an overview of the state, district, and school policies, procedures, expectations, and contact information. Please review the Natchitoches Parish Handbook for pertinent information concerning policies. After your review, please complete the handbook parent acknowledgment page and return to your child's homeroom teacher. We hope that your visit to our school's website and Facebook page will give you a quick snapshot of what it means to be a SOARING EAGLE. Please explore our links to find more about our curriculum, programs, and daily events at East Natchitoches. Please do not hesitate to contact me if you have any questions, concerns, or ideas you would like to discuss. I am extremely excited about this upcoming school year and thank you in advance for your support. I look forward to a WINNING SCHOOL YEAR SEASON!

Sincerely,

*Chrystal A. Davis*

Principal

Email: [cdavis@nat.k12.la.us](mailto:cdavis@nat.k12.la.us)

1001 East Fifth Street  
Natchitoches, LA 71457

Phone (318) 352-4516  
Fax (318) 352-4515

***"Inspiring every student to SOAR every day"***

## INTRODUCTION

Welcome to East Natchitoches Elementary School! We are very proud of our school and our goal is to provide a quality education for all of our children.

This handbook has been prepared by the faculty and administration to assist in promoting communication and understanding between parents, students, and school. A copy of the Natchitoches Parish School Board Handbook is also included in this agenda. It is hoped that the answers to some of your questions can be found here. Parish and school policies are included to provide a reference. If you have further questions, please call the school at 318-352-4516.

## SCHOOL MISSION

East Natchitoches recognizes that each student is a unique individual. Striving for excellence through hard work, dedication, and high achievement is the mission our faculty/staff, parents, students, and community will accomplish this year.

## SCHOOL VISION

The vision of East Natchitoches Elementary is to create a challenging learning environment that encourages high expectations for success. *We inspire every student to SOAR every day.*

## SCHOOL THEME

East Natchitoches Elementary School is the HOME of the EAGLES. The theme for the 2019-2020 school year is "Teaming Up for a Winning Season!"

## SCHOOL CONTACT

East Natchitoches Elementary School  
1001 East Fifth Street  
Natchitoches, LA 71457  
318-352-4516  
FACEBOOK  
REMIND 101

## ARRIVAL AND DISMISSAL SCHEDULE

### MORNING ARRIVAL

Students may enter the building each morning after 7:00 a.m. Any student who wishes to eat breakfast should arrive before 7:50 a.m. unless he/she rides a bus. Students will transition to their homeroom class at 7:35, and school begins at 7:50 a.m. Students arriving after 7:50 a.m. are tardy.

Teachers will be given a list of students who ride **ALL** buses. This is to be used when determining why a student is late for class. **Students arriving after 7:50 a.m. are tardy and must be signed in at the office by a parent/ guardian.**

- **Bus:** Bus service is offered to students who live more than one mile from school. Students are assigned buses that will pick them up and drop them off in close proximity to their homes. Students are not allowed to ride a bus other than their assigned bus. Those who ride buses must comply with bus regulations and conduct rules as listed in the NPSB Handbook. *All eligible students are encouraged to ride buses.*
- **Car:** Car students may be dropped off in the car line located on the side of the building. Please do not drop students off before 7:00 a.m. **NO SUPERVISION IS AVAILABLE BEFORE 7:00 a.m.**

### DISMISSAL

**ALL STUDENTS WILL REMAIN IN THE CLASSROOM UNTIL THEY ARE CALLED.**

**Car:** Afternoon pickup for car students is at the south end of the building. **Parents, guardians or authorized adults must have a car tag to pick up their child.** If you do not have a car tag, please report to the office to pick up your child. This promotes safety and ensures that your child is with the correct person after school. Parents will enter School Drive from 5<sup>th</sup> Street and wait for teachers to safely load

students into their cars. Due to the excessive traffic, parents are encouraged to allow students to ride the bus home.

**Parents will not be allowed to check students out between 2:30 p.m. and 3:15 p.m.**

**After-school/daycare providers:** At 3:15 p.m., all students who ride daycare vans will be called to the front. All vans will pick up students from the east end of the bus loading zone.

**Walkers:** All students will be dismissed at 3:15. On rainy days, students will go to car line.

**Bus:** All first load bus students will be dismissed at 3:15 to the bus loading zone. All 2<sup>nd</sup> load bus loads will be called by announcement.

### LATE ARRIVAL

**Tardiness:** The morning bell rings at 7:50 a.m. Classes begin at 7:50 a.m. If your child is late three times during a 9-week period, administration will refer parents to the Truancy Office at the Natchitoches Parish Sheriff's Office. Parents must accompany students into the office to sign in when they are tardy. All students will receive an admit slip from the administrative team to enter class late.

