

# LORANGER ELEMENTARY SCHOOL

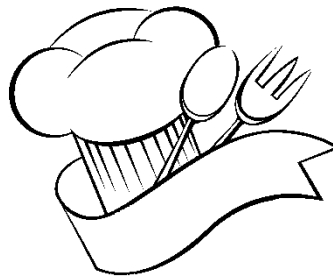
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"Cookin' Up a Recipe for Success"



## STUDENT-PARENT HANDBOOK 2015-2016

At LES, we are committed to providing an atmosphere where everyone is respected, encouraged, and challenged to persevere, every day, to reach their goals.



Dear Parents and Students,

Welcome to the 2015-2016 school year where we are **“Cookin’ Up a Recipe for Success”!** The faculty and staff at Loranger Elementary are excited about what the new year holds in store for our students. In this packet you will find information specific to Loranger Elementary. Please take the time to read the information in this packet. You should also take the time to read the parish handbook that your child will also bring home. We are aware of the time it takes to fill out the forms your child is bringing home, but we request you return them as soon as possible so that teachers can focus on teaching and learning.









Please remember that we are here to serve you and your child. If we can be of assistance to you do not hesitate to contact us. Communication is the key to your child’s success.

Sincerely,

*Loranger Elementary Faculty and Staff*



## TEACHER CERTIFICATION / QUALIFICATIONS

<i>Administrative Personnel</i>		
<b>Name</b>	<b>Degree</b>	<b>Certification</b>
Deborah Browning	<ul style="list-style-type: none"> <li> Bachelor of Arts – Elementary Education</li> <li> Masters of Education – Curriculum and Instruction</li> <li> + 30 Graduate Hours – Administration and Supervision</li> </ul>	Prekindergarten / Kindergarten Elementary Grades 1-8 Supervisor of Student Teaching Elementary Principal High School Principal Parish or City School Supervisor of Instruction
Mary Adams	<ul style="list-style-type: none"> <li> Bachelor of Arts</li> <li> Masters of Education – Special Education</li> <li> + 30 Graduate Hours –Administration and Supervision</li> </ul>	Prekindergarten / Kindergarten Elementary Grades 1-8 Mild/Moderate Mental Handicap Supervisor of Student Teaching Provisional Elementary Principal Provisional High School Principal Parish or City School Supervisor of Instruction
Monica Smith	<ul style="list-style-type: none"> <li> Bachelor of Arts</li> <li> Masters of Education – Administration and Supervision</li> </ul>	Elementary Grades Provisional High School Principal Provisional Elementary School Principal Parish or City School Supervisor of Instruction Supervisor Of Student Teaching

## Kindergarten Teachers

Name	Degree	Certification
Susan Brasher	Ⓢ Bachelor of Arts	Elementary Grades 1-8, PK-3
Chalaine Crawford	Ⓢ Bachelor of Science	Kindergarten Pre-K
Mary Currier	Ⓢ Bachelor of Arts	Elementary Grades 1-8, Kindergarten
Veronica Jennings	Ⓢ Bachelor of Arts Ⓢ Bachelor of Science	Elementary Grades, 1-8, Kindergarten Nursery School
Amy Watson	Ⓢ Bachelor of Science	PK-3

## First Grade

Name	Degree	Certification
Rebecca Freche	Ⓢ Bachelor of Science	PK-3
Benita Jenkins	Ⓢ Bachelor of Arts Ⓢ Master of Education	Elementary Grades 1-8 Supervisor of Student Teaching
Catherine O'Rourke	Ⓢ Bachelor of Arts Ⓢ Masters of Education	Elementary Grades 1-8, Kindergarten National Board Certification
Evelina Victor	Ⓢ Bachelor of Science Ⓢ Masters of Education	Elementary Grades 1-5
Celia Wortham	Ⓢ Bachelor of Arts Ⓢ Masters of Education Ⓢ +30 Graduate Hours	PK-3, Elementary Grades 1-5 Educational Leadership Spanish









## Second Grade

Name	Degree	Certification
Laura Ardillo	Ⓢ Bachelor of Arts	Elementary Grades 1-8, Lower 1-4
Jennifer Colona	Ⓢ Bachelor of Science	Elementary Grades 1-8
Michel Gibson-Walker	Ⓢ Bachelor of Arts	Elementary Grades 1-8
Erika Husser	Ⓢ Bachelor of Arts	Elementary Grades 1-8
Amy Populis	Ⓢ Bachelor of Arts	Elementary Grades 1-8
Brandy Tuminello	Ⓢ Bachelor of Arts	Elementary Grades 1-8, ESL














## Third Grade

Name	Degree	Certification
Kimberly Clements	Ⓢ Bachelor of Arts	Elementary Grades 1-8
Angela Fletcher	Ⓢ Bachelor of Arts	Elementary Grades 1-8, Upper 5-8
Lisa Genco	Ⓢ Bachelor of Arts	Elementary Grades 1-8
Frances Offlee	Ⓢ Bachelor of Science	Elementary Grades 1-6
Dianna Puls	Ⓢ Bachelor of Arts Ⓢ Masters of Education Ⓢ + 30 Graduate Hours	Elementary Grades 1-8, Guidance Counselor Supervisor of Student Teaching
Christina Rapp	Ⓢ Bachelor of Arts	Elementary Grades 1-8










## Fourth Grade

Name	Degree	Certification
Angela Fuller	 Bachelor of Science  Masters of Counseling	Elementary Grades 1-8 School Counselor
Kathy Kendrick	 Bachelor of Arts	Elementary Grades 1-8, Kindergarten
Aline Newman	 Bachelor of Arts	Elementary Grades 1-8
Diane Nobile	 Bachelor of Arts	Elementary Grades 1-8
Jami Reid	 Bachelor of Science	Elementary Grades 1-5
Miesha Williams-Lewis	 Bachelor of Arts  Master of Education	Elementary Grades 1-8 National Board Certification