### EARLY DEPARTURE

When it is necessary for parents to take students out of school, teachers should be notified in advance. Always sign your child out at the office and fill out the necessary form. Once the child has been checked out, he/she will be called to the office. Please **do not** call the school regarding bus changes, car pick-up changes, or any other changes to a student's normal routine for being delivered home each afternoon. The school must have a note from the parent or guardian if a child plans to leave campus other than in his/her normal way. During registration, please write down individuals that are allowed to pick up your child during the school day, if you are unavailable. We **will not** allow your child to leave with anyone who is not on the list you provided. **Three early checkouts will accumulate one absence.**

### ABBREVIATED SCHEDULE

There are days when school will be dismissed before 3:15 for professional development, parent teacher conferences, inclement weather, etc. Students will have breakfast, attend classes with both teachers, and eat lunch.

### DELAY AND EARLY DISMISSAL PROCEDURES

If school has early dismissal or delayed dismissal, NPSB and school administrators will notify parents by the automated call, school REMIND message, Facebook, etc. Please follow the directives of school administrators to ensure all students remain safe during the adjustment to the schedule.

### BREAKFAST AND LUNCH PROGRAMS

#### CAFETERIA

Breakfast is served each day. All students must finish breakfast before 7:50 a.m. Lunch is served from 10:55 a.m. – 1:00 p.m.

### NATCHITOCHE PARISH GRADING SCALE

93 -100% .....	A
85 – 92% .....	B
75 – 84%.....	C
67 – 74% .....	D
66 – below .....	F

### REPORT CARDS

Report cards will be issued at the end of each nine-week grading period. Your child's teacher will notify you of parent teacher conference. If someone other than the parent or guardian needs to pick up the report card, the school must have a note stating this.

### HOME LEARNING POLICIES

Students are to complete home learning assignments and return them on the next school day. If a child is absent, the student will turn in their home learning assignment upon their return to school.

## **MISSED ASSIGNMENTS AND MAKEUP WORK POLICIES**

Students who miss school must be allowed to make up their work. Students may be referred to Saturday School to assist in completing assignments and receive instructional assistance on missed lessons.

- 1 day- 2 days to make up work
- 2 days- 3 days to make work
- 3 days- 4 days to make up work
- 4 days- 1 week to make up work
- 5 days or more-case by case basis

## **VOLUNTEERS/VISITORS**

Due to privacy policies, parents and guardians are not allowed in classrooms, but we welcome visitors and volunteers to assist on campus with various programs and projects. Please see administration with any questions.

## **BEHAVIOR EXPECTATIONS**

### Positive Behavior Interventions & Support

Good behavior and discipline of students, the development of student character, and the educational socialization of children and youth are essential prerequisites to academic learning. All schools in Natchitoches Parish have participated in training for Positive Behavior Interventions & 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 Interventions & Support Team which meets regularly to monitor, evaluate, and modify our Model Master Plan for Discipline. It is important for parents to work closely with our school as we implement these positive behavior supports to improve our school climate. Thank you for your support!

## **INCENTIVES AND REWARDS**

Incentives are used to reward appropriate behaviors that support the school wide behavioral expectations. The following is a list of the many incentives that students will have the opportunity to earn:

Eagle Bucks: Students may earn Eagle Bucks from faculty and staff for displaying good behavior.

PBIS Friday: Students are awarded with dress down days and opportunities to visit the PBIS store. Drawings will be held on Fridays for each grade levels.

Students who follow school-wide expectations will participate in weekly, monthly, and nine week PBIS recognitions and celebrations. These celebrations include ice cream socials, block party, glow party, breakfast with the principal, etc.

## **VIOLATION OF RULES AND EXPECTATIONS**

Rule violations have been categorized as minor, major, and crisis infractions.

### **MINOR INFRACTIONS**

Minor infractions are handled by classroom teachers using their classroom management guidelines and procedures. Administration will be notified of excessive minor infractions. A "Classroom Minor Infraction Tracking Form" is kept on each child. Infractions are dealt with in the following order:

1<sup>st</sup> Offense: Reminder and restate behavioral expectations.

2<sup>nd</sup> Offense: Contact parent/guardian to explain behavioral problem and the discipline consequence(s).

3<sup>rd</sup> Offense: Redirection/Intervention

4<sup>th</sup> Offense: Referral

## **MAJOR & CRISIS INFRACTIONS**

All major and crisis infractions will be referred to the office and consequences will be provided. Parents will be notified of the infraction and consequence. Please see NPSB handbook concerning major infractions and disciplinary actions.