## Special Services

Name	Degree	Certification
Marla Aucoin	 Bachelor of Arts	Mild Moderate (K-12) Elementary Grades 1-8, PreK-3
Dana Bickford	 Bachelor of Arts	Mild Moderate (K-12) Speech/Language Pathology
Leslie Liuzza	 Bachelor of Science	Noncategorical Pre-School Handicapped
Mary McMillan	 Bachelor of Education	Adaptive Physical Education, H&PE
Betty Rainey	 Bachelor of Arts  Master of Education	Speech and Language Pathology
April Rushing	 Bachelor of Arts  Master of Education	Speech and Language Pathology
Erin Stark	 Bachelor of Arts  Master of Education , +30 Graduate Hours	Elementary Grades 1-8 Mild/Moderate 1-12, Mentally Retarded Educational Technology Leader
Kindra Thompson	 Bachelor of Arts  Master of Education  +30 Graduate Hours	Lower Elementary ,Elementary Grades 1-8 Mild Moderate (K-12), Early Intervention Supervisor of Student Teaching, Educational Leadership Level 1

## Special Programs

Name	Program	Degree	Certification
Dorothy Boyette	Music	 Bachelor of Arts  Master of Education	Elementary Grades 1-8 Supervisor of student teaching
Bridget Farace	Physical Education	 Bachelor of Arts	Elementary Grades 1-8, Lower 1-4
Colisha Holmes	Counselor	 Bachelor of Arts  Master of Education	Guidance Counselor
Carmen Lake	Library / Media	 Bachelor of Arts	Elementary Grades 1-6
Debbie Richardson	Project Read	 Bachelor of Arts	Elementary Grades 1-8
Stephanie Sanders	Pre-Kindergarten	 Bachelor of Arts	Nursery School Elementary Grades 1-8
Lori Trahan	Computer Lab	 Bachelor of Arts	Elementary Grades 1-8 Kindergarten, Nursery school

## Paraprofessionals

 All paraprofessionals at Loranger Elementary are highly qualified as defined by NCLB.

## ATTENDANCE

Regular attendance at school is essential to good learning. While we recognize that children get sick and family emergencies arise, we also recognize the need for good attendance. The attendance policy is explained in the parish handbook. You should read this carefully. A few key points are as follows:

- A. Perfect attendance is defined as attendance at school from **bell to bell** every day. A student that is tardy or checks out early will not have perfect attendance, regardless of the reason, except for school related activities.
- B. A student missing more than 13 days of school will automatically be retained, regardless of grades or excuses. The pupil progression committee has the option to promote depending on the circumstances.
- C. Upon returning to school, the student must bring an excuse from a Doctor, court system or parent. If 3 or more days are missed in a row, you must have a doctor's note. Please note that valid parental excuses will excuse no more than 10 days per school year.
- D. Tardies are only excused with a medical statement from a doctor. Classroom doors will close at 7:50.
- E. If the carpool gate is closed, your child is tardy.
- F. Parents must bring their child to the office and sign them in when they are tardy. Any student reporting to the classroom after the gate is closed will be required to obtain a tardy slip from the office before going to class.
- G. Early checkout is considered a tardy.
- H. Students may not be checked out by a minor (under the age of 18).
- I. Habitual absences will be referred to the child welfare and attendance officer and/or the 21<sup>st</sup> Judicial Court FINS. After five days of unexcused absences we are **required by law** to turn the case over to their office.
- J. Make-up work will only be given with a **written, valid** excuse.
- K. The state department of education has directed that there be uninterrupted reading blocks.

**IT IS IMPERATIVE THAT YOUR CHILD BE TO SCHOOL ON TIME SINCE MOST READING BLOCKS ARE SCHEDULED FOR 8:00.**

**It is against the law** to excuse students for vacations, trips, etc. We greatly appreciate you not asking us to break this policy.

School dismisses at 2:50 each afternoon. Students will not be allowed to checkout after 2:30. This is an important step in insuring a safe school for your child. We thank you in advance for supporting us in this effort. See the principal or administrative assistant if you have a situation that would be considered an emergency.

## ATTENDANCE INCENTIVES








At the end of each week, students who have perfect attendance from the previous week will be given an incentive or reward.

## BIOMETRIC FINGER SCANNING SYSTEM

- The "Biometric Scanning System" identifies and associates points on the finger with the student's meal account, automatically deducts the money and records the date.
- Scanning will be done as soon as the students begin using the cafeteria. Please call 985-878-4538 if you have questions.
- If Loranger Elementary does not receive a scan form from you stating otherwise, your child's finger will be scanned.

## BUS RULES AND CONSEQUENCES

We believe all students can behave appropriately and safely while riding on a school bus. We will tolerate no student stopping drivers from doing their jobs or preventing other students from having safe transportation. In order to guarantee your child and the children of others the safe transportation they deserve, we are utilizing the following discipline policy.

Bus Rules	Consequences for Breaking Rules
 Follow directions and stay in your seat.	1. Driver verbally warns student and contacts parents
 Keep all parts of your body inside the bus.	2. Child is sent to the office and the parent is called
 No pushing, shoving, or fighting at any time.	3. One day bus suspension or other disciplinary action deemed appropriate by administration
 No eating, drinking, smoking, or spitting	4. Three day bus suspension or other disciplinary action deemed appropriate by administration
 No loud talking, screaming, or hollering.	5. Five day bus suspension or other disciplinary action deemed appropriate by administration
 Keep hands, feet, and objects to yourself.	6. Nine day bus suspension and a hearing will be held for permanent suspension off of the bus
 Do nothing that prevents the driver from providing a safe ride to or from school.	<i>Severe Clause - Any behavior deemed severe may result in automatic suspension off of the bus. Consequences for behavior of this sort will be at the discretion of the principal.</i>

## CLASS ASSIGNMENTS

The principal makes class assignments using a non-discriminatory, systematic method so that all classrooms contain equal and heterogeneous groups (by gender, race, and academic ability). Requests for changes in class placement are not allowed except under extreme extenuating circumstances.

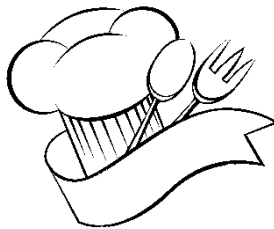
## CLASSROOM / CAMPUS VISITATION

We welcome visitors to our campus. All visitors on campus must obtain an office pass to visit a classroom. We ask that you refrain from classroom visitation unless the teacher requests it. Teachers often are unable to discuss student progress due to teaching. Visitors will not be allowed to enter the classroom during uninterrupted Reading. To prevent the disruption of class time, we request that anything that needs to be delivered to a child after class has begun, be brought to the office and we will see that your child receives that item.

Classes **will not** be interrupted to deliver items not related to instruction.

## DETENTION

Please note below the notification you will be sent in the event that your child is assigned detention. Please do not ask for detention to be rescheduled or replaced by other means of punishment. We must remain consistent in the use of detention. Please remember it is the parent's responsibility to teach a child proper behavior and it is the student's responsibility to behave appropriately.



Loranger Elementary School  
**DETENTION NOTIFICATION**

Date \_\_\_\_\_

**To the Parents of** \_\_\_\_\_

Please note that your child, named above, has been assigned detention for

\_\_\_\_\_ Tuesday, \_\_\_\_\_

\_\_\_\_\_ Thursday, \_\_\_\_\_

for the following reason(s):

\_\_\_\_\_  
 \_\_\_\_\_

Signature of person assigning detention \_\_\_\_\_

**Procedures / Guidelines**

1. Your child must be in the library no later than 7:00. No student will be allowed to sign in before 6:55. An adult must sign the child in.
2. Make sure you child eats breakfast before coming to detention. Students are not allowed to leave detention to eat breakfast.
3. Detentions will only be rescheduled with a doctor's excuse.
4. If you chose to keep your child home on the day of detention, it will be considered an Out of School Suspension. This absence will be referred to the 21<sup>st</sup> Judicial Truancy program.
5. Students who do not report for detention will be given the following consequence: Out of School Suspension or PAC (Positive Action Class).

**Parent Contact Notification**

<b>1<sup>st</sup> Attempt at Contact</b>	<b>2<sup>nd</sup> Attempt at Contact</b>
Phone Number: _____	Phone Number: _____
<input type="checkbox"/> Spoke With Parent <input type="checkbox"/> Left Message <input type="checkbox"/> No Answer	<input type="checkbox"/> Spoke With Parent <input type="checkbox"/> Left Message <input type="checkbox"/> No Answer
Notes: _____	Notes: _____

## DISCIPLINE

Loranger Elementary follows the parish guidelines of assertive discipline in conjunction with Positive Behavior Intervention Support. In PBIS, students will be rewarded for “filling the bucket” by demonstrating appropriate behavior. Students will be rewarded each six weeks and semester for earning the determined amount of paw tickets and receiving no office referrals, bus referrals or behavior detentions for that six weeks/ semester. Each teacher will provide you with the rules, procedures, and consequences for his/her classroom. Listed you will find the basic guidelines for discipline procedures:

1. Each child will have a discipline tracking chart that will be sent home on a daily basis. This chart will cover one six weeks period. This chart will be sent home in the communication folder daily and will need to be initialed by the parent each night and returned in the folder the next day.
2. The PBIS Theme is the Three R's: **Be Ready, Be Responsible, Be Respectful**. The rules for each area support our expectations that the students be responsible, respectful, and ready.
3. After 5 classroom infractions the child will be assigned a detention.
4. After three detentions, within the 6 weeks the student will receive an office referral.
5. Major infractions, which include, but are not limited to, fighting, stealing, lying, injuring self, others, or property, threatening others, throwing objects, urinating on others or objects and habitual violations will be sent to the office.
6. Referral's to the office will result in the following steps.(Tangipahoa Parish Policy)
  - a. Step 1 – Parents are contacted.
  - b. Step 2 – Parents are contacted and a parent conference with administrator, 1 day PAC or loss of privileges.
  - c. Step 3 – Parents are contacted and a parent conference with administrator, 1 Day Suspension/PAC
  - d. Step 4 – Parents are contacted and a parent conference with administrator, 3 Day Suspension/PAC
  - e. Step 5 - Parents are contacted and a parent conference with administrator and Child Welfare Office, 5 Day Suspension
  - f. Step 6 - Parents are contacted, Student suspended until Expulsion Hearing

Any activity deemed severe may result in higher step on discipline ladder.

## DRESS CODE

Students at Loranger Elementary are expected to adhere to the dress code and uniform policy established by the Tangipahoa Parish School System. The complete policy is included in the parish handbook. We have had some areas of confusion about what is and is not appropriate. We would like to clarify some of these:

1. The following items cannot be worn: crocs, turtle necks, capri, cargo, cropped, and carpenter pants, indoor jackets in colors other than white, red, or navy.
2. Hooded jackets may be worn in the classroom, but the hoods must be removed when entering the building or classroom.
3. Hoodies must be red, white, or navy (with no logos) except with LES or Loranger lettering.
4. Pants must be Khaki or Navy blue. Jeans in Khaki or Navy blue are not acceptable.
5. Belts must be solid black, navy, khaki, or brown and worn with pants with belt loops.
6. Shorts / Skirts must be knee length in grade 4.
7. Jumpers may be worn but must be twill material. Jersey knit blue dresses are not allowed or the shirt /skirts combination outfit.
8. Earrings can only be worn by girls in the lobe of the ear.
9. Shoes must be closed toe and heel. No sandals, wedges, platforms, heels, crocs, slippers, shower shoes or knee high boots. Boots may be worn, but they cannot be knee high.
10. Only white long sleeve or short sleeve shirts may be worn under uniform shirts.
11. There are no restrictions on outdoor jackets or socks.