**East Natchitoches administrators will enforce the district expulsion policy on fighting. Students will be recommended for expulsion if they participate in two fights.**

## **PARENT ADVISORY COUNCIL**

The Parent Advisory Council at East Natchitoches Elementary School is an active group of parents and teachers striving to make education for our children more enjoyable and meaningful. The organization undertakes several fund raising activities during the school year. All monies earned will be spent on the school and our students to provide educational materials and opportunities.

As parents, you play an extremely important role in the education of your child. We want to work with you, and we encourage you to become involved on our council. Please contact your child's teacher at the school if you have any questions or concerns. Let's work together so that we can continue to provide the very best possible education for our children. School administrators will announce when meetings will take place. There are no membership dues in this organization. We encourage you not only to attend our meetings, but to take an active role in the projects sponsored by this group. We hope you will work with us to make East Natchitoches School a better place for our children. By working together in the spirit of excellence, we can accomplish great things.

## **STUDENT PROGRESS CENTER JCAMPUS**

Parents are able to access student grades, attendance, and various types of other information through the Natchitoches School Student Progress Center. An introduction to this

program will be offered at our annual Open House August 6, 2019 at 5:30 p.m. In addition, parents shall be allowed access to the school's computer lab during family events and parent/teacher conferences.

## **PARENT AND COMMUNITY ENGAGEMENT PLAN**

To promote parent involvement and active family engagement in the education process, East Natchitoches will have a P.A.C.E committee to represent all parent and community members. Please see the P.A.C.E. plan for additional information.

## **SCHOOL POLICIES**

**School Colors:** red, white, and navy

**Attendance:** Student success in school is directly tied to attendance. All students must meet attendance requirements. All children are expected to be in attendance unless they are ill or a family emergency arises. *A written note from a medical doctor or dentist explaining an absence is required upon your child's return to school for an absence to be excused.* Students will be responsible for all class work assigned during absences. Students who have more than 16 unexcused absences will be retained.

## **FIELD TRIPS**

All field trips will be communicated by permission slip. All money and field trip permission slips must be turned in by the deadline specified on the note. Administrators will have discretion on whether your child can attend the field trip due to behavioral expectations.

## **CLASSROOM PARTIES**

Classroom parties and birthday celebrations are not permitted during school day due to the lack of free time in the school schedule. Please refrain from sending balloons, flowers, and other gifts to the school for holidays or celebrations. School administrators will

recognize all students on their birthday and student will receive a special treat.

### **CARE OF SCHOOL MATERIALS LIBRARY**

All students will have opportunities to check out library books. Books may be checked out for one week and renewed. Students will pay for lost or damaged books.

### **TEXTBOOKS**

Students are responsible for the care of all novels and textbooks issued to them during the school year. Students must pay for lost or damaged books.

### **COMPUTERS**

Please see the computer access and use policy provided in the NPSB handbook.

### **STUDENT USE OF TELEPHONE**

Parents will be notified in case of illness or emergency by the school nurse or school administrative team. *Please be sure that the school has at least two current telephone numbers where you can be reached. If your phone number or address changes, please inform the office immediately.* Students will not be allowed to call home for things they have left at home or to make their own transportation changes.

**Electronic Devices:** In accordance with the Natchitoches Parish School Board policy, cell phones, CD players, Smart Watches, iPods, and other electronic devices are not allowed at school. Please see the electronic device section provided in the NPSB handbook.

### **LOST AND FOUND**

All articles that are found will be placed in the “Lost and Found” area in the office. Articles left at the end of the year will be discarded as the school deems appropriate.

## **MEDICATION POLICY**

Please refer to the NPSB handbook regarding the parish medication policy. All medication taken at school must be dispensed through the office. **Never send medication to school with a child.**

## **CONFERENCES**

If you wish to talk to a staff member, please call before school, during the teacher’s planning period, or immediately after school. During the school day, the secretary will take your number and notify the staff member to return your call. You may schedule a time to meet with your child’s teacher during their planning period. We will send home the times teachers will be available. Teachers are unavailable during the instructional blocks.

## **SCHOOL DRESS CODE POLICIES**

Students are to follow the school dress code daily.

- School uniform shirt colors: red, white, or navy
- School uniform bottoms: khaki or navy
- Belts are to be worn daily.
- Shirts are to be tucked in.
- No hooded jackets can be worn in the building.
- Clear or mesh backpacks only
- No fanny packs are allowed.

### **Dress Down Days**

Students are to follow the Natchitoches Parish School Board dress code policy.

- No hooded jackets/shirts
- Jeans (no holes, frays, rips, or tears)
- No Nike slippers/flip flops