**The following is a list of items that are considered to be disruptive to the learning environment and should not be worn to school:**

- Extreme haircuts (Mohawk, shaved designs, etc.) hairstyles, or hair color (green, purple, pink, etc.)
- Tattoos (permanent or temporary)
- False nails
- Two different shoes (color or style)

### **DRESS CODE DISCIPLINE LADDER**

**Step 1:** - The teacher will warn the student verbally of the violation and send a note home.

**Step 2:** - The teacher will refer the student to the office. Child will call home for correct clothing and the student will miss recess for that day.

### **FIELD TRIPS**

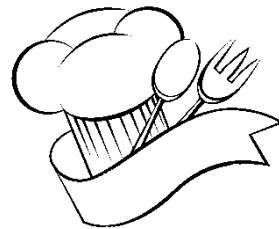
The faculty and staff at Loranger Elementary recognize the educational benefits of field trips. Field trips are designed to give students an opportunity to learn skills through a different medium. Each grade level is limited to one field trip a year. Permission can be granted for special events that will result in the grade level exceeding one.

When students are on field trips they are under the care of the school. **NO CHILD WILL BE ABLE TO LEAVE A FIELD TRIP WITH A PARENT OR OTHER ADULT UNDER ANY CIRCUMSTANCES.** If you are unable to schedule doctor's appointments, etc. after school, then your child will not be able to attend. This is due to tremendous legal issues of supervision of students.

Under no circumstances will younger siblings be allowed on field trips. Children owing fees to the school will not be allowed to go on field trips. If you chose to go on your own with your child, you will not be granted school rates or allowance to participate in the group. Your child will also be given an unexcused absence for the day of the trip. Uniforms must be worn on all field trips.

### **GRADING SCALE (PARISH)**

93 – 100%	<b>A</b>
85 – 92%	<b>B</b>
75 – 84%	<b>C</b>
67 – 74%	<b>D</b>
0 – 66%	<b>F</b>



### **HOMEWORK POLICY**

Homework is an important part of the educational process. The purpose of homework is to provide practice of skills taught in the classroom. Homework can also serve as an informational tool to parents. When parents take the time to look at a child's homework he or she will know what skills the child is working on, what skills the child is having difficulty in, and areas of strength.

Teachers at Loranger Elementary are allowed the freedom of creating their own homework policy. Homework will vary from classroom to classroom due to the needs of the students in the class. Your child's teacher will send home the homework policy within the first two weeks of school.

## **LUNCH MONEY**

Lunch money in the elementary school is **pre-pay** only. You will be billed prior to the first of the month for the next month's meals. Payment is due on the first. Second notices will be sent home. Children who have not paid lunch money by the second of the month **will not** be allowed to eat. This is the policy of the Tangipahoa Parish School System. While children may not be fed the regular meal, they will be provided milk and crackers, graham crackers, or a roll.

Breakfast is **cash only** unless you send a note to the cafeteria requesting to be billed for breakfast. Extras in the cafeteria (yogurt, water, string cheese, etc.) must be paid for with exact change. Extras will not be charged. If your child does not have exact change, the remainder will be credited to your child's account for the **next month's meals**. Extras can only be purchased if a school lunch is bought. Children bringing bag lunches will not be allowed to purchase extras other than milk. This is a **policy of the federal government**.

The parent must pay for meals eaten before approval for free or reduced lunches and breakfasts. Please place your child's lunch money in the school communication folder on the side labeled return to school. Please remind your child to turn his lunch money into the teacher or give it to the billing clerk in the cafeteria. Students who are delinquent in lunch fees will not be allowed to participate in field trips of other activities requiring money.

## **NOTES HOME**

Notes going home from the school will be on pink paper. It is the child's responsibility to bring notes home. If a child refuses to bring notes home, the parent must correct the situation. Due to teachers having limited planning time and access to phones, it is not always possible that you be called. Please do not request that we give notes to siblings, neighbors, etc. Doing this often costs learning time. It also deters your child from becoming responsible.

Folders are provided for each child by the school at the beginning of the year. The sole purpose of this folder is to provide consistent communication between the school and home. One side is labeled for materials you may keep at home, the other, for materials that must be returned to school. If your child destroys or loses his/her folder he/she may buy another one for \$3.00.

Each Wednesday your child's graded papers will be sent home in the folder. You are required to return the papers to school after you have reviewed them and signed for them. All tests that come from the textbook series must be kept at school. You will be notified of the grade no later than one week past the current Wednesday after the test. You have the option of coming to the school and reviewing the test papers.

## **PARENT TEACHER CONFERENCES**

Communication between the parent and the teacher is essential to your child's success in school. If a parent has a concern about their child or the classroom, it must be discussed with the teacher before school administrators become involved. Conference time is limited during the school day for teachers. Please be reminded that teachers will not be allowed to leave their classroom, without prior notice, for conferences. The teachers and staff at Loranger Elementary will do everything possible to accommodate your schedule to meet at a convenient time. Please remember that time before and after school is a teacher's *personal time*. If a conference must be held during the middle of the day it is the responsibility of the *parent* to arrange *their work schedule* in order meet with the teacher.

## **PARENT VOLUNTEER PROGRAM**

Volunteering is an excellent way to keep involved in your child's education. Volunteers are always wanted and needed. Please review the PTA member and Volunteer Guidelines contained in the handbook. If you would like to volunteer, please contact your child's teacher or the PTA.

## PTA Member and Volunteer Guidelines

As volunteers, our actions and behaviors must promote a positive learning environment as we dedicate our time and effort to the children of Loranger Elementary. With this in mind, the following guidelines have been developed to promote a positive learning environment and provide consistency throughout the volunteer program.

### SIGN-IN

- 🍓 Wednesday is the only day of the week that volunteers are allowed to be at school all day. All other days, volunteer hours begin at 1:00 p.m. and last through the end of the day.
- 🍓 All volunteers must sign-in at the front office using the Volunteer Log book. Be sure to state the reason you are volunteering and document the length of time you will be volunteering.
- 🍓 All volunteers must wear a sticker or badge that identifies them as a volunteer while they are on school grounds. **NO EXCEPTIONS!** This is a safety issue and must be followed for the protection of the students.
- 🍓 Please be reminded that if you are not helping a teacher, the office staff, or volunteering for PTA purposes, you are considered a visitor. Visitors should sign-in on the Visitor Log as those hours will not be recorded as volunteer hours.



### GENERAL GUIDELINES

- 🍓 Proper dress for a school campus is required. Shorts must be a reasonable length and tight/revealing clothing should be avoided. Modest attire is required.
- 🍓 The PTA room must be kept clean at all times.
- 🍓 Do not disturb classrooms by peeking in windows or doors.
- 🍓 If you or your small children are sick, please stay home.
- 🍓 Volunteers should not transport students to activities, address behavior problems, or pass out information unless specifically asked to do so.
- 🍓 Volunteers with small children must make every attempt to maintain a quiet environment throughout school.
  - Try to keep small children in the PTA room when possible.
  - There should be no running, screaming, or other excessive noise in the hallways or on the sidewalks. These areas are “**RED ZONES**”.
  - Children must remain with their parents and are not allowed to enter classrooms alone, pass out items, etc.
  - Children must not peek in windows or doors.

### THE PROCESS

- 🍓 Volunteers should check with their child's teacher to see if they need any help. If they do not have anything for you to do, please refer to the “**Teacher's Log**” in the 4<sup>th</sup> grade lounge area. The log is located in a basket on the black table. Each teacher signs it along with activity that needs to be completed. Start at the top of the list and work down.
- 🍓 Volunteers may not enter classrooms during uninterrupted reading time to pick up items for the “to do list”. Volunteers must make every effort to keep classroom disruptions to a minimum.
- 🍓 If the activity to be completed requires making copies, you must get a copy code from the teacher. If you are entrusted with a teacher's code, consider this a privilege and do not share it with other volunteers. Please be reminded to keep all copy codes **confidential** and only run her copies with her code. Do not use a teacher's copy code for PTA copies or personal use. Also, the office staff will not give codes to volunteers.

### WHERE TO WORK

- 🍓 For the most part, volunteers should work from the PTA room. **Do not remain in the classroom unless asked to do so by the teacher.** It is the responsibility of the volunteers to keep this room clean at all times. Please do not abuse the use of this facility.

### EQUIPMENT

- 🍓 Teachers and Office Staff have first priority when it comes to the use of copiers, laminators, etc. If no staff personnel require the use of the equipment, the equipment is considered first come first serve for volunteers. If a staff member needs to use a machine, the volunteer should come to a stopping point and complete their activity at another time. Staff members have limited breaks during the day and can't always come back at another time.
- 🍓 The use of copy machines, the laminator, binder and die-cut machines are for school use only. Please do not use them for personal use.
- 🍓 **DO NOT ATTEMPT TO CORRECT ANY COPY MACHINE OR LAMINATING MACHINE PROBLEM.** These machines are very expensive. Please see Leslie Dempster for copier problems and Carmen Lake for laminator problems.

## PARENTAL INVOLVEMENT THROUGH THE USE OF TECHNOLOGY

Loranger Elementary School has many technology based parental communication systems. This is a list and a brief description of each of these tools. We encourage you to go online and use these tools.

1. **Parent Command Center** – View your child’s grades, discipline referrals, and attendance. Complete the form that is in your packet, and send to school. Within days you will be able to access this by logging on to Tangischools.org and clicking on parent command center. Call Mrs. Leslie or Mrs. Marlene at the school if you have questions.
2. **On Course** – Log on to the Loranger Elementary School website and click the On Course icon. You can view teacher websites with links to educational information. Click on the calendar and homework for the day will be there for your viewing. Also, use the school calendar to find out what is going on at the school.
3. **Email** – You may email teachers and administrators by going through on Course. This is a great alternative for those who have little time to call or visit.
4. **School Messenger** –is an automated phone system that will call your home when important information needs to be given. You may receive calls from the school or from the central office. It is imperative that your main number is working. If you have an answering machine, it will leave a message.

## SCHOOL PARTIES

The Tangipahoa Parish School System allows for parties on two occasions. Parties will be held at Christmas and Easter. If you would like to assist with parties contact the teacher. Younger siblings are not allowed in the classroom during parties. It is against TPSS policy to have parties in grades 3 and 4. However, we will allow them to pass out treats on these occasions. Students wishing to celebrate their birthdays with store bought cake, punch, cupcakes, etc. may do so the last 30 minutes of the day or during scheduled snack and recess time. Please contact your child’s teacher to make arrangements.

Department of health regulations prevent us from distributing homemade treats. All treats must be prepackaged and sealed before distribution.

## SUPPLY FEE

A **\$20.00** supply fee will be assessed of all students. This is used to purchase materials that enhance learning. It is preferable that the fee be paid the first week of school. If needed you may make arrangements to pay in smaller installments. Speak to your child’s teacher concerning a plan. Students who have not paid fees will not be allowed to participate in field trips or other activities requiring money.

## TEXTBOOKS

The policy of the Tangipahoa Parish School System is that children who are assigned textbooks are responsible for reasonable care of the textbooks. Students who lose or damage textbooks must pay for the book before being reassigned a new book. Please see the price chart below. We encourage you to help your child keep up with his or her books to avoid expensive replacement fees.









**TEXTBOOK PRICES 2015-2016**

Grade	Reading	Mathematics	Social Studies	Science	Handwriting	English	Spelling
K	N/A	\$18.25	N/A	N/A	\$9.59	N/A	N/A
1	\$25.15	\$22.75/Bk	\$37.65	Tbd	\$9.59	N/A	N/A
2	\$36.90	\$22.75/Bk	\$37.65	Tbd	\$9.59	\$30.21	\$20.37
3	\$39.00	\$65.97	\$43.45	\$58.97	\$9.59	\$36.99	\$20.37
4	\$52.99	\$65.97	\$50.77	\$58.97	\$9.59	\$36.99	\$20.37

## Tardy Policy

2015-2016

Loranger Elementary believes that success in school depends upon punctual, regular attendance. We also believe tardiness has a direct connection to poor student performance and is harmful to the total learning environment. Bell to bell classroom attendance cannot be replaced. Therefore, the following tardy procedures will be followed to help ensure student success.

-  If your child checks in **late** it is considered tardy.
-  Tardies will only be excused with a medical statement from a doctor. Classroom doors will be closed at 7:50 each morning.
-  If the gate is pulled, your child is tardy.
-  Parents must bring their child to the office and sign them in when they are tardy. They must have a blue tardy slip to be allowed into class.
-  Any student reporting to the classroom without a tardy slip will be required to obtain a one from the office.
-  On the 4<sup>th</sup> tardy per six weeks, the student will be assigned a morning detention.
-  Morning detention is held on Tuesday or Thursday each week from 7:00-7:45. You will be assigned which day to attend. Your child will need to be signed in at the Library no later than 7:00 a.m. by an adult.
-  For each additional tardy (above and beyond 4) each six weeks, your child will be assigned another morning detention.

Example: (Starts new every six weeks)

- 1<sup>st</sup> unexcused tardy
- 2<sup>nd</sup> unexcused tardy
- 3<sup>rd</sup> unexcused tardy
- 4<sup>th</sup> unexcused tardy – *morning detention assigned*
- 5<sup>th</sup> unexcused tardy – *morning detention assigned*
- 6<sup>th</sup> unexcused tardy – *morning detention assigned*

-  This pattern continues until the first day of the next six weeks.

**Your child will not be allowed to attend any school activities until morning detention has been served.**

## TRANSPORTATION

All students must have one regular mode of transportation, bus or carpool. All students have been assigned a bus by the transportation department. You, the parent, may choose carpool as your child's regular mode of transportation.

- For students to ride a different bus (even for one day) the parent must obtain permission from the other bus driver and a note must be sent to the office requesting the change.
- If your child's regular mode of transportation is the bus and you need for them to go to carpool, a note must be sent to the office requesting carpool for that day.
- If your child must be placed on a bus instead of carpool, you must request permission from the driver (unless it is your child's assigned bus) and send a note to the office requesting the change.

**Children without notes requesting change will be placed on the normal mode of transportation. Do not tell your child to wait in carpool or ride the bus, you MUST send a note.** Phone calls for bus changes or carpool changes **WILL NOT BE ACCEPTED**. Loranger Elementary will accept changes by notes via fax at 985-878-4864. It is the parent's responsibility to *call the school to ensure that the fax has been received*. No faxes will be accepted after 2:30.

The carpool line opens at 7:20 each morning and runs in front of the elementary school. LES students may not be dropped off on Allman St. (behind the school cafeteria). Please pull as far as possible so that we may accommodate more cars. The teachers on duty will see that your child goes to the proper area. Due to liability reasons, teachers will no longer be allowed to open doors for students in carpool. Children must be able to open their own doors. No car will be allowed to stop to allow parents to open doors for students. In the afternoon, carpool tags must be placed in windows or **children will not be loaded in cars in the afternoon**.

If you do not have a carpool tag, you must report to the office to obtain a tag before your child is released. There is a minimum fee to get extra tags.



# School Activity Calendar 2015-2016



August	
August 24 <sup>th</sup> – September 4 <sup>th</sup>	PTA Membership Drive
17 <sup>th</sup>	Open House – 6:00-6:30 General Meeting in the Cafeteria (All grade levels) Session 1 6:30- 6:40, Session 2 6:45-7:00 Classroom Visitation

September		October		November	
7 <sup>st</sup>	Labor Day Holiday	2 <sup>nd</sup>	Fair Day Holiday	17 <sup>th</sup>	Fall Picture Retakes Group Pictures
14 <sup>th</sup>	PTA Meeting, 4 <sup>th</sup> Grade Activity @ 6:00 pm	TBA	Literacy, Math & Technology Night 6:00-7:00 pm	23 <sup>th</sup> -27 <sup>th</sup>	Thanksgiving Holidays
28 <sup>th</sup> thru Oct. 12 <sup>th</sup>	School Fundraiser	12 <sup>th</sup>	PTA Meeting, 3 <sup>rd</sup> Grade Activity @ 6:00 pm		
29 <sup>th</sup>	Fall Pictures – Prepay Only	19 <sup>th</sup>	Parish Teacher Professional Development – No School Students		
		29 <sup>th</sup>	Trunk or Treat @ 6:00-7:30 pm		

December		January		February	
1 <sup>st</sup>	PTA Meeting, 2 <sup>nd</sup> Grade Activity @ 6:00 pm	11 <sup>th</sup>	PTA Meeting, 1 <sup>st</sup> Grade Activity @ 6:00 pm	TBA	40 Days of Focus begins
7 <sup>th</sup> thru 11 <sup>th</sup>	Santa Shop	12 <sup>th</sup>	Grandparents Pictures	8 <sup>th</sup> thru 12 <sup>th</sup>	Mardi Gras Holiday
19 <sup>th</sup>	Dismissal @ 11:20 am	18 <sup>th</sup>	Martin Luther King, Jr. Holiday	23 <sup>th</sup>	Spring Pictures
21 <sup>nd</sup> thru Jan. 4 <sup>th</sup>	Christmas Holidays	15 <sup>th</sup>	Parish Teacher Professional Development – No School Students		

March		April		May	
1 <sup>st</sup> thru 15 <sup>th</sup>	May Festival Fundraiser	TBA	Testing 3 <sup>rd</sup> and 4 <sup>th</sup> Grade	6 <sup>th</sup>	May festival @ 7:00 pm
4 <sup>th</sup>	Parish Teacher Professional Development – No School Students			May 9 <sup>th</sup> thru 12 <sup>th</sup>	Kids Week
14 <sup>th</sup>	PTA Meeting, PreK and K Activity @ 6:00 pm			13 <sup>th</sup>	PBIS Kids Carnival
TBA	Testing 3 <sup>rd</sup> and 4 <sup>th</sup> Grade			TBA	PreK Graduation
22 <sup>nd</sup>	Kindergarten Graduation Pictures			TBA	Awards Day (Tentative) 8:15 – 9:00 Kindergarten 9:00 – 9:45 First Grade 9:45 – 10:30 Third Grade 10:30 – 11:15 Second Grade 12:00 – 12:45 Fourth Grade
25 <sup>th</sup> thru April 1 <sup>st</sup>	Easter Holiday			20 <sup>th</sup>	Last Day of School – Students

🎯 Dates are subject to change 🎯

## TECHNOLOGY ACCEPTABLE USE POLICY (AUP) – revised July 2013

The Tangipahoa Parish School Board believes it is necessary for all persons to become aware of acceptable use of computers. Any person using computers or other electronic information resources shall be required to use such equipment and resources in a responsible, legal manner. The School Board retains the right to monitor all computer usage and files for compliance to all regulations and/or procedures. 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. Technology, particularly Internet access, is available to students and employees in the Tangipahoa Parish School System. The Tangipahoa Parish School Board's goal in providing these resources to its students is to enhance innovative education for students through access to unique resources and collaborations. Furthermore, teachers will improve learning and teaching through research, teacher training, collaboration, and dissemination of successful educational practices, methods, and materials. Guidelines are provided so that the technology users are aware of the responsibilities they are about to assume. Responsibilities include appropriate, efficient, ethical, and legal utilization of 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. All users shall sign the Technology Contract on a yearly basis. The signature shall be binding and indicates that he/she has read the terms and conditions carefully, understands their significance, and shall adhere to their provisions. These should be kept on file at each school or office.

### TERMS AND CONDITIONS

1. **Acceptable Use** - Technology resources in our school system shall ONLY be used to support teaching and learning.
2. **Privileges** - The use of technology is a privilege, not a right, and therefore inappropriate use may result in the cancellation of those privileges by the administrator in each school, the Tangipahoa Parish School System (TPSS) Director of Technology or the Superintendent or his/her designee.
3. **Acquisition of Technology** - ALL hardware and software purchases and installations shall be pre-approved by the TPSS Technology Department.
  - a. All technology hardware and software resources purchased by TPSS are the property of the Tangipahoa Parish School System and are loaned to students and faculty for their use.
4. **Appropriate Network Usage** - Users are expected to abide by the Tangipahoa Parish School System rules of network etiquette. These include, but are not limited to the following:
  - a. Be polite; do not send abusive, threatening, bullying, intimidating and/or harassing messages to others.
  - b. Use appropriate language.
  - c. Hardware or software shall not be destroyed, modified, or abused in any way.
  - d. Do not use the network in a way that would disrupt the use of the network by other users (e.g. downloading huge files during prime time, sending mass E-mail messages, installation of unapproved software, or annoying other users using chat, talk, or write functions). The network should be used only for research, information gathering, and academic practice directly related to school assignments and extracurricular projects supervised by school faculty.
  - e. The network is NOT designed to be used as a radio or television for the classroom. Any such use should be DIRECTLY related to instruction. All streaming media not directly related to instruction is prohibited.
  - f. Malicious use of the network to develop programs that harass other users or infiltrate a computer, computing system, or network is prohibited. Use of the network to damage the software components of a computer or computing system is prohibited.
  - g. Using the network for commercial purposes, financial gain, fraud, illegal acts, or threatening the safety of a person is prohibited.
  - h. Use of the network to access or process pornographic materials, inappropriate text files, and files dangerous to any individual or group is prohibited.
  - i. Network use for product advertisement, political lobbying, or illegal activities is strictly prohibited.
  - j. Use or posting of information related to the school, school staff, students, use images of the school, the school logo, initials or seal, in any form on the Internet or in any form of electronic communication without specific written permission of the Superintendent and/or his/her designee shall be prohibited. The posting of any such information on any website, bulletin board, chat room, email, or other messaging system without permission, or the posting or transmission of images or information in any format related to the school, staff, or students that are defamatory, abusive, pornographic, or which could be construed as threatening or impugning the character of another person is prohibited.
5. **Security** - Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet or WAN, you must notify the school administrator who will notify the TPSS Technology Department. Do not demonstrate the problem to other users. Any user identified as a security risk or having a history of problems with other computer users may be denied access to technology resources.
  - a. Do not reveal personal addresses or phone numbers of students or colleagues.
  - b. Gaining unauthorized access to resources or entities is prohibited. Users should access only those files that belong to them or which they have been granted permission to use by faculty or coworkers.
  - c. Files stored on district computers and servers should be limited to those relating to formal school courses or activities.
  - d. Using the account or password of another user is prohibited. Distribution of passwords by other than designated staff is forbidden.
  - e. Users will log off or lock their personal accounts when they step away from the computer for more than a few moments to prevent unauthorized access.
  - f. Bypassing Filters or Security Systems - Attempts to remove, modify, or bypass software, hardware, and configurations installed to prevent Internet or other access to pornographic material, other objectionable materials, or prohibited resources is forbidden. Such violations shall result in cancellation of computer use privileges and mandatory suspension from school.
6. **E-mail** – Electronic Mail (e-mail) is not guaranteed to be private. The TPSS Superintendent and Technology Department personnel who operate the system have access to all mail. Messages relating to or in support of illegal activities must be reported to authorities.
  - a. TPSS provides email accounts for its employees and students and does not warrant access to other email services or messaging services. Tangischools e-mail accounts are to be used for professional correspondence.
  - b. Web mail is not permitted on any computers located in classrooms or used by students except for TPSS provided student accounts.
  - c. E-mail signatures shall ONLY include the following:
    - d. Name and Position; School or Office; Physical Address; Voice and Fax numbers; Email address and/or website address; School Mission Statement;
  - e. Users shall not post or forward e-mail “chain letters” or send annoying or unnecessary messages to others.
  - f. Users shall not use district e-mail to mass email and “spam” any users (internal and external) with unauthorized communications or solicitations.
  - g. E-mail, chat, and instant messaging of any form should be used for legitimate and responsible communication only. Use of these technologies for commercial purposes, financial gain, fraud, illegal acts, or threatening the safety of a person is prohibited.
  - h. Hate mail, including statements that bully, threaten, intimidate and harass, discriminatory remarks, cursing, and other anti-social behaviors are prohibited on the network.



**7. Use of Electronic Devices**

- a. The use of all recording devices of any kind, including but not limited to all kinds of cameras, video recorders, audio recorders, etc. except for instructional purposes or TPSS official business is strictly prohibited.
- b. Student use of the Internet, cameras, cell phones, "IPODS" and/or any other electronic systems, on or off campus, that subsequently causes *substantial disruption* to the educational environment, interferes with the rights of others, or can be considered a threat, will result in the student receiving discipline in accordance with the parish assertive discipline plan.

**8. Violating Copyright Laws**

- a. The illegal installation of copyrighted software for use on district computers is prohibited.
- b. Transmission of any materials in violations of any U.S. or state regulation is prohibited. This includes - but is not limited to - copyrighted software, music, videos, and other materials protected by trade institutions.

- 9. **Vandalism** – Vandalism will result in cancellation of privileges and/or other disciplinary actions. Vandalism related to technology is defined as any malicious attempt to harm or destroy the equipment or data of another user, LAN, WAN, or other networks

that are connected to the TPSS network. This includes, but is not limited to, the uploading or creation of computer viruses.

**10. Consequences of Misuse**

- a. According to the Tangipahoa Parish School Board *Policy Manual*, school principals shall discipline any user who accesses, sends, receives, or configures electronically any profane, threatening, bullying, intimidating, harassing, pornographic and/or obscene language or pictures.
- b. The use of off campus resources including web pages, social networking sites, or Web 2.0 sites that subsequently cause "material disruption" at school is prohibited and the responsible student will be disciplined in accordance with the parish assertive discipline plan.
- c. Any individual failing to follow the above "Terms and Conditions" is subject to appropriate disciplinary measures as determined by school administrators, the Superintendent, and/or the TPSS Technology Department. Students may receive consequences of steps 2 through 6 on the assertive discipline ladder.
- d. Employees who choose to violate the *Acceptable Use Policy* may be subject to adverse personnel action.

- 11. **Monitoring** – Teachers agree to instruct the students on acceptable technology use and monitor all student technology use to ensure student compliance with this policy. Students agree that teachers and administrators have the right to monitor ALL student activity using the network and other technology resources.

**CODE OF CONDUCT**

This Code of Conduct applies to all users of these technology resources. Honesty, integrity, and respect for the rights of others should be evident at all times. Photographs may only be permitted with current, signed state department of education photo release on file. Students will not be identified by full name in conjunction with a recognizable picture. Students will only be identified by first names. The technology user is held responsible for his/her actions and activities. Unacceptable uses of the network and/or technologies will result in disciplinary action including possible revocation of these privileges.

**Directions:** After reading the Tangipahoa Parish School System Code of Conduct and Terms and Conditions, please read and fill out the appropriate portions of the following contract completely and legibly. Please return this contract to your teacher or school administrator.

**USER (Student or Teacher) TECHNOLOGY CONTRACT**

I have read the Acceptable Use Policy. I understand and will abide by the regulations. I understand misuse is unethical and illegal. Should I commit any violation, my access privileges may be revoked and disciplinary action will be taken. A signed copy of this document must be on file with the teacher. In the case where the teacher is the user, a copy will be on file in the office each year.

User Name (please print): \_\_\_\_\_ (circle one) **Teacher / Student**

User Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**PARENT TECHNOLOGY CONTRACT**

As the parent or guardian of this student, I have read the Terms and Conditions of the Tangipahoa Parish School System Acceptable Use Policy. I understand that this access is designed for educational purposes and Tangipahoa Parish School System has taken available precautions to monitor student access. However, I also recognize it is impossible for Tangipahoa Parish School System to restrict all controversial materials, and I will not hold them (TPSS) responsible for the materials acquired on the network. I hereby give my permission for my child to have school use of technology including the Internet.

Parent or Guardian (please print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Daytime Phone Number: \_\_\_\_\_

Evening Phone Number: \_\_\_\_\_